



CITY OF ALLENTOWN

No. 2

**RESOLUTION**

**R - 2022**

***Introduced by the Administration on January 19, 2022***

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Authorization for Engagement of Professional Services with Michael Baker International for \$3,995 to prepare a conceptual landscape plan for improvements for the pocket park at 2<sup>nd</sup> Street and Hamilton Street. This quote was below purchasing requirements and therefore only one (1) quote was necessary.

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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: Michael Baker International
2. Project or Contract Reference: La Placita- 2<sup>nd</sup> and Hamilton Street Pocket Park Concept Plan
3. Description of Service(s): the Contractor would prepare a conceptual landscape plan showing the anticipated improvements for the pocket park at 2<sup>nd</sup> Street and Hamilton Street.

**NOW, THEREFORE, BE IT RESOLVE** , on this the 19<sup>th</sup> day of January, 2022, 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: La Placita- 2<sup>nd</sup> and Hamilton Street Pocket Park Concept Plan

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

**FROM:** Karen El-Chaar, Department Head

**DATE:** December 15, 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** 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- this quote is bellowing the purchasing requirements.

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

Michael Baker International, Two City Center, 645 W. Hamilton Street, Suite 206, Allentown, PA

Contract Consideration: \$3,995.00  
Funding Source: 006-08-6761-0001-46

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

On December 9, 2021, the City received a quote from the Contractor for which the Contractor would prepare a conceptual landscape plan showing the anticipated improvements for the pocket park at 2<sup>nd</sup> Street and Hamilton Street. This quote was below purchasing requirements and therefore only one (1) quote was necessary.

- 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.

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By: Karen El-Chaar, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution