



CITY OF ALLENTOWN

No. 135

RESOLUTION

R - 2020

Introduced by the Administration on November 18, 2020

Authorization for Engagement of Professional Services with Easton Architects, LLP in the amount of \$29,760 to act as Historic Preservation Consultant; a result of an informal solicitation – advertised and quote, the City received one response, the contract is for one year – 2021.

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:

1. Name of Contractor/Consultant: Easton Architects, LLP
2. Project or Contract Reference: Quote 2020-0017
3. Description of Service(s): Historic Preservation Consultant

NOW, THEREFORE, BE IT RESOLVE , on this the 18th day of November, 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: Quote 2020-0017-HISTORIC PRESERVATION CONSULTANT FOR HISTORICAL ARCHITECTURAL REVIEW BOARD

TO: City Council, City Clerk, and Council Solicitor

FROM: Leonard Lightner, Department Head

DATE: November 5, 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 not** included in this year's budget
- List the Vendor's name, address and proposed sum, of any and all **alternate** quotes/received, if any.

n/a

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

Easton Architects, LLP, 20 W. 44th Street, Suite 604, New York, New York, 10036

Contract Consideration: \$29,760.00

Funding Source: 000-09-0902-0004-46 (2021 funds)

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

The City of Allentown seeks the services of a historic preservation consultant for the City's Historical Architectural Review Board. The City has three Local Historic Districts (see Map 1) established pursuant to the Pennsylvania Historic District Act of June 13, 1961 P.L. 282, No. 167 as amended, 53 P.S. § 8001, et. seq. The governing Historic District Ordinance requires that property owners within the districts must obtain a Certificate of Appropriateness (COA) prior to securing any necessary permits for exterior alterations visible from the public right of way. In certain cases, the Historic Preservation Officer is authorized to issue administrative staff approvals for minor repairs and for work that clearly meets the Design Guidelines. Design Guidelines have been adopted and integrated into the Historic District Ordinance.

On October 15, 2020 an informal solicitation, aka the quote, was advertised and proposal submissions were due on November 2, 2020. On said date the City received one (1) response. The proposal was reviewed. The price came in slightly over budget and after receiving approval by the Purchasing Agent the City was able to contact the Vendor in order to negotiate the annual cost. It was then decided to award to the sole bidder.

- Contract Term:

The PO shall be for one year commencing on January 1, 2021 through December 31, 2021. The tasks required to do the work will average 10 to 20 hours per month.

- 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