



CITY OF ALLENTOWN

No. 95

**RESOLUTION**

**R - 2021**

*Introduced by the Administration on July 21, 2021*

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**Authorization for Contract with Pennoni Associates, Inc. for the estimated budgeted sum of \$25,000.00 per Contract year to obtain the services of an Engineering Firm to perform structural evaluations for Emergency and non-Emergency call outs as needed to make structural assessments and evaluations on commercial and residential properties in the City of Allentown.**

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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: Pennoni Associates, Inc.
2. Project or Contract Reference: C23-000019-RFP No. 2021-07
3. Description of Service(s): The City seeks to obtain the services of an Engineering Firm to perform structural evaluations for Emergency and non-Emergency call outs as needed to make structural assessments and evaluations on commercial and residential properties in the City of Allentown.

**NOW, THEREFORE, BE IT RESOLVED**, on this the 21<sup>st</sup> day of July 2021, 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: C23-000019-RFP No.2021-07- 2021 Emergency & Standard Engineering Services

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

**FROM:** Leonard Lightner, Department Head

**DATE:** June 30, 2021

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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.

Barry Isett & Associates, Inc., 85 South Route 100, Allentown, PA 18106

Base Engineering, 1010 N. Quebec Street, Allentown, PA 18109

McLaren Technical Services, Inc., 5100 W. Tilghman Street, Suite 265, Allentown, PA 18104

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

Pennoni Associates, Inc, 2041 Avenue C, Suite 100, Bethlehem, PA 18017

Contract Consideration: estimated budgeted sum of \$25,000.00 per contract year

Funding Source: 000-09-0903-0001-46

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

On May 24, 2021, the City advertised a solicitation in which it seeks to obtain the services of an Engineering Firm to perform structural evaluations for Emergency and Non-Emergency call outs, as needed, to make structural assessments and evaluations on commercial and residential properties in the City of Allentown. On June 14, 2021 the technical opening was held and the City received four (4) proposals. The Evaluation Committee gathered on June 22, 2021, in order to review and score the Technical Proposals followed by opening the Cost Proposals thereafter. After the initial discussion, the committee members scored accordingly based on Ability to meet RFP Requirements (35 Points) and Prior Experience/Team Member Qualifications (35 Points). Barry Isett and Pennoni Associates both received the highest scores. On June 24, 2021, the Evaluation Committee gathered for a second time, in order to review and evaluate the Cost Proposals. After the initial discussion, the Committee members scored accordingly based on the Cost Proposal (30 Points). Base Engineering had the highest score for the cost proposal; however, their cumulative score was not as high as Pennoni and Associates. At that time the Committee made the recommendation to not proceed with Oral interviews/Presentations as they felt confident in deciding with the information provided in the Technical and Cost Proposals. At this time the Committee is recommending award to Pennoni and Associates, Inc. as the highest scored firm.

- Contract Term:

The contract term shall be for one (1) year, Commencing August 21, 2021, at 12:01 a.m., through August 21, 2022, at 11:59 p.m.

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

Upon mutually written agreement, the contract term may be renewed for two (2) additional one (1) year terms, pending pricing shall remain the same.

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

An estimated annual budgeted sum of \$25,000.00.

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: Leonard Lightner, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution