



# Allentown

435 Hamilton Street  
Allentown, Pa. 18101

## Meeting Agenda - Final

### City Council

---

Wednesday, September 21, 2022

6:30 PM

Council Chambers

---

#### Invocation:

#### Pledge to the Flag

#### Roll Call

#### Courtesy of the Floor

#### Courtesy and Privilege of the Floor Rules

*Please observe the Rules of Council when addressing the body. A full copy of Council Rules can be found on the city website or by email if you contact Council office.*

*There are multiple opportunities to address Council. Individuals can speak during Courtesy of the Floor (addressing items not on the agenda) and during Bills and Resolutions on Final Passage and Introduction. When given the Floor, please go to the podium and state your name and address. All remarks must be directed towards the presiding officer or council as a body; not a particular Council member or elected official, the audience or city staff. Unless otherwise determined, individuals shall have three minutes to address council and individuals representing a bona-fide group shall have five minutes. Privilege of the Floor will not be extended for personal insults or personal attacks on any individual, name calling or other behavior that is inconsistent with the purpose and intent of conducting official business. Please address council as a body. Refrain from using offensive language, cursing and making noises while other people are speaking. Act with decorum. Remove your hat and turn cell phones off.*

*(Council Speaking Rules: Members and others given the privilege of the floor will address the Presiding Officer. The Presiding Officer will extend the courtesy to the Councilperson(s) responsible for introducing legislation the opportunity to speak first. Each member will have the right to speak twice on any subject. No Member will be allowed to speak more than twice on any subject without permission of the Presiding Officer. No Member will speak more than three (3) times on the question without the unanimous consent of all the Members present.*

#### Contract Approvals

R138

Authorization for Contract with McMahon Associates, Inc. in the amount of \$128,000 for consulting work related to Traffic Signal and Systems design, Roadway design, PennDOT permitting process and inspection. The project is part of a PennDOT Multimodal Transportation Fund (MTF) grant and must follow specific selection criteria different from our own. We must first chose a firm based on their qualifications, and only after we have chosen a firm, can we request pricing. This was competitively bid, five (5) proposals were received.

By passing the resolution, Council notes proper procedures were followed based on the presentation, as follows: The City advertised the Solicitation on May 6, 2022, seeking to

contract a highly qualified engineering consulting firm, which is familiar with Traffic Signal and Systems design, Roadway design, PennDOT permitting process and inspection. This project is part of a PennDOT Multimodal Transportation Fund (MTF) grant. On June 6, 2022, the public opening was held for which the City received five (5) proposals. The technical evaluation was held on June 29, 2022. All committee members were present. The Proposal was scored based on the RFP requirements, Presentation, Ability to Meet RFP Requirements and Project (20 Points), Prior Experience and Coordination (25 Points), Bid Documents and Construction Inspection (25 Points), Sub-Contractor and Minority Contractor (10 Points), Local Staffing and Supports (10 Points), Project References (10 Points). McMahon Associates and SAI Consulting Engineers tied in scoring. After the technical evaluation took place, one of the scoring members, Irene Woodward, left the City. Because she would not be involved with any of the evaluations to follow, we had to remove her scores. Although the tie from the original scoring was broken without Irene's scores, we felt it to be in good faith to hold oral interviews with the two highest scoring firms, McMahon Associates, Inc. and SAI Consulting Engineers, Inc. The oral interview meetings occurred in person on August 10, 2022. McMahon Associates presented at 2:00 PM, and SAI Consulting Engineers presented at 3:00 PM. All committee members were present. The committee members discussed the oral interviews (15 Points) and scored them accordingly. The Committee made the recommendation to request pricing from the highest scoring firm, McMahon Associates. The Cost proposal was opened on August 18, 2022. The Proposal was distributed to all committee members via Teams for evaluation after the completion of the technical evaluation and oral presentations. The cost evaluation committee meeting occurred on August 31, 2022, 11:30 AM. All committee members were present. The committee members discussed the Cost Proposal and mentioned the prices seem to be around what was anticipated. After discussion, the Committee made the recommendation to award to the highest scored firm based on the final scores from the Technical Proposals and Oral Interviews. Since this is a PennDOT MTF grant project and we had to follow PennDOT's rules and regulations, we first chose a firm based on their qualifications, and only after we chose a firm based on qualifications, did we request pricing. The committee is recommending award to McMahon Associates, Inc.

**Attachments:** [R138 McMahon Associates](#)

R139

Authorization for Contract with Arthur A. Swallow Associates, LLC in the estimated budgeted sum of \$55,000 per contract year, for the unit prices as set forth in the Proposal to secure the services of a licensed surveying firm to provide a fully equipped two-person survey crew. This was competitively bid, and eight (8) proposals were received, one (1) was rejected.

By passing the resolution, Council notes proper procedures were followed based on the presentation, as follows: The City advertised the Solicitation on June 24, 2022, seeking to secure the services of a licensed surveying firm to provide a fully equipped two-person survey crew, including transportation, GPS equipment and electronic data collection equipment to perform topographic surveys and construction stakeout. On July 25, 2022, the public opening was held for which the City received eight (8) proposals, and initially

two (2) proposals were rejected. The technical evaluation was held on August 15, 2022. All committee members were present. The Proposals were scored based on the RFP requirements, Qualifications of the personnel that will be performing the requested services (40 Points), Ability of the contractor to respond to the request on short notice (30 Points). An additional technical evaluation was held on August 30, 2022. One vendor was initially rejected because they failed to submit the signature page with their proposal. After investigation, it was determined that the signature page could be accepted later, and their proposal was accepted. All committee members were present. The Proposal was scored based on the RFP requirements, Qualifications of the personnel that will be performing the requested services (40 Points), Ability of the contractor to respond to the request on short notice (30 Points). Cost proposals were opened on August 15, 2022 for the original six (6) proposals and on August 30, 2022 for the later accepted proposal. Proposals were distributed to all committee members via Teams for evaluation after the completion of the technical evaluation. The cost evaluation committee meeting occurred on September 7, 2022, 9:00 AM. All voting committee members were present. The committee members discussed the Cost proposal (30 Points). After discussion, the committee members scored the Proposals based on Cost (30 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 from the Technical and Cost Proposals. The committee is recommending award to Arthur A. Swallow Associates, LLC.

Attachments:      [R139 Swallow and Associates](#)

## Minutes of Previous Meeting

September 7, 2022 City Council Meeting Minutes

Attachments:      [September 7, 2022 City Council Meeting Minutes](#)

## Communications

### Street Dedication: Jarrouj Way

## Old Business

## REPORTS

Controller Reports

Attachments:      [Petty Cash- Health](#)

[Bank Rec](#)

## ORDINANCES FOR FINAL PASSAGE (To be Voted On):

Bill 66    Parks and Recreation

Amending the 2022 Capital Fund Budget to provide for an appropriation of the donation of

Twenty Thousand (\$20,000.00) Dollars from Friends of the Allentown Parks into the Bogert's Bridge capital project account. These funds will be used for design and construction of Bogert's Bridge.

**Attachments:**      [Bill 66 Bogert's Bridge](#)

Bill 68      Parks and Recreation

Amending the 2022 Capital Fund Budget to provide for a transfer of funds from the General Fund to Project 2202, Jordan Creek Greenway Trail (JCGT) in the amount of Fifty Thousand (\$50,000.00) Dollars to be used to provide additional funding for construction and/or construction inspection of the Jordan Creek Greenway Trail.

**Sponsors:**            Administration

**Attachments:**      [Bill 68 Jordan Greenway](#)

Bill 69      Parks and Recreation

Amending the 2022 Capital Fund Budget to provide for a deposit of One Thousand Two Hundred and Sixty-Three Dollars and Seventy-Three Cents (\$1,263.73) of donation funds from Homebase Skate Shop to help contribute to the cost of construction for our Skate Park. These funds would be placed in the Jordan Skatepark capital project.

**Sponsors:**            Administration

**Attachments:**      [Bill 69 Jordan Skatepark](#)

Bill 70      Public Safety

Amending the 2022 Equipment Fund Budget to provide for a supplemental appropriation of funds received from Phase-4 of the Cares Act to provide for the purchase of an ambulance.

**Sponsors:**            Administration

**Attachments:**      [Bill 70 EMS Ambulance](#)

Bill 71      Public Safety

Amending the Part One: Administrative Legislation, Chapter 19 Civil Service Rules by updating the policies in Sections 19-5 and 19-6.

**Sponsors:**            Administration

**Attachments:**      [Bill 71 Police Employment Amendment](#)

Bill 72      Request to suspend rules, introduce and vote on emergency transfer.

Amending the 2022 Capital and General Fund Budgets to provide for a transfer of funds in the amount of two hundred ninety-nine thousand eight hundred dollars (\$299,800) for an emergency (CoStars) procurement for the Cooling Tower & Remote Tank Replacement at City Hall. The cooling tower at City Hall is currently leaking and should be replaced before further damage occurs. It is a 1,000-gallon tank, if it fails, water damage will occur. This repair is an emergency. Pursuant to Section 218 of the Home Rule Charter and upon affirmative vote of six of seven councilpersons, this ordinance will take effect immediately after final passage.

**Attachments:**     [Bill 72 Emergency Transfer](#)  
                              [SB2022-77 Allen City Hall Tower](#)  
                              [Legislative Template.Cooling Tower Emergency replacement.09\\_21\\_2022](#)

## CONSENT AGENDA

### RESOLUTIONS FOR FINAL PASSAGE (To be Voted On):

R140

Approves Certificates of Appropriateness for work in the Historic Districts at the following addresses: 811 W. Gordon Street, 948 North Street, 402 N. 6th Street

**Attachments:**     [R140 HARB CAs](#)  
                              [402 N 6th St Final Review](#)  
                              [811 W Gordon St Final Review](#)  
                              [948 North St Final Review](#)

R141

Approves six transfers: (1) \$99,800 from Streets Required Due to Salt Prices Increased from \$55 to \$77; (2) \$24,000.00 from Parks and Recreation Needed to Pay for Chemicals and Other Materials to Improve the Course during the Fall Season and to Pay for Propane for Heating the Buildings at the Course; (3) \$18,000 from Traffic for Engineering Design for the Traffic Signal Improvements on the other Portions of 15th Street near Sumner Avenue; (4) \$16,500 from Finance Administration for DEI Training for Mayor's Cabinet Members (5) \$11,874 from Human Resources for Sage to provide a CDL Certification Course (6) \$3,900.00 from Parks and Recreation to Repair the Football Lights at Percy Ruhe Park for Youth Sports Utilizing Fields.

**Attachments:**     [R141 Transfer Funds](#)  
                              [Needed to Pay for Chemicals and Other Materials to Improve the Course During](#)  
                              [To Repair the Football Lights at Percy Ruuhe Park for Youth Sports Utilizing our](#)  
                              [For Engineering Consultant Design for Traffic Signal Improvements on portions](#)  
                              [DEI Training for Mayor's Cabinet Members](#)  
                              [Sage Will Be Providing a CDL Certification Course for Employees](#)  
                              [Required because Salt Prices Increased from \\$55 to \\$77](#)

### ORDINANCES FOR INTRODUCTION (To be referred to Committee with public comment prior to referral)

### RESOLUTIONS FOR INTRODUCTION (Can be voted on or Referred to Committee):

### NEW BUSINESS

### GOOD AND WELFARE

**ADJOURN**

*Council meetings are held on the first and third Wednesday of each month beginning at 6:30 pm in Council Chambers. For copies of the agenda or meeting announcements, please visit our website at [www.allentownpa.gov](http://www.allentownpa.gov) or contact the Clerk at [Michael.Hanlon@allentownpa.gov](mailto:Michael.Hanlon@allentownpa.gov) to receive an email notice of the meetings.*