



CITY OF ALLENTOWN

No. 170

RESOLUTION

R - 2022

*Introduced by the Administration on December 7, 2022*

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Authorization for Contract with Tetra Tech, Inc. for \$66,944.12 to conduct an after-action report and Improvement Plan related to the Allentown Health Bureau's response, mitigation, and vaccination distribution actions during the COVID-19 Pandemic from February 1, 2020 through June 30, 2022. AAR/IP products will follow guidelines and standards set forth by the Homeland Security Exercise and Evaluation Program (HSEEP), including initial after-action meetings and evaluation aligned to capabilities identified in the Public Health Preparedness Program and Hospital Preparedness Program, multiple bids; one year contract, one year extension option.

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***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:** Tetra Tech, Inc.
2. **Project or Contract Reference:** RFP 2022-40: After-action Report and Improvement Plan (AAR/IP)
3. **Description of Service(s):** Firm to conduct an after-action report and create an Improvement Plan (AAR/IP) related to the Allentown Health Bureau's (AHB)'s response, mitigation, and vaccination distribution actions during the COVID-19 Pandemic from February 1, 2020 through June 30, 2022. AAR/IP products will follow guidelines and standards set forth by the Homeland Security Exercise and Evaluation Program (HSEEP), including initial after-action meetings and evaluation aligned to capabilities identified in the Public Health Preparedness Program and Hospital Preparedness Program.

**NOW, THEREFORE, BE IT RESOLVED** , on this the December day of 7, 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.

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

Project or Contract Reference: RFP No. 2022-40 Covid-19 After Action Review-Improvement Plan

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

**FROM:** David Synnamon, Department Head

**DATE:** November 15, 2022

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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.

**A6A Associates, LLC**, 175 Fer Drive, Canadensis, PA 18325 : \$68,900.00

**All Clear Emergency Management Group, LLC**, 3434 Edwards Mill Road, Suite 112-162, Raleigh, NC 27612: \$60,000.00

**Delta Development Group, Inc.**, 225 Grandview Avenue, Suite 301, Camp Hill PA 17011: \$49,800.00

**Innovation Emergency Management, Inc.**, 2801 Slater Road, Suite 200, Morrisville, NC 27560: \$66,904.00

**Tidal Basin Government Consulting, LLC**, 126 Business Park Drive, Utica, NY 13502: \$75,752.08

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

**Tetra Tech, Inc.**, 2000 Linglestown Road, Suite 203, Harrisburg, PA 17110

Contract Consideration: \$66,944.12

Funding Source: 000-09-0908-0019-46

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

The City advertised the solicitation on September 25, 2022, seeking to secure services to conduct an after-action report and create an Improvement Plan (AAR/IP) related to the Allentown Health Bureau's (AHB)'s response, mitigation, and vaccination distribution actions during the COVID-19

Pandemic from February 1, 2020 through June 30, 2022. AAR/IP products will follow guidelines and standards set forth by the Homeland Security Exercise and Evaluation Program (HSEEP), including initial after-action meetings and evaluation aligned to capabilities identified in the Public Health Preparedness Program and Hospital Preparedness Program. On October 17, 2022 public opening was held for which the City received six (6) proposals. The technical evaluation was held on October 26, 2022. All Five (5) committee members were present via Teams. The Proposals were scored based on the RFP requirements, Ability to Meet RFP Requirements (20 Points), Firm's Experience (20 Points), Project Plan (20 Points), References (20 Points). Cost proposals were opened on October 26, 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 November 3, 2022, 9:00 AM. All voting committee members were present via Teams. The committee members discussed the Cost proposal (20 Points). The evaluation committee has decided to not hold oral interviews for this project. They have decided based on the Technical and Cost Proposal scores. The committee decided to award based on the firm's qualifications and overall score. The committee is recommending award to Tetra Tech, 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 an additional one (1) year 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.

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By: David Synnamon, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution