



CITY OF ALLENTOWN

No. 139

RESOLUTION

R - 2022

Introduced by the Administration on September 21, 2022

Authorization for Contract with Arthur A. Swallow Associates, LLC in the estimated budgeted sum of \$55,000 per contract year, for the unit prices as set forth in the Proposal to secure the services of a licensed surveying firm to provide a fully equipped two-person survey crew. This was competitively bid, and eight (8) proposals were received, one (1) was rejected.

By passing the resolution, Council notes proper procedures were followed based on the presentation, as follows: The City advertised the Solicitation on June 24, 2022, seeking to secure the services of a licensed surveying firm to provide a fully equipped two-person survey crew, including transportation, GPS equipment and electronic data collection equipment to perform topographic surveys and construction stakeout. On July 25, 2022, the public opening was held for which the City received eight (8) proposals, and initially two (2) proposals were rejected. The technical evaluation was held on August 15, 2022. All committee members were present. The Proposals were scored based on the RFP requirements, Qualifications of the personnel that will be performing the requested services (40 Points), Ability of the contractor to respond to the request on short notice (30 Points). An additional technical evaluation was held on August 30, 2022. One vendor was initially rejected because they failed to submit the signature page with their proposal. After investigation, it was determined that the signature page could be accepted later, and their proposal was accepted. All committee members were present. The Proposal was scored based on the RFP requirements, Qualifications of the personnel that will be performing the requested services (40 Points), Ability of the contractor to respond to the request on short notice (30 Points). Cost proposals were opened on August 15, 2022 for the original six (6) proposals and on August 30, 2022 for the later accepted proposal. 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 September 7, 2022, 9:00 AM. All voting committee members were present. The committee members discussed the Cost proposal (30 Points). After discussion, the committee members scored the Proposals based on Cost (30 Points). 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. The committee will award to the highest scored firm based on the final scores from the Technical and Cost Proposals. The committee is recommending award to Arthur A. Swallow Associates, LLC.

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: Arthur A. Swallow Associates, LLC
2. Project or Contract Reference: RFP No. 2022-31 Survey Services
3. Description of Service(s): The City seeks to contract the services of a licensed surveying firm to provide a fully equipped two-person survey crew, including transportation, GPS equipment and electronic data collection equipment to perform topographic surveys and construction stakeout.

NOW, THEREFORE, BE IT RESOLVED , on this the 21st day of September, 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. 2022-31 Survey Services

TO: City Council, City Clerk, and Council Solicitor

FROM: Mark Shahda, Department Head

DATE: September 7, 2022

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, 85 PA-100, Allentown, PA 18106

Cedarville Engineering Group, LLC., 159 E High St, Suite 500, Pottstown, PA 19464

Cornerstone Consulting Engineers & Architectural Inc., 1176 N Irving St, Allentown, PA 18109

Dawood Engineering, Inc., 4250 Crums Mill Rd, Suite 301, Harrisburg, PA 17112

McMahon Associates, 425 Commerce Dr, Suite 200, Fort Washington, PA 19034

PennCore Consulting LLC., 999 Main St, South Williamsport, PA 17702

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

Arthur A. Swallow Associates, LLC., 1003 N. 19th St, Allentown, PA 18104

Contract Consideration: The estimated budgeted sum of \$55,000 per contract year, pursuant to the sums as set forth in the Cost Proposal.

Funding Source: 000-03-0702-0001-46

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

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- Contract Term:

The Contract term shall commence upon full execution and shall cease three (3) years 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 two (2), one (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:

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: Mark Shahda, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution