



**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: 250 Springhouse Road Renovations

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

**FROM:** Lindsay Taylor, Department Head

**DATE:** August 22, 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):

General Fund- 000-08-0709-0001-46

- The number of any alternate quotes/bids and the names of the alternate bidders, if any.

n/a

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

David Hornung Architect Planner, Inc, 215 ½ N. 17<sup>th</sup> St, Allentown, Pennsylvania, 18104

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

2 months

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

The City seeks to obtain a Contractor to provide floor plan drawings for the existing structure and any changes as described in the scope of work.

- 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:

\$2,900

- 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:

These drawings are required in order to get proper permits from the City for the renovation work being done on the 250 Springhouse Rd property that was damaged due to improper winterizing and pipes had broken.

- Time Frame

As soon as possible, plans are needed for permits and to keep project on schedule.

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



# CITY OF ALLENTOWN

No. R157

## RESOLUTION

R - 2016

*Introduced by the Administration on September 6, 2017*

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Authorization for Engagement of Professional Services with David Hornung Architect Planner, Inc. in the amount of \$2,900 for sketching out floor plans to get proper permits for the renovation work at 250 Springhouse Rd property to repair damaged due to improper winterization and pipes breaking.

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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 September 6, 2017:

1. Name of Contractor/Consultant: David Hornung Architect Planner, Inc
2. Project or Contract Reference: 250 Springhouse Rd Renovations
3. Description of Service(s) to be provided: To create floor plans for the 250 Springhouse Rd property in order to get proper permits from the City for renovations to be completed. This will in turn allow for the property to be rented out again.

**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.