



CITY OF ALLENTOWN

No. 147

**RESOLUTION**

**R - 2021**

***Introduced by the Administration on September 15, 2021***

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**Authorization for Engagement of Professional Services with Materials Conservation in the amount of \$3,975 for consulting and construction administrative services, including but not limited to, providing the construction documents for masonry repair for next phase of WPA wall at Park Drive project.**

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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:

1. Name of Contractor/Consultant: Materials Conservation
2. Project or Contract Reference: Masonry Repair Consulting to the WPA Phase 3 Wall
3. Description of Service(s): The City seeks to obtain a Consultant that will perform Consulting and Construction Administrative services, including but not limited to, providing the construction documents for the next phase of the wall preservation project.

**NOW, THEREFORE, BE IT RESOLVED**, on this the 15<sup>th</sup> day of September, 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: Masonry Repair Consulting and Construction Administration Service WPA Phase 3 Wall

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

**FROM:** Karen El-Chaar, Department Head

**DATE:** September 15, 2021

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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:

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.

n/a

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

Materials Conservation, 1625 N. Howard Street, Philadelphia, PA 19122

Contract Consideration: \$3,975.00

Funding Source: 006-08-6761-0001-46

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

The City is currently working to restore the WPA Wall at Park Drive. This is an ongoing project that is being done in various phases. Currently the City needs to consult with the Preservationist, who provided it with the plans for the original scope of work, for the next phase of the project. The quote provided by Materials Conservation is below the purchasing threshold requirements and therefore only one (1) quote is necessary. Materials Conservation will be providing the City with Consulting and Construction Administrative services, including but not limited to, providing the construction documents for the next phase of the wall preservation project. At a later date, the City will utilize the aforementioned prepared construction documents for a new solicitation, to obtain the services of a Contractor to execute on that phase of the project.

- Contract Term:

Upon issuance of the PO.

- 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.

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By: Karen El-Chaar, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution