



CITY OF ALLENTOWN

No. 25

**RESOLUTION**

**R - 2020**

***Introduced by the Administration on March 4, 2020***

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**Authorization for Contract with Duncan Associates, Inc. in the amount of \$193,095.00. The City seeks qualified urban planning consultant to support the City of Allentown Zoning Ordinance and Subdivision and Land Development Ordinance (SALDO) updates, and other City planning and zoning initiatives.**

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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 with the aforementioned Contractor, for the use and purpose indicated in supporting the Recommendation of Award of Bid dated:

1. Name of Contractor/Consultant: James Duncan and Associates, Inc., dba Duncan and Associates
2. Project or Contract Reference: RFP NO. 2019-29 CONSULTANT SERVICES FOR PLANNING AND ZONING
3. Description of Service(s) to be provided: The City seeks qualified urban planning consultant to support the City of Allentown Zoning Ordinance and Subdivision and Land Development Ordinance (SALDO) updates, and other City planning and zoning initiatives.

**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 and Recommendation of Award**

**SUBJECT:** Request for Contract Award and Approval by City Council Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: RFP NO. 2019-29 CONSULTANT SERVICES FOR PLANNING AND ZONING

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

**FROM:** Leonard Lightner, Department Head

**DATE:** February 7, 2020

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Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for its approval and award of the contract.

- Check Type of Contract or Change:

X      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.

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.

- The contract appropriation or price increase is included in this year's budget
- List the Vendor's name, address and proposed sum of any and all alternate quotes/received, if any.

James Duncan and Associates, Inc., 116 W. Illinois, Suite 700, Chicago, IL 60654

List the name and address of the recommended Contractor/Vendor, include the following:

Contract Consideration: \$193,095.00  
Funding Source: 000-09-0902-0001-46-

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

The City wishes to obtain the services of a qualified urban planning consultant to support the City of Allentown Zoning Ordinance and Subdivision and Land Development Ordinance (SALDO) updates, and other City planning and zoning initiatives.

- Contract Term:

The contract shall commence upon full execution and shall cease 18 months thereafter.

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

Upon written notification, this contract can be extended for up to an additional three (3) months beyond the contract expiration period.

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

n/a

A vote of final approval is requested of the members of Council and by passing the accompanying resolution, this Contract will be deemed approved and awarded.

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By: Leonard Lightner, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution