



**CITY OF ALLENTOWN**  
**Request for Approval**

**SUBJECT:** Request for Approval by City Council of Contract Award, Service, or Contract Price Increase Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: RFP No. 2016-29 Risk Management Consultant

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

**FROM:** John Marchetto, Department Head

**DATE:** September 1, 2016

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On behalf of the Administration, pursuant to City Ordinances, Article 130.16, I request City Council's approval of the following recommendation of the referenced contract award or price increase.

- 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. We recommend award of the contract to the bidder/proposer identified and for the reasons stated below.

The recommendation is for a price increase of 10% or more for an existing contract over \$40,000 that was previously bid and awarded under city policies.

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. We recommend award of the engagement.

- Is the contract appropriation or price increase included in this year's budget? X yes  
no

- Identify contract funding sources (general fund, grants, loans, etc. & account number):

Risk Management: 081-02-8001-0002-44

- The name and address of the recommended Contractor/Vendor/Professional Service Provider/Lowest Responsible Bidder is:

Engle-Hambright & Davies, Inc. (EHD), 1 Meridian Blvd., Suite 4A01, Wyomissing, PA 19610

- Term of contract or estimated completion date, subject to standard extensions:

The agreement will be effective for three (3) years from the issuance of the Notice to Proceed.

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

A risk management consultant needs to aid the City of Allentown in the management of the City's Total Cost of Risk (i.e. TCOR), to include effective Auto liability and Workers' Compensation program.

- State the actual or estimated price to the City or the proposed Department budget allowance for the initial term; and state payment rate per unit of service if applicable:

\$22,750.00/annually; \$68,250.00 for three year contract

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

N/A

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

N/A

- Reasons for recommendation of Administration and Council approval of contract:

A risk management consultant needs to aid the City of Allentown in the management of the City's Total Cost of Risk (i.e. TCOR), to include effective Auto liability and Workers' Compensation program

- Time Frame

ASAP

Please approve this recommendation by passing the accompanying resolution. A vote of final approval is requested at the first City Council agenda listing of this matter.

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By: John Marchetto, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution