



CITY OF ALLENTOWN

No. _____

RESOLUTION

R174 - 2024

Introduced by the Administration on October 16, 2024

Authorization for Contract with Pennoni Associates, Inc. for the estimated budgeted sum of \$25,000.00 per contract year to obtain the services of an Engineering Firm to perform structural evaluations for Emergency and non-Emergency call outs as needed to make structural assessments and evaluations on commercial and residential properties in the City of Allentown. One (1) proposal was submitted, contract shall be for one (1) year with two (2) one (1) year renewal 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: Pennoni Associates, Inc.
2. Project or Contract Reference: RFP 2024-28 Emergency & Standard Engineering Services
3. Description of Service(s): To perform structural evaluations for Emergency and non-Emergency call outs as needed to make structural assessments and evaluations on commercial and residential properties in the City of Allentown.

NOW, THEREFORE, BE IT RESOLVED, on this the 16th day of October, 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 2024-28 Emergency & Standard Engineering Services

TO: City Council, City Clerk, and Council Solicitor

FROM: Vicky Kistler, Department Head

DATE: October 4, 2024

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:

Pennoni Associates, Inc.: 81 Highland Avenue, Suite 230, Bethlehem, PA 18017

Contract Consideration: estimated budgeted sum of \$25,000.00 per contract year
Funding Source: 000-09-0903-0001-46

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

On July 30, 2024, the City advertised a solicitation to hire an Engineering Firm to perform structural evaluations for Emergency and non-Emergency call outs as needed to make structural assessments and evaluations on commercial and residential properties in the City of Allentown. On September 3, 2024, there was a public opening held, for which one

(1) proposal was received and distributed to all the committee members via Teams for evaluation. The Technical evaluation was held on September 13, 2024, all committee members were present. The proposal was scored based on the following: IBE Preference (10 Points), Ability to meet RFP requirements (35 Points), and Prior Experience/ Team Member Qualifications (35 Points). The Cost proposal was opened on September 13, 2024, and distributed to all committee members via Teams for evaluation after the Technical evaluation. The Cost evaluation was held on September 17, 2024, all committee members were present. The committee discussed the Cost proposal (30 Points). The committee decided to not move forward with oral a presentation. The committee decided to award based on the firms qualifications and overall score. The committee is recommending award to Pennoni.

- 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, this contract may be extended for two (2) additional one (1) year terms.

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

An estimated budgeted sum of \$25,000.00, totaling an estimated \$75,000.00 if all renewals are utilized.

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