



CITY OF ALLENTOWN

No. _____

RESOLUTION

R130 - 2025

Introduced by the Administration on October 1, 2025

Authorization for Contract with WSP USA Inc. in the amount of \$200,000.00 to assist the City with developing its first Climate Action Plan (CAP). The CAP process will include robust community outreach and education, an inventory of the existing greenhouse gas emissions, greenhouse gas emission reduction goals, prioritized emission reduction measures, climate adaption strategies, and as outline of required resources and funding mechanisms to implement the plan. The contract term shall be for one (1) year. The contract may be extended for up to two (2) additional six (6) month terms.

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: WSP USA Inc.
2. Project or Contract Reference: RFP 2025-25 Climate Action Plan
3. Description of Service(s): To assist the City with developing its first Climate Action Plan.

NOW, THEREFORE, BE IT RESOLVED, on this the 1st day of October, 2025, 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. 2025-25 Climate Action Plan

TO: City Council, City Clerk, and Council Solicitor

FROM: Mandy Tolino, Department Head

DATE: September 18, 2025

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.

Blue Strike Environmental, 126 Bonifacio Place, Suite G, Monterey, CA 93940
Proposed Sum: \$112,101.00

Environmental Resources Management Group, Inc, 4550 Montgomery Ave, Bethesda, MD 20814
Proposed Sum: \$195,000.00

Kim Lundgren Associates, Inc, One Boston Place, Suite 2600, Boston, MA 02108
Proposed Amount: \$176,870.00

Stantec Consulting Services Inc, 475 5th Ave, 12th Floor, New York, New York 10017
Proposed Sum: \$199,968.00

The Stone House Group, 301 Broadway, Suite 500, Bethlehem, PA 18015
Proposed Sum: \$173,940.00

Sustainability Solutions Group USA, Inc, 418 Broadway #4906, Albany, NY 12207
Disqualified for having cost in their Technical Proposal

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

WSP USA Inc, 1 West Broad Street, Floor 11, Bethlehem, PA 18018

Contract Consideration: \$200,000.00

Funding Source: 000-08-0709-0083-50046

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

On June 13, 2025, the City advertised for a solicitation to obtain the services of a qualified consulting firm to assist the City with developing its first Climate Action Plan (CAP). On July 24, 2025, a public opening was held, for which seven (7) proposals were received. The proposals were distributed to all committee members via Teams for evaluation. The Technical evaluation was held on August 12, 2025, and all committee members were present. The proposals were scored based on the following: IBE Preference (10 Points) Ability to Meet RFP Requirements (40 Points) and Prior Experience/Team Members Qualifications (30 Points). The Cost Proposals were opened on August 12, 2025, and distributed to all committee members via Teams for evaluation after the Technical evaluation. The Cost evaluation was held on September 4, 2025, and all committee members were present. The committee discussed the Cost proposals (30 Points). The evaluation committee decided not to hold oral interviews for this project. Upon review of the proposals, it was decided to award to the highest scored vendor WSP USA Inc.

- Contract Term:

The contract shall commence upon full execution and shall cease one (1) year thereafter.

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

The contract can be extended for up to an additional two (2) additional six (6) month terms beyond the 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