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August 9, 2019

Matthew D. Dorner
Deputy Director of Public Works
Chief of Engineering
City of Bethlehem
10 E. Church Street
Bethlehem, PA 18018

Dear Mr. Dorner,

The EAC has reviewed the four proposals submitted to the City to write a Climate Action Plan. We believe that all of the firms are qualified. Upon discussion at last night's special meeting, the EAC highly recommends Michael Baker International, followed closely by WSP, as being the two strongest candidates. iSpring and The Stone House Group ranked third and fourth, respectively, although were not ranked relative to each other by all members.

Michael Baker International has a highly qualified staff with key team members having local experience and connections, as well as experience with other climate action plans and hazard mitigation plans. Their proposal was clear and concise with excellent graphics, indicating skill in communicating with the public. They were strong on public engagement, suggested branding for materials, offered website assistance and a Climate Action Toolkit for ongoing assessment and engagement. In addition, they specified including prioritization of actions with short, medium and long-term goals.

WSP, likewise, is an international firm giving them great resources and also has local connections. They plan to partner with the Nature Nurture Center in Easton, whose strength is public education and engagement. They also had the highest number of public meetings (4). In order for the plan to succeed the public needs to support and participate in the plan, making public engagement vital. WSP's proposal was extremely detailed, including a two-phased approach and their own web-based portal titled the Climate Decision Model, a suite of climate change adaptation and mitigation tools.

Given that there is confidence in the capability of a firm, cost is an important consideration. The fee for the Stone House Group was significantly higher than the others, followed by iSpring. The fees for both Michael Baker International and WSP are much lower than the other two proposals, however, it is important to note that

WSP expects the City to spend 284 hours on the project to lower costs. The City may wish to obtain estimates for having some responsibilities transferred to back to WSP. Michael Baker International does not specify how much time the City will have to contribute and this should be ascertained.

Therefore, we suggest that the City consider their resources and determine how much time the consultants will require of their staff, understanding that to create an effective Climate Action Plan it will be necessary for the City staff to participate not only in the planning process, but on an ongoing basis once the plan is initiated. In addition, we suggest that the form of training and support for the toolkits be fully understood.

We also recommend that the City ensure that climate injustice and underserved communities would be addressed in plans written by Michael Baker International and WSP.

The EAC appreciates your including us in the review of the proposals and we look forward to assisting in any way possible as the climate action planning process continues.

Respectfully yours,

Lynn Rothman

Lynn Rothman, Chair

On behalf of the Bethlehem EAC:

Elizabeth Behrend	Brian Hillard
Elisabeth Cichonski	Brian Nicas
Kathy Fox	Mike Topping

cc: Michael Alkhal, Director Public Works
Bethlehem City Council
Mayor Donchez