



CITY OF ALLENTOWN
Request for Approval

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

Project or Contract Reference: C25-13 HARB Consultant and Historic District Outreach consultant

TO: City Council, City Clerk, and Council Solicitor

FROM: Shannon Calluori, Department Head

DATE: 8/31/2016

On behalf of the Administration, pursuant to City Ordinances, Article 130.16, I request City Council's approval of the following recommendation of the referenced contract award or price increase.

- 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. We recommend award of the contract to the bidder/proposer identified and for the reasons stated below.

The recommendation is for a price increase of 10% or more for an existing contract over \$40,000 that was previously bid and awarded under city policies.

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. We recommend award of the engagement.

- Is the contract appropriation or price increase included in this year's budget? x yes
no
- Identify contract funding sources (general fund, grants, loans, etc. & account number):

General Fund: 000-09-0902-0004-46

NOTE: National Park Service grant through Pennsylvania Historical and Museum Commission

- The name and address of the recommended Contractor/Vendor/Professional Service Provider/Lowest Responsible Bidder is:

Artefact, Inc.
26-28 E. Third St.
Bethlehem, PA 18015

- Term of contract or estimated completion date, subject to standard extensions:

10/1/2016 to 7/31/2017

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

Historic preservation design review services for the Historical Architectural Review Board. Historic Preservation education and outreach to increase awareness of the historic district ordinance in Allentown.

- State the actual or estimated price to the City or the proposed Department budget allowance for the initial term; and state payment rate per unit of service if applicable:

\$16,250

- Number of 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

- Reasons for recommendation of Administration and Council approval of contract:

Most qualified bidder and most experienced working with Allentown's HARB and other HARBs in the Lehigh Valley. Has performed other similar historic district outreach in other communities.

- Time Frame

Project completed by 7/31/2017

Please approve this recommendation by passing the accompanying resolution. A vote of final approval is requested at the first City Council agenda listing of this matter.

By: Shannon Calluori, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution