



CITY OF ALLENTOWN

No. 169

RESOLUTION

R - 2021

*Introduced by the Administration on October 20, 2021*

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**Authorization for Engagement of Professional Services Easton Architects, LLP for \$29,760 to provide assistance to the City in its administration and enforcement of the Historic District Ordinance, advertised, single quotation.**

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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: Easton Architects, LLP
2. Project or Contract Reference: RFQ No. 2021-0015-Historic Preservation Consultant for Historical Architectural Review Board.
3. Description of Service(s): The City seeks the services of a historic preservation Consultant to provide assistance to the City in its administration and enforcement of the Historic District Ordinance.

**NOW, THEREFORE, BE IT RESOLVED**, on this the 20<sup>th</sup> day of October, 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: RFQ No. 2021-0015-Historic Preservation Consultant for Historical Architectural Review Board

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

**FROM:** Leonard Lightner, Department Head

**DATE:** October 5, 2021

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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 not** 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:

Easton Architects, LLP, 20 W. 44<sup>th</sup> Street, Suite 604, New York, New York, 10036

Contract Consideration: Annual estimated total \$29,760.00  
Funding Source: 000-09-0902-0004-46

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

On or about August 24, 2021, a Request for Quotation (RFQ) was advertised in order to seek the services of a historic preservation Consultant to provide assistance to the City in its administration and enforcement of the Historic District Ordinance, including but not limited to activities related to the review and approval of applications for Certificate of Appropriateness for alterations to buildings within the City's three (3) local historic districts. On September 27, the City received one (1) quote for this RFQ. After review and approval, it was decided to award to the sole proposer to Easton Architects, LLP.

- Contract Term:

The Purchase Order shall be for one (1) year commencing January 1, 2022, through December 31, 2022. The tasks required to do the work will average 10 to 20 hours per month.

- 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: Leonard Lightner, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution