



CITY OF ALLENTOWN

No. \_\_\_\_\_

**RESOLUTION**

**R98 - 2025**

***Introduced by the Administration on August 6, 2025***

---

Authorization for a change order in the amount of \$4,180.00 with Philips & Donovan Architects, LLC to provide preliminary detailed consulting and engineering services for the preliminary design and cost estimates for the City of Allentown regarding the construction of a new Parks Operation facility located in the upper lot of our current Parks Maintenance facility located at 2050 Park Drive, Allentown 18103. The original contract was for \$24,480.00, the addition would bring the contract to a new total of \$28,660.00.

---

***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 November 12, 2024:

1. Name of Contractor/Consultant: Philips & Donovan Architects, LLC
2. Project or Contract Reference: Contract 31 – Parks Facility Preliminary Design
3. Description of Service(s): To provide preliminary detailed consulting and engineering services for the preliminary design and cost estimates for the City of Allentown regarding the construction of the new Parks Operation facility located in the upper lot of our current Parks Maintenance facility located at 2050 Park Drive, Allentown, PA 18103.

**NOW, THEREFORE, BE IT RESOLVED**, on this the 6<sup>th</sup> day of August, 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.

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

Project or Contract Reference: Contract 31 – Parks Facility Preliminary Design

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

**FROM:** Mandy Tolino, Department Head

**DATE:** July 25, 2025

---

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:

**Philips & Donovan Architects, LLC.**: PO Box 160 Bedminster, PA 18910

Contract Consideration:	\$24,480.00
Requested Increase:	<u>\$ 4,180.00</u>
New Contract	\$28,660.00

Funding Source: 001-08-2210-1420-50046

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

On November 12, 2024, both parties mutually agreed and entered into an agreement that the contractor shall provide preliminary detailed consulting and engineering services for the City of Allentown. At this time, the department is requesting to increase the contract in the amount of \$4,180.00. This is for the consultant to complete a three-dimensional model (as an option on the original RFP cost proposal) and complete a current building (barn) assessment report.

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

Term commenced on November 12, 2024 and shall cease one (1) year thereafter on November 11, 2025.

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

Upon mutual agreement, this contract may be extended for up to an additional one (1) year renewal beyond the contract expiration period.

- 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.

---

By: Mandy Tolino, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution