



CITY OF ALLENTOWN

No. _____

RESOLUTION

R216 - 2023

Introduced by the Administration on December 20, 2023

Authorization for Contract with Heritage Conservation Collective, LLC in the amount of \$175,000.00 to provide routine maintenance needs for the City-owned artwork and address any critical maintenance or vandalism issues that arise.

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: Heritage Conservation Collective, LLC
2. Project or Contract Reference: RFP No. 2023-37 Public Art Maintenance Program
3. Description of Service(s): To address routine maintenance needs for the City-owned artworks. Prioritize needs for maintenance and address any critical maintenance or vandalism issues that arise. Meet and communicate regularly with staff to notify of any scheduling or maintenance treatment changes. Photograph any serious artwork damage, degradation, or safety issues.

NOW, THEREFORE, BE IT RESOLVED , on this the 20th day of December, 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.

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

Project or Contract Reference: RFP No. 2023-37 Public Art Maintenance Program

TO: City Council, City Clerk, and Council Solicitor

FROM: Mayor Tuerk, Department Head

DATE: December 7, 2023

Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for it's 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.

B.R. Howard & Associate, Inc.: 99 Garden Parkway, Suite A, Carlisle, PA 17013
Teresa Duff (d/b/a Lineage Historic Preservation Services): 715 Straight Street, Sewickley, PA 15143

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

Heritage Conservation Collective, LLC: 1405 South Broad Street, Unit 1, Philadelphia, PA 19147

Contract Consideration: The department budgeted \$175,000.00 first the first year and \$75,000.00 for the four (4) additional one (1) year terms beyond the contract expiration period.
Funding Source: 000-09-0901-0001-46

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

On September 25, 2023, the City advertised a solicitation to contract with a Public Art Project Management firm, herein after referred to as Firm, to coordinate and provide routine artwork maintenance and conservation services for City-owned artworks. The scope of work will include coordinating with City staff, creating an artwork maintenance schedule, noting artwork conditions throughout the year, and performing all routine annual maintenance for City-owned

artworks. The purpose of this ongoing project is to enhance the use of the publicly accessible outdoor places in the City of Allentown and ensure routine maintenance and restoration is in place for the current artworks that have supported the Allentown Arts Commission's mission. On October 23, 2023, the public opening was held for which the City received three (3) proposals, which were distributed to all committee members via Teams for evaluation. The technical evaluation was held on November 2, 2023, all committee members were present via Teams and in person. The proposals were scored based on the following: IBE Preference (10 Points), Ability to Meet RFP Requirements (35 Points), Prior Experience/Team Member Qualifications (30 Points), and References (15 Points). Cost proposals were opened November 2, 2023, proposals were distributed to all committee members via Teams for evaluation after the completion of the technical evaluation. The cost evaluation was held on November 10, 2023, all committee members were present via Teams and in person. The committee members discussed the cost proposal (20 Points). The committee made the recommendation to proceed with oral interviews (15 Points). The oral interview meetings occurred on November 29, 2023 and December 1, 2023. Heritage Conservation Collection, LLC when at 2:00PM, Lineage Preservation Services went at 3:00PM, and B.R. Howard & Associates, Inc. went on December 1, 2023 at 10:00AM. All scoring members were present via Teams and in person. The evaluation committee completed both technical and cost evaluations on the proposals and an oral interview. The committee decided to award based on the qualification and overall score. The committee is recommending award to Heritage Conservation Collective, 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 up to four (4) additional (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:

The department will be budgeting \$75,000.00 per year, totaling \$300,000.00 if all four (4) renewal options 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.

By: Mayor Tuerk, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution