



CITY OF ALLENTOWN

No. 31149

**RESOLUTION**

**R156 - 2025**

*Introduced by the Administration on November 5, 2025*

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Authorization for a change order in the amount of \$153,165.00 with Michael Baker International to provide technical assistance and assist the City with compliance with its HUD Entitlement Programs and other grant programs as needed. Specific compliance reports and activities include but are not limited to the Five-Year Community and Development Block Grant Consolidated Plan, Annual Action Plans, Consolidated Annual Performance and Evaluation Report, Analysis of Impediments to further Fair Housing and Environmental Reviews. The original contract was for an estimated \$100,000.00 per contract year, the addition would bring the contract to a new total of \$253,165.00.

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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 June 4<sup>th</sup>, 2024:

1. Name of Contractor/Consultant: Michael Baker International
2. Project or Contract Reference: Contract #277 HUD Consultant Plan 2025-2029
3. Description of Service(s): To provide technical assistance and assist the City with compliance with its HUD Entitlement Programs and other grant programs as needed. Specific compliance reports and activities include but are not limited to the Five-Year Community and Development Block Grant Consolidated Plan, Annual Action Plans, Consolidated Annual Performance and Evaluation Report, Analysis of Impediments to further Fair Housing and Environmental Reviews.

**NOW, THEREFORE, BE IT RESOLVED**, on this the 5<sup>th</sup> day of November, 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.

|                               | Yea      | Nay      |
|-------------------------------|----------|----------|
| Candida Affa                  | X        |          |
| Ce-Ce Gerlach                 | X        |          |
| Cynthia Y. Mota               | X        |          |
| Santo Napoli                  | X        |          |
| Natalie Santos                | X        |          |
| Ed Zucal                      | X        |          |
| Daryl Hendricks,<br>President | X        |          |
| <b>TOTAL</b>                  | <b>7</b> | <b>0</b> |

**THIS IS TO CERTIFY, That the above copy of Resolution No. 31149 was adopted by the City Council  
of Allentown on the 5<sup>th</sup> day of November, 2025, and is on file in the City Clerk's Office.**

  
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Michael P. Hall  
City Clerk

**SUBJECT:** Request for Approval by City Council of Contract Price Increase Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: Contract #277 HUD Consultant Plan 2025-2029

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

**FROM:** Vicky Kistler, Department Head

**DATE:** October 24, 2025

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Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for it's 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:

**Canon Solution America, Inc.**: One Canon Par, Melville, NY 11747

|                         |                     |
|-------------------------|---------------------|
| Contract Consideration: | \$100,000.00        |
| Requested Increase:     | <u>\$153,165.00</u> |
| New Contract            | \$253,165.00        |

|                 |                        |
|-----------------|------------------------|
| Funding Source: | 700-01-7011-5165-50076 |
|                 | 700-01-7777-0013-50046 |
|                 | 700-01-7907-0013-50046 |
|                 | 700-01-7017-0013-50046 |
|                 | 700-01-7807-0013-50046 |

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

On June 4th, 2024, both parties mutually agreed and entered into an agreement where the contractor is to provide technical assistance and assist the City with compliance with its HUD Entitlement Programs and other grant programs as needed. Specific compliance reports and activities include but are not limited to the Five-Year Community and Development Block Grant Consolidated Plan, Annual Action Plans, Consolidated Annual Performance and Evaluation Report, Analysis of Impediments to further Fair Housing and Environmental Reviews. Proposals must meet all federal regulations and provide a strategically coordinated approach to revitalize neighborhoods and improve the City with its various partners. In addition, all proposals must align with projects supported by federal funding, specifically CDBG, ESG, HOME, and HOPWA. At this time, the department is requesting to increase the contract in the amount of \$153,165. This is due to additional services being provided, they are assisting with the more complex Environmental Reviews.

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

The current contract was renewed through March 31, 2026

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

Upon written agreement, this contract may be extended for four (4) one (1) year terms.  
One renewal was already utilized.

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

Estimated sum of \$653,165.00, if all renewals were exercised.

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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By: Vicky Kistler, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution