



CITY OF ALLENTOWN

No. \_\_\_\_\_

**RESOLUTION**

**R131 - 2024**

*Introduced by the Administration on August 7, 2024*

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Authorization for Contract with Alvin H. Butz, Inc. in the amount of \$1,151,989.00 to provide professional construction management services for the new Police Headquarters that would be located at 425 Hamilton Street. There was one (1) bidder, contract shall be for two (2) years with one (1) year renewal beyond the contract expiration period.

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***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: Alvin H. Butz, Inc.
2. Project or Contract Reference: RFP 2024-13 Construction Management Services
3. Description of Service(s): To provide professional construction management services for the new Police Headquarters that would be located at 425 Hamilton Street

**NOW, THEREFORE, BE IT RESOLVED**, on this the 7th day of August, 2024, 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 2024-13 Construction Management Services

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

**FROM:** Chief Charles Roca, Department Head

**DATE:** July 26, 2024

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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:

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.

N/A

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

**Alvin H. Butz, Inc.:** 840 West Hamilton Street, P.O. Box 509, Allentown, PA 18105

Contract Consideration: \$1,151,989

Funding Source: 001-04-2602-2119-46

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

On May 24, 2024, the City advertised a solicitation for qualified firm capable of providing Construction Management Services for the construction of the new Police Headquarters. On July 10, 2024, there was a public opening held, which one (1) proposal was received and distributed to all committee members via Teams for evaluation. The Technical evaluation was held on July 22, 2024, all committee members were present. The proposals were scored based on the following: IBE Preference (10 Points), Proposals

and Experience (25 Points), Methodology (25 Points), Timeline (15 Points), and References (15 Points). The Cost proposals were opened on July 22, 2024, and distributed to all committee members via Teams for evaluation after the evaluation of the Technical evaluation. The Cost evaluation was held on July 25, 2025, all committee members were present. The committee members discussed the Cost proposal (20 Points). The committee decided to not move forward with oral presentations. The committee decided to award based on the firms qualifications and overall score. The committee is recommending award to Alvin H. Butz, Inc.

- Contract Term:

The contract term shall commence upon full execution and shall cease two (2) 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 one (1) year renewal 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.

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By: Chief Charles Roca, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution