



CITY OF ALLENTOWN

No. 100

RESOLUTION

R - 2022

*Introduced by the Administration on July 20, 2022*

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Authorization for Engagement of Professional Services with McMahon Associates in the amount of \$17,200.00 to provide supplementary traffic signal inspection staff of one (1) full time inspector for project management, inspection and documentation services on the Traffic Signal Modifications Management. This is in informal quote and is below purchasing requirements, two (2) quotes were received, and three (3) vendors declined to participate.

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*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: McMahon Associates
2. Project or Contract Reference: Traffic Signal Construction Management, Inspection and Documentation Services- Multimodal Transportation Funds Project
3. Description of Service(s): The City seeks to contract with a Vendor to provide supplementary traffic signal inspection staff of one (1) full time inspector for project management, inspection and documentation services on the Traffic Signal Modifications Management.

**NOW, THEREFORE, BE IT RESOLVED** , on this the 20<sup>th</sup> 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: Traffic Signal Construction Management, Inspection and Documentation Services- Multimodal Transportation Funds Project

**TO:** City Council, City Clerk, and Council Solicitor

**FROM:** Mark Shahda, Department Head

**DATE:** June 3, 2022

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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.

Keystone Consulting Engineering, 5012 Medical Center Circle, Suite 1, Allentown -\$17,751.00

SAI Consulting Engineering, Inc.- declined to participate

RETTEW-declined to submit a proposal due to lack of staffing

Michael Baker, Int- declined to submit a proposal due to lack of staffing.

- List the name and address of the **recommended** Contractor/Vendor, include the following:

McMahon Associates, Inc., 840 W. Hamilton Street, Suite 622, Allentown, PA

Contract Consideration: \$17,200.00

Funding Source: 001-03-2000-1710-76

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

On or about April 1, 2022, the City began the process of conducting an informal quote in order to obtain a Vendor to provide a PennDOT certified signal inspector to assess, document and monitor the operations of the contractor for the Downtown Traffic Signal Improvement Project – Phase I-A, to ensure that the work is being completed in accordance with the project plans and specifications. The inspector will also provide inspection reports for the files, communicate with the City about any unknown field conditions, assist in the payment amounts per month to the contractor, from the City, and perform all documentation with PennDOT through the ECMS systems project files. The City sought out five (5) vendors, three (3) of which declined to submit proposals for various reasons and two (2) vendors sent quotes. McMahon Associates, Inc. was the lowest proposer.

- Contract Term:

Upon 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.

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By: Mark Shahda, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution