



CITY OF ALLENTOWN

No. 207

RESOLUTION

R - 2021

Introduced by the Administration on December 15, 2021

Authorization for Contract with Wood Environmental and Infrastructure Solutions, Inc., not to exceed, \$474,945 to assist with a wide range of Stormwater Management Program support services to ensure compliance with, and develop required program components of, its Phase I, MS4 National Pollutant Discharge Elimination System permit, competitively bid, multiple vendors, 3 year contract, could be extended for two one year agreements.

Resolved by the Council of the City of Allentown, That

WHEREAS, Article 130.16 of the City's Administrative Code 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: Wood Environment & Infrastructure Solutions, Inc
2. Project or Contract Reference: RFP 2021-34-STORMWATER MANAGEMENT PROGRAM SUPPORT
3. Description of Service(s): the City advertised a solicitation in order to obtain the services of a qualified consultant to assist with a wide range of Stormwater Management Program support services to ensure compliance with, and develop required program components of, its Phase I, MS4 National Pollutant Discharge Elimination System permit.

NOW, THEREFORE, BE IT RESOLVED , on this the 15th day of December, 2021, 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.



CITY OF ALLENTOWN
Request for Approval and Recommendation of Award

SUBJECT: Request for Contract Award and Approval by City Council Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: RFP 2021-34-STORMWATER MANAGEMENT PROGRAM SUPPORT

TO: City Council, City Clerk, and Council Solicitor

FROM: Craig Messinger, Department Head

DATE: December 1, 2021

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 not** included in this year's budget
- List the Vendor's name, address and proposed sum, of any and all **alternate** quotes/received, if any.

Coilliers Engineering & Design, 941 Marcon Blvd., Suite 801, Allentown, PA 18109
Johnson, Mirmiran & Thompson, Inc., 4248 Tilghman Street, Suite 100, Allentown, PA 18106
Pennoni, 2041 Avenue C, Suite 100, Bethlehem, PA 18017.

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

Wood Environment & Infrastructure Solutions, Inc., 751 Arbor Way, Suite 180, Blue Bell, PA 19422

Contract Consideration: The annual estimated total for this contract, is on an as needed basis and shall not exceed the sum of \$158,315.00 per contract year, for a total estimated initial contract term sum of \$474,945.00.

Funding Source: 086-03-0815-0001-46

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

On October 22, 2021, the City advertised a solicitation in order to obtain the services of a qualified consultant to assist with a wide range of Stormwater Management Program support services to ensure compliance with, and develop required program components of, its Phase I, MS4 National Pollutant Discharge Elimination System permit. On November 19, 2021, the City held the Public Opening for which it received four (4) proposals. The technical evaluation was held on November 22, 2021. All committee members were present. The Proposal submitted by Pennoni was disqualified due to firm making changes to the Indemnification clause on our RFP document. The Proposals were scored based on the RFP requirements, Ability to Meet RFP Requirements (30 Points), Prior Experience and Reputation w/ Similar Projects (25 Points), Qualifications/ Experience (30 Points). At the end of the review and scoring Wood Environment held the highest score. Cost proposals were opened on November 22, 2021, 3:00 PM. Proposals were distributed to all committee members via Microsoft Teams for evaluation after the completion of the technical evaluation. The cost evaluation committee meeting occurred on November 23, 2021, 2:00 PM. All committee members were present. After discussion the committee members scored the Proposals based on Cost (15 Points). The Committee made the recommendation to not proceed with Oral interviews/Presentations as they felt confident in deciding with the information provided in the Technical and Cost Proposals. The committee will award to the highest scored firm based on the final scores after the Oral interviews/Presentations. At this time the City recommends award to Wood Environment and Infrastructure Solutions.

- Contract Term:

The Contract term shall commence upon full execution and shall cease three (3) years thereafter.

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

Upon mutual written agreement, this contract may be extended for up to 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:

For each renewal year, there shall be a 3% increase.

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: Craig Messinger, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution