



CITY OF ALLENTOWN

No. \_\_\_\_\_

**RESOLUTION**

**R80 - 2025**

***Introduced by the Administration on July 23, 2025***

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**Authorization for a change order in the amount of \$5,500.00 with Pennoni Associates, Inc. to obtain the services of an Engineering Firm to perform structural evaluations for Emergency and non-Emergency call outs as needed to make structural assessments and evaluations on commercial and residential properties in the City of Allentown. The original contract was for the estimated budgeted sum of \$25,000.00 per contract year, the addition would bring the contract to a new total of \$30,500.00.**

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***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 increase the contractual sum of the previously awarded agreement with the following named contractor/consultant, for the use and purpose indicated in supporting the Recommendation of Award or Contract dated December 12, 2024:

1. Name of Contractor/Consultant: Pennoni Associates, Inc.
2. Project or Contract Reference: Munis Contract 81 – RFP 2024-28 Emergency & Standard Engineering Services
3. Description of Service(s): To perform structural evaluations for Emergency and non-Emergency call outs as needed to make structural assessments and evaluations on commercial and residential properties in the City of Allentown.

**NOW, THEREFORE, BE IT RESOLVED**, on this the 23<sup>rd</sup> day of July, 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 Approval by City Council of Contract Price Increase Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: Munis Contract No. 81 Emergency and Standard Engineering Services

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

**FROM:** Vicky Kistler / Mandy Tolino, Department Head(s)

**DATE:** July 14, 2025

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

- This recommendation is for a contract consideration increase of 10% or more for an existing contractual sum. Said contract was previously bid and awarded under city policies.
- The contract appropriation or price increase **is** included in this year's budget
- List the name and address of the recommended Contractor/Vendor, include the following:

**Pennoni Associates, Inc.:** 810 Highland Avenue, Suite 230, Bethlehem, PA 18017

Contract Consideration: \$25,000.00

Requested Increase: \$ 5,500.00

New Contract \$30,500.00

Funding Source: 091-08-9001-0073-50046

- Description of project or scope of services to be provided and why is an increase needed:

On December 12, 2024, both parties mutually agreed and entered into an agreement that the contractor shall perform structural evaluations for Emergency and Non-Emergency call outs, as needed, to make structural assessments and evaluations on commercial and residential properties in and for the City of Allentown. At this time, the Parks Department wants to utilize this contract for the consultant to complete a structural analysis of the Golf Course Maintenance Barn (office area), to determine the condition of the building as the current silo is falling apart.

- List the current Contract Term and if an increase is needed:

Term commenced on December 12, 2024, and shall cease one (1) year thereafter on December 11, 2025.

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

Upon written agreement, this contract may be extended for up to an additional two (2) additional one (1) year terms.

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

Estimated budgeted sum of \$25,000.00 per contract year totaling \$80,500.00 with the increase.

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

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Kistler / Mandy Tolino, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution