



CITY OF ALLENTOWN

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

**RESOLUTION**

**R143 - 2025**

***Introduced by the Administration on October 15, 2025***

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**Authorization Engagement of Professional Services with Heritage Conservation Collective in the amount of \$19,050.00 for the services of a consulting firm for conservation services for our WPA structures at Lehigh Parkway. This Project involves conservation services including producing construction bid documents and providing construction administration for the WPA staircase and landings along Park Drive in Lehigh Parkway.**

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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 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: Heritage Conservation Collective
2. Project or Contract Reference: Quote 2025-003 Park Drive Staircase Project Manual
3. Description of Service(s): To provide the services of a consulting firm for the conservation services for our WPA structures at Lehigh Parkway. This project involves conservation services including producing construction bid documents and providing construction administration for the WPA staircase and landings along Park Drive in Lehigh Parkway.

**NOW, THEREFORE, BE IT RESOLVED**, on this the 15<sup>th</sup> 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: Quote 2025-003 Park Drive Staircase Project Manual

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

**FROM:** Mandy Tolino, Department Head

**DATE:** October 1, 2025

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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:

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

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

**Heritage Conservation Collective**, 1621 McKean Street, Philadelphia, PA 19145

Contract Consideration: \$19,050.00

Funding Source: 001-08-2202-2025-50046

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

The City seeks the services of a consulting firm for the conservation services for our WPA structures at Lehigh Parkway. This project involves conservation services including producing construction bid documents and providing construction administration for the WPA staircase and landings along Park Drive in Lehigh Parkway.

- Contract Term:

The contract term shall commence upon full execution and shall cease December 31, 2025.

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

Upon written notification, this contract can be extended for up to an additional two (2) one (1) year terms beyond the contract expiration period.

- 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: Mandy Tolino, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: Proposed Resolution