



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: Dixon Street Dog Park – Surveying Services

TO: City Council, City Clerk, and Council Solicitor

FROM: Lindsay Taylor, Department Head

DATE: 9/12/2016

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):

Capital 001-08-1682-1412-46

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

Barry Isett & Associates
P.O. Box 147
Trexlerstown, PA 18087

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

Schedule will be established upon Notice to Proceed. Field Survey work shall begin within one (1) week from authorization from Department Head.

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

Surveying services for subject property known as Dixon Street Dog Park, located at the northeast corner of Mack Boulevard and Dixon Streets. Services will include a topographic survey and construction survey.

- 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:

\$2,225.00 – Topographic Survey
\$1,750.00 – Construction Survey
\$3,975.00 – Total

- 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:

Need to commence work on a much needed dog park for the City.

- Time Frame

ASAP

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: Lindsay Taylor, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution