



CITY OF ALLENTOWN

No. _____

RESOLUTION

R114 - 2025

Introduced by the Administration on September 3, 2025

Authorization for Contract with Bowman Consulting Group, Ltd. in the estimated amount of \$50,000.00 per year to provide technical assistance services to support the preparation and submission of grant applications under various Federal, State, and Local programs. These services will be used on an as-needed basis to support the City's efforts to secure funding for multimodal, safety, and infrastructure improvement projects. Five (5) proposals were received. Contract shall be for three (3) years with two (2) additional one (1) year renewal terms 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: Bowman Consulting Group, Ltd.
2. Project or Contract Reference: RFP No. 2025-30 Traffic Grant Assistance
3. Description of Service(s): To provide technical assistance services to support the preparation and submission of grant applications under various Federal, State, and Local programs. These services will be used on an as-needed basis to support the City's efforts to secure funding for multimodal, safety, and infrastructure improvement projects.

NOW, THEREFORE, BE IT RESOLVED, on this the 3rd day of September, 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. 2025-30 Traffic Grant Assistance

TO: City Council, City Clerk, and Council Solicitor

FROM: Mark Shahda, Department Head

DATE: August 22, 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.

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.

Keystone Consulting Engineers, Inc.: 5012 Medical Center Circle, Allentown, PA 18106 – not to exceed \$8,823.00 per grant

Remington & Vernick Engineers: 600 W. Hamilton Street, Suite 320, Allentown, PA 18101 – not to exceed \$3,700.00 per grant

Simone Collins, Inc. Landscape Architecture: 119 E. Lafayette Street, Norristown, PA 19401 – \$3,000.00-\$14,000.00 per grant

Wallace, Montgomery & Associates, LLP: 4999 Louise Drive, Suite 104, Mechanicsburg, PA 17055 – year one estimated yearly sum of \$28,520.00

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

Bowman Consulting Group, Ltd.: 840 W. Hamilton Street, Suite 622, Allentown, PA 18101 – estimated cost of \$38,500.00 for three-year contract

Contract Consideration: Estimated sum of \$50,000.00 per year

Funding Source: 000-03-0807-0018-50046

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

On June 26, 2025, the City advertised to solicit proposals from qualified engineering consulting firms to provide technical assistance services to support the preparation and submission of grant applications under various Federal, State, and Local programs. These services will be used on an as-needed basis to support the City's efforts to secure funding for multimodal, safety, and infrastructure improvement projects. On July 25, 2025, a public opening was held, for which five (5) proposals were received. The proposals were distributed to all committee members via Teams for evaluation. The Technical Evaluation was held on August 8, 2025, all committee members were present. The proposals were scored based on the following: IBE Preference (10 Points), Qualifications (30 Points), Experience (30 Points), and References (10 Points). The Cost Proposals were opened on August 8, 2025, and distributed to all committee members via Teams for evaluation after the Technical evaluation. The Cost evaluation was held on August 15, 2025, 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. They have decided based on the Technical and Cost Proposal scores. The committee is recommending award to the top scoring firm, Bowman Consulting Group, Ltd.

- 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 at the same annual terms of the initial term.

- 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