



CITY OF ALLENTOWN

No. 103

RESOLUTION

R - 2022

Introduced by the Administration on July 20, 2022

Authorization for an Engagement of Professional Services Michael Baker International in the amount of \$3,995.00 to provide bid assistance and construction oversight for the repairs at Cedar Creek Park Vehicular Bridge. This is an informal quote and is below purchasing requirements, one (1) quote was required and therefore received.

Resolved by the Council of the City of Allentown, That

WHEREAS, Article 130.16 of the City's Administrative Code requires City Council approval by Resolution for the award of contracts or engagement of professional services.

WHEREAS, it is the desire of the City of Allentown to enter into an agreement with the aforementioned Contractor, for the use and purpose indicated in supporting the Recommendation of Award of Bid:

1. Name of Contractor/Consultant: Michael Baker International
2. Project or Contract Reference: Cedar Creek Park Vehicular Bridge Repairs Bid Assistance
3. Description of Service(s): the Contractor would complete bid assistance and construction oversight for the repairs at Cedar Creek Park Vehicular Bridge.

NOW, THEREFORE, BE IT RESOLVED, on this the 20th day of July, 2022, that the Council of the City of Allentown, hereby authorizes the Mayor and/or such other City officials as deemed appropriate by the City Solicitor, to sign and execute a Contract or Amendment and such other agreements and documents as are deemed by the City Solicitor to be necessary and/or related thereto, with the above named contractor/consultant, for the project identified.

SUBJECT: Request for Contract Award and Approval by City Council Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: Cedar Creek Park Vehicular Bridge Repairs Bid Assistance

TO: City Council, City Clerk, and Council Solicitor

FROM: Karen El-Chaar, Department Head

DATE: July 7th, 2022

Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for its approval and award of the contract.

- Check Type of Contract or Change:

The contract is for over \$40,000 and required to be competitively bid under the City Code. We have advertised the above referenced project and received qualified bids/proposals.

X The engagement of professional services. We have received and reviewed a proposal or proposals for professional services in connection with above referenced project or requirement for professional services.

- The contract appropriation or price increase **is** included in this year's budget
- List the Vendor's name, address and proposed sum, of any and all **alternate** quotes/received, if any.
n/a- this quote is below the purchasing requirements.
- List the name and address of the **recommended** Contractor/Vendor, include the following:

Michael Baker International, Two City Center, 645 W. Hamilton Street, Suite 206, Allentown, PA

Contract Consideration: \$3,995.00

Funding Source: 001-08-2214-2002-46 \$318.00

001-08-2214-2001-46 \$3,676.00

- Description of project or scope of services to be provided:

On March 8, 2022, the City received a quote from the Contractor for which the Contractor would provide additional bid assistance and construction oversight for the vehicular bridge adjacent to Ott Street. This quote was below purchasing requirements and therefore only one (1) quote was necessary.

- Contract Term:

The contract term shall commence upon the issuance of the PO.

- List any renewal term options and duration of each renewal, if any:

n/a

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

n/a

A vote of final approval is requested of the members of Council and by passing the accompanying resolution, this Contract will be deemed approved and awarded.

By: Karen El-Chaar, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution