



CITY OF ALLENTOWN

No. 30360

RESOLUTION

R2 - 2022

Introduced by the Administration on January 19, 2022

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 2nd Street and Hamilton Street. This quote was below purchasing requirements and therefore only one (1) quote was necessary.

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- 2nd 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 2nd Street and Hamilton Street.

NOW, THEREFORE, BE IT RESOLVED, on this the 19th 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.

	Yea	Nay
Candida Affa	X	
Ce-Ce Gerlach	X	
Daryl Hendricks	X	
Natalie Santos	X	
Joshua Siegel	X	
Ed Zucal	X	
Cynthia Y. Mota, President	X	
TOTAL	7	0

THIS IS TO CERTIFY, That the above copy of Resolution No.30360 was adopted by the City Council of Allentown on the 19th day of January, 2022, and is on file in the City Clerk's Office.



City Clerk



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- 2nd 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

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 2nd 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.

By: Karen El-Chaar, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution