



CITY OF ALLENTOWN

No. 30966

**RESOLUTION**

**R203 - 2024**

***Introduced by the Administration on December 4, 2024***

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Authorization price increase of 10% or more for an existing Contract over \$40,000.00, that was previously Bid and Awarded under City Policies, with James Duncan and Associates, Inc. in the amount of \$31,965.00 that was previously bid for urban planning consultant to support the City of Allentown Zoning Ordinance and Subdivision and Land Development Ordinance (SALDO) updated, and other City planning and zoning initiatives. The original contract was for \$256,150.00, the addition would bring the contract to a new total of \$288,115.00.

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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 increase the contractual sum of the previously awarded agreement with the following named contractor/consultant, for the use and purpose indicated in supporting the Recommendation of Award or Contract dated April, 29, 2020:

1. Name of Contractor/Consultant: James Duncan & Associates, Inc.
2. Project or Contract Reference: C25-000097 RFP No. 2019-29 Consultant Services for Planning and Zoning
3. Description of Service(s): The City seeks qualified urban planning consultant to support the City of Allentown Zoning Ordinance and Subdivision and Land Development Ordinance (SALDO) updated, and other City planning and zoning initiatives.

**NOW, THEREFORE, BE IT RESOLVED**, on this the 4<sup>th</sup> day of November, 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.

	Yea	Nay
Candida Affa	X	
Ce-Ce Gerlach	X	
Daryl Hendricks	X	
Santo Napoli	X	
Natalie Santos	X	
Ed Zucal	X	
Cynthia Y. Mota, President	X	
TOTAL	7	0

***THIS IS TO CERTIFY, That the above copy of Resolution No. 30966 was adopted by the City Council of Allentown on the 4<sup>th</sup> day of December, 2024, and is on file in the City Clerk's Office.***

  
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 City Clerk

**SUBJECT:** Request for Approval by City Council of Contract Price Increase Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: C25-000097 RFP No. 2019-29 Consultant Services for Planning and Zoning

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

**FROM:** Vicky Kistler, Department Head

**DATE:** November 22, 2024

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Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for its approval of the contract consideration increase.

- This recommendation is for a contract consideration increase of 10% or more for an existing contractual sum. Said contract was previously bid and awarded under city policies.
- The contract appropriation or price increase **is** included in this year's budget
- List the name and address of the recommended Contractor/Vendor, include the following:

**James Duncan and Associates, Inc.:** 116 West Illinois, Suite 700, Chicago, IL 60654

Contract Consideration:	\$256,150.00
Requested Increase:	<u>\$ 31,965.00</u>
New Contract	\$288,115.00

Funding Source: 000-07-0604-0003-26

- Description of project or scope of services to be provided and why is an increase needed:

On April 29, 2020, both parties entered into an agreement that the contractor would urban planning consulting services for the City of Allentown. In summer 2024, a Public Review Draft of the proposed Zoning Code, Map, and SALDO was released for public comment. This draft was shared broadly with the public and has received extensive feedback throughout the review process. The project team has carefully reviewed and considered all suggestions, concerns, and priorities, and will propose revisions that address this feedback while remaining consistent with the project's core goals. Based on the extensive and substantive comments received, staff is proposing to prepare and release a second Public Review Draft prior to moving to the Hearing Draft stage.

- List the current Contract Term and if an increase is needed:

The current contract expires March 29, 2026.

- 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:

Estimated \$288,115.00 with the original amount and the increase being requested.

A vote of final approval is requested of the members of Council and by passing the accompanying resolution, this Contract will be deemed approved.

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By: Vicky Kistler, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution