



CITY OF ALLENTOWN

No. 85

RESOLUTION

R - 2021

Introduced by the Administration on June 16, 2021

Authorization for Engagement of Professional Services with McMahon Associates for \$6,450 for design services for the crosswalk at the intersection of MLK Dr. and 4th Street, two 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: McMahon Associates
2. Project or Contract Reference: Warning Device Design Services
3. Description of Service(s): Design services for the existing crosswalk located at the intersection of MLK Dr. and 4th Street

NOW, THEREFORE, BE IT RESOLVED , on this the 16th day of June, 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: Warning Device Design Services

TO: City Council, City Clerk, and Council Solicitor

FROM: Craig Messinger, Department Head

DATE: 6/4/2021

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.

RETTEW, 515 W. Hamilton Street, Allentown, PA 18101- \$6,675.00

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

McMahon Associates, Inc., 840 W. Hamilton Street, Suite 622, Allentown, PA-

Contract Consideration: \$6,450.00

Funding Source: 000-03-0807-0001-46

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

On or about February 16, 2021, the City became aware that it needed design services for the existing crosswalk located at the intersection of MLK Dr. and 4th Street, this is relative to the upcoming ARLE Grant application, which is due between June 1, 2021 through July 1, 2021. On or about February 16, 2021, the City obtained its first quote from Rettew and on or about March 16, 2021 the City, in order to comply with the informal quote thresholds, contacted a second Contractor, McMahon Associates, in order to obtain a quote, which came in slightly lower than Rettew. Therefore, at this time, the City is seeking Council's approval for the contract with McMahon Associates.

- Contract Term:

The contract shall commence upon full execution and shall cease one (1) year thereafter.

- 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: Craig Messinger, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution