



CITY OF ALLENTOWN

No. _____

RESOLUTION

R88 - 2024

Introduced by the Administration on June 5, 2024

Authorization for Contract with Simone Collins, Inc, a small business, in the estimated sum of \$199,999 to provide consulting, design, planning, and development of cost estimates to assist the in completing a comprehensive plan for city parks and recreation. The goal is to solicit public input to develop a list of priority projects and programs that meet the needs of the residents. There were five (5) bids, one (1) rejected due to including cost in their technical; one (1) year contract that can be extended for up to and additional three (3) months beyond the contract expiration period.

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: Simone Collins, Inc.
2. Project or Contract Reference: RFP No. 2024-11 Comprehensive Recreation and Park Plan
3. Description of Service(s): To provide detailed consulting and planning services for design, planning, and development of cost estimates to assist the City of Allentown in completing a comprehensive plan for city parks and recreation. The goal is to solicit public input to develop a list of priority projects and programs that meet the needs of the residents.

NOW, THEREFORE, BE IT RESOLVED , on this the 5th day of June, 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. 2024-11 Comprehensive Recreation and Park Plan

TO: City Council, City Clerk, and Council Solicitor

FROM: Mandy Tolino, Department Head

DATE: May 23, 2024

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:

Awarded contracts over \$40,000.00 done through cooperative purchasing.

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.

Barry Isett & Associates, Inc.: 5420 Crackersport Road, Allentown, PA 18104 - \$236,930.00

Evolve, LLC (d/b/a Evolve Environment Architecture): 6020 Broad Street, Pittsburgh, PA 15206 - \$234,943.20

Herbert, Rowland & Grubic, Inc.: 1275 Glenlivet Drive, Suite 145, Allentown, PA 18106 - \$200,000.00

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

Simone Collins, Inc.: 119 East Lafayette Street, Norristown, PA 19401

Contract Consideration: \$199,999.00

Funding Source: 001-08-2217-2202-46 - \$83,879.00

001-08-2217-2310-46 - \$100,000.00

001-08-2225-2410-46 - \$16,120.00

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

On April 10, 2024, the City advertised a solicitation for a firm to provide detailed consulting and planning services for design, planning, and development of cost estimates to assist the City of

Allentown in completing a comprehensive plan for city parks and recreation. The goal is to solicit public input to develop a list of priority projects and programs that meet the needs of the residents. On May 8, 2024, there was a public opening held, which five (5) proposals were received, however, one (1) proposal was rejected due to including cost in their technical proposal. The remaining four (4) proposals were distributed to all committee members via Teams for evaluation. The Technical evaluation was held on May 15, 2024, all committee members were present. The proposals were scored based on the following: IBE Preference (10 Points), Proposals and Experience (25 Points), Methodology (25 Points), Timeline (20 Points), and References (15 Points). The Cost proposals were opened on May 15, 2024, and distributed to all committee members via Teams for evaluation after the completion of the Technical evaluation. The Cost evaluation was held on May 23, 2024, all committee members were present. The committee members discussed the Cost proposals (15 Points). The committee did not feel it was necessary to move forward with oral presentations. The evaluation committee completed both Technical and Cost evaluations on the proposals, the committee decided to award based on the firm qualifications and overall score. The committee is recommending award to Simone Collins, Inc.

- 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 and additional three (3) months 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: Mandy Tolino, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution