



CITY OF ALLENTOWN

No. _____

RESOLUTION

R70 - 2026

Introduced by the Administration on June 17, 2026

Authorization for Contract with Urban Design Ventures, LLC in the estimated sum of \$100,000.00 per contract year for consultant services needed to assist in the completion and implementation of the City's 2026 CDBG, ESG, HOME Annual Action Plan and its 2025-2029 Consolidated Plan by completing planning processes, providing guidance and technical advice to City staff, preparing and submitting plans and reports in IDIS, and submitting environmental reviews in HEROS. Seven (7) proposals were received, contract shall be for one (1) year with four (4) additional one (1) year renewals 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: Urban Design Ventures, LLC
2. Project or Contract Reference: RFP 2026-42 HUD Consultant
3. Description of Service(s): Consultant services needed to assist in the completion and implementation of the City's 2026 CDBG, ESG, HOME Annual Action Plan and its 2025-2029 Consolidated Plan by completing planning processes, providing guidance and technical advice to City staff, preparing and submitting plans and reports in IDIS, and submitting environmental reviews in HEROS.

NOW, THEREFORE, BE IT RESOLVED , on this the 17th day of June, 2026, 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 2026-42 HUD Consultant

TO: City Council, City Clerk, and Council Solicitor

FROM: Vicky Kistler, Department Head

DATE: June 3, 2026

Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for it's approval and award of the contract.

- Check Type of Contract or Change:

Awarded contracts over \$40,000.00 done through cooperative purchasing.

- 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.

Capital Access, Inc.: 220 Locust Street, Suite 16-C, Philadelphia, PA 19106

Mosaic Community Planning, LLC: PO Box 170349, Atlanta GA 31117

NW Financial Group, LLC: 522 Broad Street, Bloomfield, NJ 07050

Pivot Forward Properties, LLC: 127 Sparrow Rd, Hummelstown, PA 17036

TDA Consulting, Inc.: 131 Atkinson St, Ste. B, Laurinburg, NC 28352

ZRM Emergency Management, Inc.: 17350 State Hwy 249, Ste 220 #9650, Houston, TX 77064

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

Urban Design Ventures, LLC: 212 East Seventh Avenue, Homestead, PA 15120

Contract Consideration: Estimated \$100,000.00 per contract year

Funding Source: 700-07-7110-0013-50046

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

On March 31, 2026, the City advertised a solicitation for consultant services needed to assist in the completion and implementation of the City's 2026 CDBG, ESG, HOME Annual Action Plan and its 2025-2029 Consolidated Plan by completing planning processes, providing guidance and technical advice to City staff, preparing and submitting plans and reports in IDIS, and submitting environmental reviews in HEROS. On April 27, 2026, a public opening was held, for which seven (7) proposals were received. The proposals were distributed to all committee members via Teams for evaluation. The Technical evaluation was held on April 4, 2026, all committee members were present. The proposals were scored based on the following: IBE Preference (10 Points), Ability to Meet RFP Requirements (25 Points), Qualifications of Specified People (25 Points) and Prior Experience (25 Points). The Cost Proposals were opened on April 4, 2026, and distributed to all committee members via Teams for evaluation after the Technical evaluation. The Cost evaluation was held on April 12, 2026, all committee members were present. The committee discussed the Cost proposal (25 Points). The committee decided to move forward with Oral presentations with the top scoring firm, Urban Design Ventures, LLC. The oral presentation was held on April 27, 2026, all committee members were present. The committee discussed the Oral presentations (15 Points). The committee is recommending award to Urban Design Ventures, LLC.

- Contract Term:

The Contract term shall commence upon full execution and shall cease one (1) year thereafter.

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

Upon written agreement from the City, this contract may be extended for up to an additional four (4) one years 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:

\$100,000.00 per contract year, totaling \$500,000.00 if all renewals were exercised.

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

