



CITY OF ALLENTOWN

No. _____

RESOLUTION

R183 - 2023

Introduced by the Administration on November 1, 2023

Authorization for Contract with Alloy5, LLC, a small business, in the amount of \$50,000.00 to provide professional services to facilitate the relocation of the City's Fire Department and EMS from Central Fire Station to a centralized location. Services are expected to aid the City in determining the space and facility needs for the Fire Department, EMS and possibly the Health Department to operate efficiently out of a modern facility. Additionally, preliminary design services are required to aid the City's decision on where said facility could be constructed and the scope of construction activities (renovation, new construction, a combination). Lastly, alternative proposal services include the conceptual design of the needed improvements upon authorization by the City after a decision has been made as a result of the initial services.

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: Ally5, LLC
2. Project or Contract Reference: RFP No. 2023-33 Feasibility Study for Central Fire
3. Description of Service(s): To provide professional services to facilitate the relocation of the City's Fire Department and EMS from Central Fire Station to a centralized location. Services are expected to aid the City in determining the space and facility needs for the Fire Department, EMS and possibly the Health Department to operate efficiently out of a modern facility. Additionally, preliminary design services are required to aid the City's decision on where said facility could be constructed and the scope of construction activities (renovation, new construction, a combination). Lastly, alternative proposal services include the conceptual design of the needed improvements upon authorization by the City after a decision has been made as a result of the initial services.

NOW, THEREFORE, BE IT RESOLVED , on this the 1st day of November, 2023, 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. 2023-33 Feasibility Study for Central Fire

TO: City Council, City Clerk, and Council Solicitor

FROM: Efrain Agosto, Department Head

DATE: October 18, 2023

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:

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.

IEI Group, Ltd.: 428 North 2nd Street, Philadelphia, PA 19123 - \$99,571.00

Manns Woodward Studios, Inc.: 10839 Philadelphia Road, White Marsh, MD 21162 - \$115,570.00

MKSD, LLC: 1209 Hausman Road, Suite A, Allentown, PA 18104 - \$52,020.00

Muhlenberg Greene Architects, Ltd.: 955 Berkshire Boulevard, Suite 101, Wyomissing, PA 19610 - \$26,150.00

Schrader Group Architecture, LLC (d/b/a Schrader Group): 161 Leverington Avenue, Suite 105, Philadelphia, PA 19127 - \$207,860.00

USA Architects, Planners and Interior Designers, Ltd.: 20 North Doughty Avenue, Somerville, NJ 08876 - \$57,155.00

W2A Architects (d/b/a Wallace & Watson Associates, P.C.): 609 Hamilton Street, Suite 200. Allentown, PA 18101 - \$47,800.00

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

Alloy5, LLC: 530 West Broad Street, Bethlehem, PA 18018

Contract Consideration: \$50,000.00

Funding Source: 000-03-0707-0001-46

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

On August 2, 2023, The City advertised a solicitation for a qualified team to provide professional services to facilitate the relocation of the City's Fire Department and EMS from Central Fire Station to a centralized location. Services are expected to aid the City in determining the space and facility needs for the Fire Department, EMS and possibly the Health Department to operate efficiently out of a modern facility. Additionally, preliminary design services are required to aid the City's decision on where said facility could be constructed and the scope of construction activities (renovation, new construction, a combination). Lastly, alternative proposal services include the conceptual design of the needed improvements upon authorization by the City after a decision has been made as a result of the initial services. On August 30, 2023 the public opening was held for which the City received eight (8) proposals, which were distributed to all committee members via Teams for evaluation. The technical evaluation was held on September 20, 2023, all committee members were present via Teams and in person. The proposal were scored based on the following: IBE Preference (10 Points), Scope of Work (40 Points), Statement of Qualifications (30 Points), and References and Other Information (10 Points). Cost proposals were opened on September 20, 2023, proposals were distributed to all committee members via Teams for evaluation after the completion of the technical evaluation. The cost evaluation was held on September 25, 2023, all committee members were present via Teams and in person. The committee members discussed the cost proposal (20 points). The committee made the recommendation to proceed with oral interviews (15 points). The oral interview meetings occurred on October 18, 2023. Alloy5, LLC presented at 8:30am, MKSD, LLC presented at 9:30am, and Manns Woodward Studios, Inc. presented at 10:30am, all scoring members were present. An evaluation committee completed both technical and cost evaluations on the proposals and an oral interview. The committee decided to award based on the firm's qualifications and overall score. The committee is recommending award to Alloy5, 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, this contract may be extended for up to an additional one (1) year 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.

By: Efrain Agosto, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution