



# CITY OF ALLENTOWN

No. \_\_\_\_\_

## RESOLUTION

R39 - 2024

*Introduced by the Administration on March 20, 2024*

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Authorization for Contract with Landmarks SGA, LLC in the estimated sum of \$65,000.00 per contract year to conduct architectural surveys of properties within the existing historic districts and update existing property inventories. The firm will also review the efficacy of the City's historic district ordinance and examine existing City policies, including the zoning code and building codes, to make recommendations for continued improvements to the historic preservation program. The scope of work will also include assisting City staff with the enforcement of the historic district ordinance and assisting City staff with public outreach and methods of increasing public awareness of the historic districts. The firm will identify opportunities to increase the historic preservation incentives and investment within the City, work with staff to develop grant proposals to support the City's historic preservation efforts and provide general assistance in implementing the City's Historic Preservation Plan.

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### ***Resolved by the Council of the City of Allentown, That***

**WHEREAS**, Article 130.16 of the City's Administrative Code (recodified as §5-21) 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: Landmarks SGA, LLC
2. Project or Contract Reference: RFP No. 2023-39 Historic Preservation Consultant
3. Description of Service(s): to conduct architectural surveys of properties within the existing historic districts and update existing property inventories. The firm will also review the efficacy of the City's historic district ordinance and examine existing City policies, including the zoning code and building codes, to make recommendations for continued improvements to the historic preservation program. The scope of work will also include assisting City staff with the enforcement of the historic district ordinance and assisting City staff with public outreach and methods of increasing public awareness of the historic districts. The firm will identify opportunities to increase the historic preservation incentives and investment within the City, work with staff to develop grant proposals to support the City's historic preservation efforts and provide general assistance in implementing the City's Historic Preservation Plan.

**NOW, THEREFORE, BE IT RESOLVED** , on this the 20<sup>th</sup> day of March, 2024, 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.

**SUBJECT:** Request for Contract Award and Approval by City Council Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: RFP No. 2023-39 Historic Preservation Consultant

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

**FROM:** Vicky Kistler, Department Head

**DATE:** February 23, 2024

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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:

X            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.

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.

**Carmina Wood Morris Architecture and Engineering DPC (d/b/a Carmina Wood Design):** 487 Main Street, Suite 500, Buffalo, NY 14203 - \$170,520.00

**Muhlenberg Greene Architects, Ltd.:** 955 Berkshire Boulevard, Suite 101, Wyomissing, PA 19610 – no lump sum provided

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

**Landmarks SGA, LLC:** 800 Vinial Street, Suite B208, Pittsburg, PA 15212

Contract Consideration: 000-09-0902-0001-46

Funding Source: Estimated \$65,000.00 per contract year

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

On November 30, 2023, the City advertised a solicitation for a Historic Preservation firm to conduct architectural surveys of properties within the existing historic districts and update existing property inventories. The firm will also review the efficacy of the City's historic district ordinance and examine existing City policies, including the zoning code and building codes, to make recommendations for continued improvements to the historic preservation program. The scope of work will also include assisting City staff with the

enforcement of the historic district ordinance and assisting City staff with public outreach and methods of increasing public awareness of the historic districts. The firm will identify opportunities to increase the historic preservation incentives and investment within the City, work with staff to develop grant proposals to support the City's historic preservation efforts and provide general assistance in implementing the City's Historic Preservation Plan. On January 25, 2024, the public opening was held for which the City received three (3) proposals, which were distributed to all committee members via Teams for evaluations. The Technical evaluation was held on February 5, 2024, all committee members were present. The proposals were scored based on the following: IBE Preference (10 Points), Approach & Methodology (45 Points), and Ability & Capacity (45 Points). The cost proposals were opened on February 5, 2024, and distributed to all committee members via Teams for evaluation after the completion of the technical evaluation. The Cost evaluation was held on February 14, 2024, all committee members were present. The committee members discussed the cost proposals (10 Points). The committee made the decision not to move forward with oral interviews. The committee decided to award based on the firm's qualifications and overall score. The committee is recommending award to Landmarks SGA, LLC.

- Contract Term:

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

- List any renewal term options and duration of each renewal, if any:

Upon, written agreement, this contract may be extended for an additional two (2) one (1) year terms beyond the contract expiration period.

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

\$195,000.00 if all renewals are utilized.

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: Vicky Kistler, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution