



CITY OF ALLENTOWN

No. 122

**RESOLUTION**

**R - 2018**

***Introduced by the Administration on November 7, 2018***

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Authorization for Engagement of Professional Services with Base Engineering not to exceed \$2,100 to evaluate work needed at 1602 Park Drive for future renovations for rental occupancy.

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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 dated:11/7/2018:

1. Name of Contractor/Consultant: Base Engineering
2. Project or Contract Reference: 1602 Park Drive Comprehensive Survey
3. Description of Service(s) to be provided: Conduct a more comprehensive survey of the above property in order to design drawings for permitting and renovations for renovations to be completed in order to rent out and create revenue for the city.

**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: 1602 Park Drive Comprehensive Survey

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

**FROM:** Karen El-Chaar, Department Head

**DATE:** 10/23/2018

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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:  
Base Engineering, 1010 N Quebec St, Allentown Pa 18109

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

The contract term shall commence upon the issuance of the Notice to Proceed and shall cease six (6) months thereafter.

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

Additional engineering services and a comprehensive survey for 1602 Park Drive for future renovations.

- 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:

Shall not exceed the sum of \$2,100.00

- 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:

This survey needs to be completed so we can get permits and renovate 1602 Park Drive for the city to rent out once renovations are complete. Current state of the property is not in livable condition

- 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.

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By: Karen El-Chaar, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing

Controller

Attachment: proposed resolution