



CITY OF ALLENTOWN

No. _____

RESOLUTION

R 128 - 2025

Introduced by the Administration on October 1, 2025

Authorization Engagement of Professional Services with HT Lyons in the amount of \$19,740.00 for engineering services to develop the scope of work, schematic design, and firm design/build pricing for the renovation of the VAV system and duct distribution at City Hall and Public Safety Building.

Resolved by the Council of the City of Allentown, That

WHEREAS, Article 130.16 of the City's Administrative Code (recodified as §5-21) 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: HT Lyons
2. Project or Contract Reference: VAV Renovation, Contract No. 680
3. Description of Service(s): To provide engineering services to develop the scope of work, schematic design, and firm design/build pricing for the renovation of the VAV system and duct distribution at City Hall and Public Safety Building. This Part 1 proposal is the first step in a two-step design-build process. In Part 1, the design will be developed to a sufficient level for establishment of a firm construction scope and price. Upon completion of Part 1, the Part 2 proposal for the remainder of the construction activities will be provided.

NOW, THEREFORE, BE IT RESOLVED, on this the 1st day of October, 2025, 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: 680

TO: City Council, City Clerk, and Council Solicitor

FROM: Mark Shahda, Department Head

DATE: September 22, 2025

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:

Awarded contracts over \$40,000.00 done through cooperative purchasing.

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 – Costars Contract No. 008-E22-742

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

HT Lyons: 7165 Ambassador Drive, Allentown, PA 18106

Contract Consideration: \$19,740.00

Funding Source: 001-03-2041-1420-50042

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

The City seeks engineering services to develop the scope of work, schematic design, and firm design/build pricing for the renovation of the VAV system and duct distribution at City Hall and Public Safety Building. This Part 1 proposal is the first step in a two-step design-build process. In Part 1, the design will be developed to a sufficient level for establishment of a firm construction scope and price. Upon completion of Part 1, the Part 2 proposal for the remainder

of the construction activities will be provided. The City will be using a Cooperative contract to make this purchase: Costars contract no. 008-E22-742.

- 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: Mark Shahda, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: Proposed Resolution