



CITY OF ALLENTOWN

No. 84

RESOLUTION

R - 2021

Introduced by the Administration on June 16, 2021

Authorization for Engagement of Professional Services with McMahon Associates for \$9,750 to prepare the submission of various grants to the State, Lehigh Valley Planning Commission and Federal programs; two attempted quotes, one firm declined, one year contract.

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 Engineering Services- Grant Submission
3. Description of Service(s): The City seeks professional services of an engineering firm in order to prepare for the submission of various grants to the State, Lehigh Valley Planning Commission and Federal programs.

NOW, THEREFORE, BE IT RESOLVE , on this the 16th day of June, 2021, 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.



CITY OF ALLENTOWN
Request for Approval and Recommendation of Award

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

Project or Contract Reference: Traffic Engineering Services- Grant Submission

TO: City Council, City Clerk, and Council Solicitor

FROM: Craig Messinger, Department Head

DATE: 6/4/2021

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.

Civitas Regio, 531 W. Hamilton Street, Allentown, PA 18101- opted out of providing a quote.

- 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: \$9,750.00

Funding Source: 000-03-0807-0001-46

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

On or about January 26, 2021, the City became aware that it needed the professional services of an engineering firm in order to prepare for the submission of various grants to the State, Lehigh Valley Planning Commission and Federal programs. The submission window for the application of said grants is from June 2021 through July 2021. On or about January 26, 2021, the City obtained its first quote from McMahon Associates and on or about April 21, 2021 the City, in order to comply with the informal quote thresholds, contacted a second Contractor, Civitas Regio, in order to obtain a quote, of which they respectfully declined and submitted a "No Bid". Therefore, at this time, the City is seeking Council's approval for the contract with McMahon Associates.

- Contract Term:

The contract shall commence upon full execution and shall cease one (1) year thereafter.

- 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: Craig Messinger, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution