



CITY OF ALLENTOWN

No. _____

RESOLUTION

R24 - 2022

Introduced by the Administration on February 16, 2022

Authorizes Contract with Matrix Consulting Group, Ltd. for \$60,000.00 to conduct an indirect cost study to calculate the amount of each enterprise fund should be reimbursing the General Fund for indirect costs; and a fee study to calculate the full cost of all current and potential fee-for-services for certain General Fund and Enterprise Fund departments, divisions, and services; competitively bid, one proposal.

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: Matrix Consulting Group, Ltd.
2. Project or Contract Reference: C07-000052/RFP 2021-27- CITY OF ALLENTOWN COST ALLOCATION PROJECT
3. Description of Service(s): seeking to contract with a qualified firm to that will conduct an indirect cost study to calculate the amount of each enterprise fund should be reimbursing the General Fund for indirect costs. In addition, the selected firm must conduct a fee study to calculate the full cost of all current and potential fee-for-services for certain General Fund and Enterprise Fund departments, divisions, and services

NOW, THEREFORE, BE IT RESOLVED, on this the 16th day of February, 2022, 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: C07-000052/ RFP No. 2021-27- CITY OF ALLENTOWN COST ALLOCATION PROJECT

TO: City Council, City Clerk, and Council Solicitor

FROM: Seth O'Neill, Department Head

DATE: February 1, 2022

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.

none

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

Matrix Consulting Group, Ltd., 1650 S. Amphlett Blvd., Suite 213, San Mateo, CA 94402

Contract Consideration: a fixed price, not to exceed the sum of \$60,000.00

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

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

On November 15, 2021, the City advertised a solicitation seeking to contract with a qualified firm to that will conduct an indirect cost study to calculate the amount of each enterprise fund should be reimbursing the General Fund for indirect costs. In addition, the selected firm must conduct a fee study to calculate the full cost of all current and potential fee-for-services for certain General Fund and Enterprise Fund departments, divisions, and services. On December 6, 2021, the City held a public opening, they received one (1) proposal. The technical evaluation was held on December 14, 2021. All committee members were present. After the initial discussion, the committee members scored accordingly based on The Proposal were scored based on the RFP requirements, Complete and Comprehensiveness (25 Points), Firms Experience (25 Points), Responsiveness to City's Issues (25 Points), Quality of Proposed Staff (25 Points). Cost proposals were opened on December 15, 2021. Proposals were distributed to all committee members via Microsoft Teams for evaluation after the completion of the technical evaluation. The cost evaluation committee meeting occurred on December 20, 2021, 10:00 AM. After discussion the committee members scored the Proposals based on Cost (20 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 firm was sent questions ahead of the presentation to be answered on the day of. The committee will award to the highest scored firm based on the final scores after the Oral interviews/Presentations. The evaluation committee held an oral interview for this project. They have invited the sole proposer, Matrix Consulting Group, to present. Matrix Consulting Group presented through Teams on January 7, 2022, at 1:00 PM as they are not local. The committee members were asked to score the presentations after both firms presented. Oral interviews/Presentations (25 Points). The committee decided to award to the sole proposer, based on the firm's qualifications and overall score. The committee is recommending award to Matrix Consulting Group.

- 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 up to an additional two (2) one-year extensions beyond the contract expiration period.

- 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: Seth O'Neill, Department Head

Copies To: Mayor

Director of Finance
Purchasing
Controller

Attachment: proposed resolution