



CITY OF ALLENTOWN

No. 118

RESOLUTION

R - 2022

Introduced by the Administration on August 3, 2022

Engagement of Professional Services with Daniel E Koplisch for an annual estimated budgeted sum of \$60,000 per contract year for an on-call independent consultant. This was competitively bid and only one (1) response was received.

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: Daniel E Koplisch
2. Project or Contract Reference: RFP No. 2022-07- Compliance Consultant
3. Description of Service(s): The City seeks to secure the services of an on-call independent consultant. The consultant will provide services, tasks, and concerns relating to the Concession Lease Agreement with Lehigh County Authority and will also develop, evaluate, and represent the City's position in Act 537 Strategic planning for system-wide solutions. The Consultant may provide similar services for the City and perform other tasks as directed.

NOW, THEREFORE, BE IT RESOLVED , on this the 3rd day of August, 2022, 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. 2022-07 Compliance Consultant

TO: City Council, City Clerk, and Council Solicitor

FROM: Mark Shahda, Department Head

DATE: July 20, 2022

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.

n/a

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

Daniel E Koplisch, 114 W Wabash St, Allentown, PA, 18103

Contract Consideration: an annual estimated budgeted sum of \$60,000.00 per contract year

Funding Source: 000-03-0701-0002-46 \$30,000.00
001-03-1914-2040-46 \$30,000.00

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

On June 3, 2022, the City advertised a solicitation to secure the services of an on-call independent consultant. The Consultant will provide services, tasks, and concerns relating to the Concession Lease Agreement with Lehigh County Authority and will also develop, evaluate, and represent the City's position in Act 537 strategic

planning for system-wide solutions. The Consultant may provide similar services for the City and perform other tasks as directed. On July 5, 2022, the City held the public opening for which one (1) proposal was received. The technical evaluation was held on July 11, 2022, 1:30 PM. All committee members were present. The Proposal was scored based on the RFP requirements, Qualifications of Submitting Firm (15 Points), Proposal Format (15 Points), Firms Experience and References (25 Points), Dedicated Principal and Team Qualifications (20 Points). Cost proposal was opened on July 11, 2022. Proposal was distributed to all committee members via Teams for evaluation after the completion of the technical evaluation. The cost evaluation committee meeting occurred on July 13, 2022, 10:30 AM. All committee members were present. The committee members discussed the Cost Proposal (25 Points). The evaluation committee has decided to not hold oral interviews for this project. They have decided based on the Technical and Cost Proposal scores. The evaluation committee completed both technical and cost evaluations on the proposal. The committee decided to award based on the firm's qualifications and overall score. The committee is recommending award to Daniel E Koplisch.

- Contract Term:

The Contract Term shall commence upon full execution and shall cease two (2) years 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 three (3) one (1) year terms 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: Mark Shahda, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution