



CITY OF ALLENTOWN

No. 105

RESOLUTION

R - 2020

Introduced by the Administration on September 16, 2020

Authorization for Engagement of Professional Services Artefact, Inc., in the amount of \$3,000.00. The City requires the services of a historic preservation consultant to assist the City in administration of the Historic District Ordinance.

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: Name of Contractor/Consultant: Artefact, Inc.

1. Project or Contract Reference: Historic District Consultant
2. Description of Service(s): The City requires the services of a historic preservation consultant to assist the City in administration of the Historic District Ordinance.

NOW, THEREFORE, BE IT RESOLVE , on this the 16th day of September, 2020, 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: Historic District Consultant

TO: City Council, City Clerk, and Council Solicitor

FROM: Leonard Lightner, Department Head

DATE: September 1, 2020

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:

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.

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.

- 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.

W2A, 609 Hamilton Street, Allentown, PA 18101-\$3,750.00 per month

Johnson Mirmiran and Thompson, Inc.-7248 Tilghman Street, Suite 100, Allentown, PA 18106-\$1,856.00 per month

PS&S-PO Box 4039, Warren, NJ, 07059- \$3,300.00 per month

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

Artefact, Inc., 26-28 E. Third Street, Bethlehem, PA , 18015 -\$1,000.00 per month

Contract Consideration: \$1,000 a month and/or \$3,000 in total for the contract term.
Funding Source: 000-09-0902-0004-46

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

On or about August 21, 2020, the above-mentioned quote was advertised on public purchase. On August 31, 2020, a non-public opening was held for which four (4) quotes were received. The said quotes were reviewed by the Planning Department and it decided to go with the lowest proposed quote. The purpose of this solicitation is that the City requires the services of a historic preservation consultant to assist the City in administration of the Historic District Ordinance.

- Contract Term:

The term shall commence upon the issuance of the PO and shall cease on December 31, 2020.

- List any 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

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.

By: Leonard Lightner, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution