



CITY OF ALLENTOWN

No. \_\_\_\_\_

**RESOLUTION**

**R144 - 2025**

***Introduced by the Administration on October 15, 2025***

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**Authorization for Contract with MGT Impact Solutions, LLC in the amount of \$39,339.00 to provide a fee study for all fees and review types administered through the Bureau of Planning and Zoning. Five (5) proposals were received, contract shall be for one (1) year and may be extended for up to an additional three (3) months beyond the contract expiration period.**

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***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: MGT Impact Solutions, LLC
2. Project or Contract Reference: 2025-31 City of Allentown Planning & Zoning Fee Study
3. Description of Service(s): Complete a fee study for all fees and review types administered through the Bureau of Planning and Zoning.

**NOW, THEREFORE, BE IT RESOLVED**, on this the 15<sup>th</sup> day of October, 2025, 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 2025-31 City of Allentown Planning & Zoning Fee Study

**TO:** City Council, City Clerk, and Council Solicitor

**FROM:** Vicky Kistler, Department Head

**DATE:** September 29, 2025

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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.

**Altair Holding, LLC (d/b/a Altair Consulting Group):** 155 E. 10<sup>th</sup> Street, Erie, PA 16501 - NTE \$149,500.00

**Baker Tilly Advisory Group, LP:** 1650 Market Street, Suite 4500, Philadelphia, PA 19103 - \$54,600.00

**Matrix Consulting Group, Ltd.:** 1875 S. Grant Street, Suite 960, San Mateo, CA 94402 - \$39,500

**Strategic Solutions, LLC:** 524 Sandrae Drive, Pittsburgh, PA 15243 - \$55,278.00

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

**MGT Impact Solutions, LLC:** 4320 West Kennedy Blvd, Suite 200, Tampa, FL 33609

Contract Consideration: \$39,339.00

Funding Source: 000-09-0902-0039-50046

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

On June 26, 2025, the City advertised seeking a qualified professional firms to submit proposals to provide a professional fee study for all fees and review types administered through the Bureau of Planning and Zoning. On July 24, 2025, a public opening was held, for which five (5) proposals were

received, the proposals were distributed to all committee members via Teams for evaluation. The Technical Evaluation was held on August 7, 2025, all committee members were present. The proposals were scored based on the following: IBE Preference (10 Points), Consultant experience in the establishment of public sector fee schedules and knowledge of local economic development (30 Points), Qualifications of the Project Team (25 Points), and Project approach, methodology and schedule (25 Points). The Cost Proposals were opened on August 7, 2025, and distributed to all committee members via Teams for evaluation after the Technical evaluation. The Cost evaluation was held on September 11, 2025, all committee members were present. The committee discussed the Cost proposals (20 Points). The committee decided to move forward with Oral presentations with the top two (2) scoring firms: MGT Impact Solutions, LLC and Matrix Consulting Group, Ltd. The Oral presentations were held on September 29, 2025, all committee members were present. The committee discussed the Oral presentations (15 Points). They have decided based on the Technical Proposals, Cost Proposal, and Oral Presentations scores. The committee is recommending award to the highest scored firm MGT Impact Solutions, 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 three (3) months 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:

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.

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By: Vicky Kistler, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution