



CITY OF ALLENTOWN

No. 2

RESOLUTION

R - 2023

Introduced by the Administration on January 4, 2023

Authorization for Contract with Aspect Consulting Inc in the amount of \$174,500.00 to the Contractor would provide services of developing and implement an electronic reporting system for businesses to submit their annual local Neighborhood Improvement Zone (NIZ) forms to the City of Allentown.

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: Aspect Consulting Inc.
2. Project or Contract Reference: BID No. 2022-32- NIZ E-Reporting Platform
3. Description of Service(s) to be provided: The Contractor shall provide the services of developing and implement an electronic reporting system for businesses to submit their annual local Neighborhood Improvement Zone (NIZ) forms to the City of Allentown.

NOW, THEREFORE, BE IT RESOLVED, on this the 4th day of January, 2023, 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

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

Project or Contract Reference: BID No. 2022-32 NIZ E-Reporting Platform

TO: City Council, City Clerk, and Council Solicitor

FROM: Seth O'Neill, Department Head

DATE: December 23, 2022

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

- 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.

Method Automation Services, Inc., 1801 Fifth Avenue, Arnold, PA 15068 - \$247,012.00

Reynolds Business Systems, Inc., 5402 Chestnut Street, Emmaus, PA 18049 - \$40,550.00

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

Aspect Consulting, Inc., 20140 Valley Forge Circle, King of Prussia, PA 19406

Contract Consideration: The estimated budgeted sum of \$174,500.00 per contract, pursuant to the sums as set forth in the Cost Proposal.

Funding Source: 000-02-0602-0003-46

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

The City advertised the solicitation on August 8, 2022, seeking a qualified firm to develop and implement an electronic reporting system for businesses to submit their annual local Neighborhood Improvement Zone (NIZ) forms to the City of Allentown. On September 6, 2022 public opening was held for which the City received three (3) proposals. The technical evaluation was held on September 16, 2022. All committee members were present. The Proposals were scored based on the RFP requirements, Ability to Meet RFP Requirements (10 Points), Firm's Qualifications (25 Points), Project Plan (35 Points). Cost proposals were opened on September 16, 2022. Proposals were distributed to all committee members via Teams for evaluation after the completion of the technical evaluation. The cost evaluation committee meeting occurred on September 23, 2022. All committee members were present. The committee members discussed the cost proposals. After discussion the committee members scored the Proposals based on Cost (25 Points). The Committee made the recommendation to proceed with Oral interviews/presentations as they did not feel confident in deciding with the information provided in the Technical and Cost Proposals. The oral interview meetings occurred in person and through Teams on October 25, 2022. Reynolds Business Systems, Inc. presented at 9:30 AM, Aspect Consulting, Inc. presented at 10:30 AM, and Method Automation Services, Inc. presented at 11:30 AM. All committee members were present. The committee members discussed the oral interviews (15 Points). The committee decided to award based on the firm's qualifications and overall score. The committee is recommending award to Aspect Consulting Inc.

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

The initial contract term shall commence upon full execution and shall cease within (2) years thereafter.

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

Upon mutual written agreement, this contract may be extended for up to two (2) additional one (1) year terms beyond the initial contract term.

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

Each renewal year shall be at a sum of \$18,000 which totals \$210,500.00 for the entirety of the contract.

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

By: Seth O'Neill, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution