



CITY OF ALLENTOWN

No. _____

RESOLUTION

R99 - 2023

Introduced by the Administration on June 13, 2023

Authorization for Contract with Keystone Consulting Engineers as the primary and Barry Isett & Associates as secondary in the estimated sum of \$100,000.00 per contract year to provide assistance to the City with additional workload and to expedite the engineering, traffic engineering, planning, and zoning review of subdivision, land development, and zoning applications.

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: Keystone Consulting Engineers (Primary) and Barry Isett & Associates (Secondary)
2. Project or Contract Reference: RFP No. 2023-18 Planning and Engineering Consultant
3. Description of Service(s): Assist the City with additional workload and to expedite the engineering, traffic engineering, planning, and zoning review of subdivision, land development, and zoning applications.

NOW, THEREFORE, BE IT RESOLVED, on this the 7th day of June, 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. 2023-18 Planning and Engineering Consultant

TO: City Council, City Clerk, and Council Solicitor

FROM: Vicky Kistler, Department Head

DATE: May 24, 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:

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.

Herbert Rowland and Grubic, Inc.: 369 East Park Drive, Harrisburg, PA 17111

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

Keystone Consulting Engineers, Inc.: 2870 Emrick Boulevard, Bethlehem, PA 18020

Barry Isett & Associates, Inc.: 5420 Crackersport Road, Allentown, PA 18104

Contract Consideration: \$100,000.00

Funding Source: 000-09-0901-0001-46

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

On April 3, 2023, the City advertised a solicitation to establish qualified firm(s) to assist the City with additional workload and to expedite the engineering, traffic engineering, planning, and zoning review of subdivision, land development, and zoning applications. On May 1, 2023, the public was held for which the City received four (4) proposals; however, one (1) proposal was rejected. Three (3) proposal were distributed to all committee members via Teams for evaluation. The technical evaluation was held on May 12, 2023. All committee members were present in person and via Teams. The Proposals were scored based on the RFP requirements, IBE Preference (10 Points), Experience, Qualifications, Past Performance (last 5 years) (40 Points), and Approach and Capacity

(40 Points). Cost proposals were opened on May 12, 2023. 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 May 19, 2023. All scoring committee members were present in person and via Teams. The committee members discussed the cost proposals. After discussion the committee members scored the Proposals based on Cost (20 Points). The summary of the scores is below. 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 committee decided to award based on the top two firm's qualifications and overall scores. The committee is recommending award to Keystone Consulting Engineers and Barry Isett & Associates.

- 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:

Estimated yearly sum of \$100,000.00 totaling \$500,000.00 if all renewal options are utilized.

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: Vicky Kistler, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution