



Allentown

435 Hamilton Street
Allentown, Pa. 18101

Minutes - Final

City Council

Wednesday, August 15, 2018

6:45 PM

Council Chambers

Contract Approval Meeting

Call to Order: Council President Roger MacLean

Present: 7 - Candida Affa, Roger MacLean, Courtney Robinson, Cynthia Mota, Daryl Hendricks, Julio Guridy, and Ed Zucal

RESOLUTIONS FOR FINAL PASSAGE (To be Voted On):

[15-2481](#)

R93

Authorization for Contract with Triad Advisory Services, Inc., in the amount of \$44,550 for professional and community development planning to prepare the City's Five Year Consolidated Plan for the federal grants programs, 2 bidders. This contract term shall commence on upon full execution and shall cease on December 31, 2019.

Attachments: [R93 Request for Council Approval - Triad- BID No. 2 R018-06](#)
[Resolution #29686](#)

Mr. Lou Hershman asked in your Bid Notice did you ask if they were ever suspended.

Ms. Jessica Baraket stated that we do a disbarment search on all vendors that are recommended for an award prior to bringing them here. If they get to this point, they pass through all of the checks that we do on them. That is the political contributions check and the disbarment check. They already made it through the checks, if they get to the point where we are today.

Mr. Lou Hershman stated that finding was before you became the Purchasing Agent.

Ms. Jessica Baraket stated that we do ask and run the checks prior to them coming here.

Mr. Glenn Hunsicker asked about if we can do this work in-house.

Mr. Leonard Lightner stated that we always did the Consolidated Plan and sourced it out. We talked about the next one we should look at doing it. Just taking the seat and having a new HUD Grants Manager. We have an

entirely new team. I didn't want to take this on with the Consolidated Plan and Comprehensive Plan. We have three plans going on. In the future, we will look at doing that.

Mr. Glenn Hunsicker asked is every department going to come in and ask for a Consultant to tell them what to do for five years.

Mr. Leonard Lightner stated that this has always been. We haven't done anything new. The HUD Consolidated Plan has always been done with a consultant since I have been her for 10 years.

Mr. Roger MacLean asked if there were any other questions from the public.

Yes: 7 - Candida Affa, Roger MacLean, Courtney Robinson, Cynthia Mota, Daryl Hendricks, Julio Guridy, and Ed Zucal

Enactment No: 29686

[15-2482](#)

R94

Authorization for Engagement of Professional Services with Faces International in the amount not to exceed of \$25,000.00 to create and maintain a CED Plan website, develop and execute a social media strategy in conjunction with the CED Plan and work with the City and consultant on the CED Plan social media strategy, 3 bidders. The Contract shall commence upon full execution and shall cease on December 31, 2019.

Attachments: [R94 Request for Council Approval - Faces International](#)
[Resolution #29687](#)

Mr. Roger MacLean asked if there were any questions from Council.

Mr. Courtney Robinson stated that it wasn't in any committees. He asked Mr. Lightner the purpose of it and how it fits in the Comprehensive Plan.

Mr. Leonard Lightner stated that when we do the Comprehensive Plan we want to reach out to the community. We want to use any type of method to reach out to the community. We are going to have public meetings as well as use social media. We found out over the years when we try to do community engagement we don't have a lot of people show up and we have different times. Utilizing the new technology and utilizing what people are used to. We know everyone walks around with a cell phone. We have the ability to put it on the website and have community engagement. We will get more of a feedback from the community on how we can move forward with the Comprehensive Plan. Using Lehigh Valley Faces, they are from here and have a pulse on the community and utilizing them to help with the engagement is worth the amount of money we are spending on

this.

Mr. Courtney Robinson asked why did you contract this as opposed to try to do this in-house.

Mr. Leonard Lightner stated that they have a pulse on the community as well as understanding social media. Our IT department doesn't have the time and have the community engagement.

Ms. Cynthia Mota stated that she has seen the kind of work that Faces International do and they are very professional. The Hamilton Restaurant uses them for many events and it's always a full-house. It is extremely important to hire from within, from the city. They live in Allentown and that's a plus. They are young and know the media. We need to reach the community. I have gone to many events and it's empty.

Mr. Roger MacLean thanked Ms. Mota and asked if there is anything else from Council or the public.

Yes: 7 - Candida Affa, Roger MacLean, Courtney Robinson, Cynthia Mota, Daryl Hendricks, Julio Guridy, and Ed Zucal

Enactment No: 29687

[15-2483](#)

R95

Authorization for Contract with Daniel E. Koplisch ifor consulting services for the Office of Compliance on issues relating to the Allentown Water and Sewer Utility System Concession and Lease Agreement, system operations, and environmental regulations including coordination and strategy development for issues related to the Environmental Protection Agency (EPA) Administrative Orders (AO) CWA-03-2007-0322DN and CWA-03-2009-0313DN, initial contract amount is estimated at \$120,000 which can be increased by amendment; and allows for two additional one year contracts; 2 bids.

Attachments: [R95 Request for Council Approval - Daniel E. Koplisch- RFP No. 2018-10 Resolution #29688](#)

Ms. Jessica Baraket stated that this is an RFP 2018-10 and we did receive two responses. The RFP committee consisted of four evaluation committee members. The committee evaluated the proposals based off of five different criteria. The evaluated technical and cost evaluation on the proposals.

Mr. Julio Guridy stated that you have two. He thought Mr. Koplisch has a contract with us already.

Ms. Jessica Baraket stated that he did and it is expiring. This goes out to

replace the expiring contract and it is open for evaluation for everybody. He is being the one who is being recommended.

Mr. Julio Guridy stated that it is up to \$120,000, not to exceed \$120,000 in two years.

Mr. Daryl Hendricks stated that is \$60,000 per year. He asked what was he contracted for the previous years.

Ms. Jennifer McKenna stated that is the budgeted amount. She stated that the budgeted amount was \$39,900. Just under the initial bid. It was the quoted bid. We went under the maximum of \$40,000. We have done that twice and felt it was important put this out to bid for a larger number of vendors to make sure we were getting the best we could for our money.

Mr. Daryl Hendricks stated that he defers to the Managing Director and if he feels that Mr. Koplisch is the best.

Mr. Joseph McMahon stated that he doesn't know anybody else that is going to have the experience that Dan has, especially on this particular subject. There is no one involved this deeply in the LCA Lease Agreement.

Mr. Ed Zucal asked what is the hourly rate. He asked Mr. Messinger if it is possible that you department to consult with the city on the EPA and environmental stuff. He asked are we using him on an as needed basis.

Ms. Jennifer McKenna stated \$90. She stated yes, for time and materials. Only on those projects that we feel necessary for him to work with us.

Mr. Craig Messinger stated that for those operations we would not have the expertise for that.

Mr. Courtney Robinson stated that Mr. Koplisch and his family are personal friends on mine and we have been good friends for 12 - 15 years.

Mr. Roger MacLean asked if there were any other comments from Council or the public.

Mr. Lou Hershman asked if they are budgeting too much money. He stated that Mr. Koplisch is only working 2 - 3 hours per week and you are budgeting \$60,000 for that type of work. We are running short of money in this coming year. Maybe Council should be reducing this amount from \$120,000 to \$100,000.

Mr. Roger MacLean stated that is the maximum. It could be less. He

stated that we understand, but this is a federal mandate.

Mr. Michael Hanlon stated that Council hired him initially to help review the Lease.

Mr. Lou Hershman asked is Mr. Koplish negotiating the quarterly rate from the monthly rate.

Mr. Joseph McMahon stated that he is part of the team.

Ms. Jennifer McKenna stated that yes, he is part of the team that is helping with that.

Mr. Lou Hershman asked if Mr. Koplish will give an update when the negotiations are going.

Mr. Joseph McMahon stated that in time Mr. Koplish will give an update or someone will give an update, but considering that we are in litigation I don't think we can reveal anything.

Mr. Lou Hershman asked what budget are we contracting this out of.

Ms. Jennifer McKenna stated that we have two funding sources. One is the Compliance Operating budget and the other is the AO Escrow fund.

Mr. Lou Hershman stated in other words, pay more next year.

Mr. Roger MacLean asked if there were any other comments from the public.

Yes: 7 - Candida Affa, Roger MacLean, Courtney Robinson, Cynthia Mota, Daryl Hendricks, Julio Guridy, and Ed Zucal

Enactment No: 29688

[15-2497](#)

R95B

Authorization for Engagement of Professional Services with Simone Collins for \$1,500.00 to create a rendering/photo simulation of the proposed streetscape improvements as outlined in the City's application to PA DCED.

Attachments: [R95B Request for Council Approval - Simone Collins](#)
[Resolution #29689](#)

Ms. Jessica Baraket stated that this is a contract for \$1,500 and because of the dollar amount, only one quote is required for the dollar amount of the contract.

Mr. Roger MacLean stated that this is pretty self-explanatory of what they are going to be doing. He asked any questions from Council.

Mr. Julio Guridy asked if Simone Collins worked for us doing this type of rendering in the past. Not in the last two or three years. They are an excellent firm and can do the work within the two or three weeks that we need the work to be done.

Mr. Roger MacLean asked if there were any comments from Council or the public.

Mr. Douglas Stewart stated that Simone Collins has worked for the city in the past.

Yes: 7 - Candida Affa, Roger MacLean, Courtney Robinson, Cynthia Mota, Daryl Hendricks, Julio Guridy, and Ed Zucal

Enactment No: 29689

ADJOURNED: 7:00 PM