



CITY OF ALLENTOWN

No. 73

RESOLUTION

R - 2019

Introduced by the Administration on October 2, 2019

Authorization for Engagement of Professional Services with Frederick Group for a grant funded project to comply with PennDOT requirements; the vendor is an approved appraiser by PennDOT and they will appraise several parcels for the Jordan Creek Greenway Trail Project in accordance with PennDOT's Right-of-way procedures – the contract is for \$14,500.00

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 October 2, 2019:

1. Name of Contractor/Consultant: The Frederick Group
2. Project or Contract Reference: Jordan Creek Trailway Land Appraisal
3. Description of Service(s) to be provided: This project is a grant funded project and therefore, in order for the City to comply with PennDOT requirements it has obtained the services of the Vendor, which is an approved appraiser by PennDOT, to appraise several parcels for the Jordan Creek Greenway Trail Project in accordance with PennDOT's very specific Right-of-way procedures.

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: Jordan Creek Trailway Land Appraisal

TO: City Council, City Clerk, and Council Solicitor

FROM: Karen El-Chaar, Department Head

DATE: September 20, 2019

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 through which a Waiver of Bid has been granted by the Administration, see the attached Memo. At this time, 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-700-01-7404-0213-46

- 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:

The Frederick Group, 3500 Winchester Road, Allentown, PA, 18104

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

Upon completion of the project

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

This project is a grant funded project and therefore, in order for the City to comply with PennDOT requirements, it has obtained the services of the Vendor, which is an approved appraiser by PennDOT, to appraise several parcels for the Jordan Creek Greenway Trail Project in accordance with PennDOT's very specific Right-of-way procedures.

- 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:

\$14,500.00

- 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:

In order to comply with PennDOT regulations and prevent loss of the Grant the City is in need of having this appraisal done.

- 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: Karen El-Chaar, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution