



CITY OF ALLENTOWN

No. 24

RESOLUTION

R - 2021

Introduced by the Administration on February 17, 2021

Authorization for Engagement of Professional Services with *Easton Architects* for \$23,901.00 for historic preservation services related to revising and rewriting existing Design Guidelines for Historic Districts, 2 quotes.

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
2. Project or Contract Reference: QUOTE NO. 2020-0023- HISTORIC PRESERVATION CONSULTANT FOR HISTORICAL ARCHITECTURAL REVIEW BOARD
3. Description of Service(s): It's the City's intent to obtain the services of a historic preservation Consultant to assist the City in revising and rewriting its existing Design Guidelines for Historic Districts within the City of Allentown.

NOW, THEREFORE, BE IT RESOLVE, on this the 17th day of February, 2021, 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 NO. 2020-0023- HISTORIC PRESERVATION
CONSULTANT FOR HISTORICAL ARCHITECTURAL REVIEW BOARD

TO: City Council, City Clerk, and City Solicitor

FROM: Leonard Lightner, Department Head

DATE: February 1, 2021

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.

Paleo West, 55 W. 116th Street, Suite 176, New York, NY 10026

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

Easton Architects, 20 West 44th Street, Suite 604, New York, NY 10036

Contract Consideration: \$23,901.00

Funding Source: 000-09-0902-0004-46

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

On or about December 22, 2020, the City published a solicitation in order to obtain the services of a historic preservation consultant to assist the City in revising and rewriting it's existing Design Guidelines for Historic Districts within the City of Allentown. On January 8th, the Purchasing Office received two (2) Quotes in the mail, both were opened and distributed to the Project Manager and evaluation team. On or about January 14, 2021 the committee reviewed and scored the Proposals. On that same day the Cost Proposal was opened. On or about January 15, 2021, the Committee reviewed both Cost Proposals. It was decided based upon the highest score to Award to Easton Architects, even though they were slightly over budget. The Project Manager was able to negotiate the fee to coincide within the City's budget and still be able to award the contract to the highest scored entity.

- Contract Term:

The term shall commence upon the issuance of the PO and shall cease on December 31, 2021.

- 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