



CITY OF ALLENTOWN

No. _____

RESOLUTION

R76 - 2024

Introduced by the Administration on May 1, 2024

Authorization for Contract with Michael Baker International, Inc. for an estimated yearly sum of \$100,000.00 to provide technical assistance and assist the City with compliance with its HUD Entitlement Programs and other grant programs as needed. Specific compliance reports and activities include but are not limited to the Five-Year Community and Development Block Grant Consolidated Plan, Annual Action Plans, Consolidated Annual Performance and Evaluation Report, Analysis of Impediments to further Fair Housing and Environmental Reviews. Proposals must meet all federal regulations and provide a strategically coordinated approach to revitalize neighborhoods and improve the City with its various partners. In addition, all proposals must align with projects supported by federal funding, specifically CDBG, ESG, HOME, and HOPWA.

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: Michael Baker International, Inc.
2. Project or Contract Reference: RFP No. 2024-08 HUD Consultant Consolidated Plan 2025-2029
3. Description of Service(s): To provide technical assistance and assist the City with compliance with its HUD Entitlement Programs and other grant programs as needed. Specific compliance reports and activities include but are not limited to the Five-Year Community and Development Block Grant Consolidated Plan, Annual Action Plans, Consolidated Annual Performance and Evaluation Report, Analysis of Impediments to further Fair Housing and Environmental Reviews. Proposals must meet all federal regulations and provide a strategically coordinated approach to revitalize neighborhoods and improve the City with its various partners. In addition, all proposals must align with projects supported by federal funding, specifically CDBG, ESG, HOME, and HOPWA

NOW, THEREFORE, BE IT RESOLVED , on this the 1st day of May, 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 No. 2024-08 HUD Consultant Consolidated Plan 2025-2029

TO: City Council, City Clerk, and Council Solicitor

FROM: Vicky Kistler, Department Head

DATE: April 19, 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.

- 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.

Chrysalis Research & Consulting, LLC: 1201 West Peachtree St NW, Suite 2300, Atlanta, GA 30309

Dawood Engineering, Inc.: 4250 Crums Mill Road, Ste 301, Harrisburg, PA 17112

Triad Advisory Services, Inc.: (d/b/a Triad Associates): 1301 W Forest Grove Road, Vineland, NJ 08360

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

Michael Baker International, Inc.: 100 Airside Drive, Moon Township, PA 15108

Contract Consideration: \$100,000.00

Funding Source: 700-01-7010-0101-02

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

On February 20, 2024, the City advertised a solicitation for a professional planning and community development consultant to provide technical assistance and assist the City with compliance with its HUD Entitlement Programs and other grant programs as needed. Specific compliance reports and

activities include but are not limited to the Five-Year Community and Development Block Grant Consolidated Plan, Annual Action Plans, Consolidated Annual Performance and Evaluation Report, Analysis of Impediments to further Fair Housing and Environmental Reviews. Proposals must meet all federal regulations and provide a strategically coordinated approach to revitalize neighborhoods and improve the City with its various partners. In addition, all proposals must align with projects supported by federal funding, specifically CDBG, ESG, HOME, and HOPWA. On March 19, 2024, the public opening was held for which five (5) proposals were received, however, one (1) proposal was rejected due to including cost in their Technical proposal. The remaining four (4) proposals were distributed to all committee members via Teams for evaluation. The Technical evaluation was held on March 27, 2024, all committee members were present. The proposals were scored based on the following: IBE Preference (10 Points), Ability to Meet RFP Requirements (30 Points), Qualifications of Specified People (30 Points), and Prior Experience (15 Points). The Cost proposals were opened on March 27, 2024, and distributed to all committee members via Teams for evaluation after the completion of the Technical evaluation. The Cost evaluation was held on April 2, 2024, all committee members were present. The committee members discussed the Cost proposals (25 Points). The committee did not feel it was necessary to move forward with oral presentation. The evaluation committee completed both Technical and Cost evaluations on the proposals, the committee decided to award based on the firm's qualifications and overall score. The committee is recommending award to Michael Baker International, Inc.

- Contract Term:

The contract term shall commence upon full execution and shall cease on March 31, 2025.

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

Upon written agreement, this contract may be extended for four (4) one (1) year terms.

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

Estimated sum of \$500,000.00 if all renewals are 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