



CITY OF ALLENTOWN

No. 63

RESOLUTION

R - 2023

Introduced by the Administration on April 5, 2023

Authorization for Contract with Reinvestment Fund in the amount of \$196,645.00 per contract year to provide qualified planning and research organizations to conduct a Housing Needs Assessment and Strategic Plan for the years 2023-2028. This study will enable the City and its partners to better understand housing and housing-related service needs for low - and moderate - income persons and households in order to prioritize needs, develop effective program and policy responses, and coordinate the use of Federal, State and local resources. The Contract term shall commence upon full execution and shall cease five (5) years thereafter. Upon written agreement, this contract may be extended for up to an 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: Reinvestment Fund
2. Project or Contract Reference: RPF No. 2022-44 COA Housing Needs Assessment and Strategic
3. Description of Service(s): Provide planning and research organizations to conduct a Housing Needs Assessment and Strategic Plan for the years 2023-2028. This study will enable the City and its partners to better understand housing and housing-related service needs for low- and moderate-income persons and households in order to prioritize needs, develop effective program and policy responses, and coordinate the use of Federal, State and local resources.

NOW, THEREFORE, BE IT RESOLVED , on this the 5th day of April, 2023, 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: RPF No. 2022-44 COA Housing Needs Assessment and Strategic

TO: City Council, City Clerk, and Council Solicitor

FROM: Vicky Kistler, Department Head

DATE: March 23, 2023

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:

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.

X 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.

BAE Urban Economics, Inc: 2560 Ninth Street, Suite 211, Berkeley, CA 94710 - \$99,630.00 before Ordinance Analysis \$109,630.00-\$113,630.00 after Ordinance Analysis

The Ramsay Group: 23630 Clover Trail Calabasas, Calabasas, CA 91302 - \$19,260.00 Cost is estimated at 214 hours @ \$90 an hour (did not ask for cost of Ordinance Analysis)

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

Reinvestment Fund: 1700 Market Street, 19th Floor, Philadelphia, PA 19103

Contract Consideration: \$196,645.00

Funding Source: 100-09-0901-0006-46

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

On January 11, 2023, the City advertised a solicitation for Housing Needs Assessment and Strategic Plan, seeking a qualified planning and research organizations to conduct a Housing Needs Assessment and Strategic Plan for the years 2023-2028. This study will enable the City and its partners to better understand housing and housing-related service needs for low- and moderate-income persons and households in order to prioritize needs, develop effective program and policy responses, and coordinate the use of Federal, State and local resources. On February 8, 2023 the public opening was held for which the City received three (3) proposals and were distributed to all committee members via TEAMS for evaluation. The technical evaluation was held on February 23, 2023, via Teams. All committee members were present via Teams. The Proposals were scored based on the RFP requirements, Approach and Methodologies (45 Points), Ability and Capacity (45 Points). Cost proposals were opened on February 23, 2023. 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 February 24, 2023. All scoring committee members were present in person and via Teams. The committee members discussed the Cost proposal (10 Points). The Committee made the recommendation to proceed with Oral interviews/presentations of the top two scoring firms as they did not feel confident in deciding with the information provided in the Technical and Cost Proposals. The oral interview meetings occurred through Teams and in person on March 16, 2023. Reinvestment Fund presented at 9:00 AM, and BAE Urban Economics presented at 10:00 AM. All voting committee members were present. The committee members discussed the oral interviews (15 Points). The evaluation committee completed both technical and cost evaluations on the proposals and oral interviews. The committee decided to award based on the firm's qualifications and overall score. The committee is recommending award to Reinvestment Fund.

- Contract Term:

The contract term shall commence upon full execution and shall cease five (5) 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 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: Vicky Kistler, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution