



CITY OF ALLENTOWN

No. _____

RESOLUTION

R34 - 2024

Introduced by the Administration on March 6, 2024

Authorization for Contract price increase of 10% or more for an existing Contract over \$40,000.00, that was previously Bid and Awarded under City Policies, with James Duncan & Associates, Inc. in the estimated amount of \$63,055.00 that was previously bid for urban planning consultant to support the City of Allentown Zoning Ordinance and Subdivision and Land Development Ordinance (SALDO) updated, and other City planning and zoning initiatives.

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 April 29, 2020:

1. Name of Contractor/Consultant: James Duncan & Associates, Inc.
2. Project or Contract Reference: C25-000097 RFP No. 2019-29 Consultant Services for Planning and Zoning
3. Description of Service(s) to be provided: The City seeks qualified urban planning consultant to support the City of Allentown Zoning Ordinance and Subdivision and Land Development Ordinance (SALDO) updated, and other City planning and zoning initiatives.

NOW, THEREFORE, BE IT RESOLVED, on this the 6th day of March, 2024, 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 Approval by City Council of Contract Price Increase Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: C25-000097 RFP No. 2019-29 Consultant Services for Planning and Zoning

TO: City Council, City Clerk, and Council Solicitor

FROM: Vicky Kistler, Department Head

DATE: March 23, 2024

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

Contract Sum:	\$193,095.00
Requested Increase:	<u>\$ 63,055.00 (Estimated)</u>
New Contract	\$256,150.00

Funding Source: 000-09-0902-0001-46

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

On April 29, 2020, both parties entered into an agreement that the contractor would urban planning consulting services for the City of Allentown. At this time, the department is looking to extend the contract to have more Community Engagement and Meetings due to this starting during Covid-19 they were unable to hold as many as they planned to due to the restrictions. After that they would also like to have a "Year-One Ordinance Tuneup" to review and discuss everything and revise where needed.

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

The current contract expires March 29, 2024 and a two (2) year extension is being requested.

- 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:

Estimated \$256,150.00 With the original amount and the increase being requested.

A vote of final approval is requested of the members of Council and by passing the accompanying resolution, this Contract will be deemed approved.

By: Vicky Kistler, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution