



CITY OF ALLENTOWN

No. 35

**RESOLUTION**

**R - 2017**

*Introduced by the Administration on February 15, 2017*

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**Authorization for Contract with Community Action Committee of the Lehigh Valley in the amount of \$47,090 - the purpose of this request for proposal is to hire a firm(s) to complete investor-owned (primarily) residential rehabilitation projects.**

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***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/engage the services of the following named contractor/consultant, for the use and purpose indicated in supporting the Recommendation of Award of Bid or Contract dated February 6, 2017:

1. Name of Contractor/Consultant: Barry Isett & Associates
2. Project or Contract Reference: 27-003855
3. Description of Service(s) to be provided: Design layout and grading plan for the entrance and car parking area. Construction details for the driveway entrance apron, walkways, entranceway drive and parking area. Design will also delineate the proposed fence enclosure areas.

**NOW, THEREFORE, BE IT RESOLVED** 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.



**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: 27-003855

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

**FROM:** Lindsay Taylor, Department Head

**DATE:** 2/6/2017

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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):

001-08-1685-1412-46 Capital Account for Dog and Skate Park

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

Barry Isett & Associates  
PO Box 147

Trexlerstown PA, 18087

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

Two (2) weeks from the issuance of a Notice to Proceed.

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

Design layout and grading plan for the entrance and car parking area. Construction details for the driveway entrance apron, walkways, entranceway drive and parking area. Design will also delineate the proposed fence enclosure areas.

- 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:

\$3,750

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

None

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

None

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

City employees will be performing the actual construction work. This Design Plan will provide the layout for installation.

- Time Frame

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.

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By: Lindsay Taylor, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution