



Allentown

435 Hamilton Street
Allentown, Pa. 18101

Minutes - Final

City Council

Wednesday, August 7, 2019

6:45 PM

Council Chambers

Contract Approval Meeting

Roll Call: Council President 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):

[15-3091](#)

R64

Authorization for a \$44,000 Contract with Heritage Strategies, LLC to prepare a comprehensive historic preservation plan that will examine the City's historic preservation programs and provide recommendations – competitively bid, one year, 4 proposals.

Attachments: [R64 Heritage Strategies LLC](#)
[Resolution #29842](#)

Ms. Jessica Baraket stated that this was done as RFP2019 -19 and advertised on Public Purchase and accessed by 43 vendors. Four responses were received. An evaluation committee of four members conducted both technical and cost evaluations. Proposals were evaluated on responsiveness to scope, qualifications, prior experiences and costs. The committee is recommending an award to Heritage Strategies who is the highest scoring proposal.

Mr. David Kimmerly stated that he checked out the organization and does know the organization and the people who work there. They are currently working with Northampton County's Community and Economic Development to do a historic and cultural access plan. They do work in this area. They did work for the Delaware and Lehigh National Heritage Corridor and the city of Asheville, North Carolina; Topeka, Kansas; Joplin, Missouri; and Jefferson City, Missouri. He stated that they are very well qualified and a good organization to work with.

Mr. Roger MacLean asked if there were any questions from his colleagues.

Mr. Courtney Robinson asked about the scope of the work of this study. He stated that the city has \$53,000 in total that could have been spent on this

project. He asked about the remaining \$9,000 to do a little more work or is it not a plan at this point. He asked if the completed plan would be presented to the public once it is finished. He thanked Mr. Lightner for making it an addendum to the Comprehensive Plan. He asked if the Study would be available separately on the website under the HARB designation. He asked about the money on Hamilton Street and how it will dovetail into the citywide study.

Mr. David Kimmerly stated to critically examine existing city policies, including the historic preservation ordinance, zoning code, building codes, along with staffing and implementation practices. Include recommendations in this plan for integrating historic resources and preservation policies and other city programs and planning processes. He stated that the total budget for this project is \$47,000. He stated \$44,000 is to pay for this contract, \$2,500 is for the administration of the grant, and \$500 is for miscellaneous expenses, if we need to rent a venue or send out mailers for meeting notices. The city was originally given \$2,200 and now it is \$2,500. That is in the scope of work. He stated that it may or may not. That is a very separate project. It is a very detailed project specifically aimed at Hamilton Street. This plan may recommend similar projects in the future. He stated that he doesn't think it is a good idea to include the study of Hamilton Street in this particular plan. They are two separate processes. This will be public information and put on the website.

Mr. Leonard Lightner stated yes.

Mr. Courtney Robinson thanked them for their hard work on the study and plan.

Mr. Julio Guridy asked about the companies that bid less than that and was it a particular reason that the other company that scored higher than the other companies.

Ms. Jessica Baraket stated that it was JMT and overall they scored and submitted a slightly lower price. It was scored from a technical proposal and cost proposal. They scored much higher in the cost proposal which led to a total higher score. It was based on their extensive expertise.

Mr. David Kimmerly stated that the JMT submittal did not have any city level historic preservation plans in their recent experience list. Even though they produced a lower proposal in terms of price, they just didn't have the experience.

Mr. Julio Guridy stated that is what he wanted to hear. The difference wasn't that large, but he wanted to get what made Heritage a better

company.

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

Ms. Lauren Golden, president Allentown Preservation League, stated that David and the administration were kind enough to set up a Scoping meeting prior to releasing this RFP. Everything that was identified in the Scoping meeting was included in the proposal with the exception of some survey work. That would be a follow up step similar to what is happening on Hamilton Street after the work is completed. She stated that she personally worked with Heritage Strategies in other capacities and have been happy with their work.

Mr. Julio Guridy asked if there will be community input.

Ms. Lauren Golden stated yes.

Mr. David Kimmerly stated yes. One of the main goals and one of the things he would like to see happen with this is individual interviews and interviews with focus groups and with community members that are not preservationist who wants to express a decision. It is very similar to the Comprehensive Plan process.

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

Yes: 6 - Candida Affa, Roger MacLean, Courtney Robinson, Daryl Hendricks, Julio Guridy, and Ed Zucal

Absent: 1 - Cynthia Mota

Enactment No: 29842

[15-3092](#)

R65

Authorization for Contract with Trestle Redevelopment Partners, LP for sale of surplus owned real-property located at 802-810 N. Front Street, Allentown, PA 18102 - lot size is 25,439 square feet – Purchasing solicited sealed bids – City will receive \$22,500.

Sponsors: Administration

Attachments: [R65 Trestle Redevelopment Partners](#)

Mr. Courtney Robinson stated that he will be recusing himself. Trestle Redevelopment Partners is owned at least partially by Mark and Jack Jaendl who are second and third cousins of his.

Ms. Jessica Baraket stated that this was done as Bid 2019-20. It was

advertised on Public Purchase and accessed by four bidders. One response was received with the total amount being \$22,500.

Mr. Leonard Lightner stated that they had to go through the process as they went through the Distribution Plans for the properties. They did send this out for bids and as Jessica said, there was only one that responded. However, this property was appraised. It is a five parcel property and appraised at \$99,000. The bid came in at \$22,000. He stated that he sent Council an email on how he would like to move forward with it. With having one bid, if they accept it or deny it they have to go through that whole process again and send it out to rebid. He stated that he would like to move it forward, but have the ability to negotiate to see if they can get that requested valued price or higher.

Mr. Ed Zucal suggested to table it.

Mr. Roger MacLean asked what is the timeframe in awarding this. Can he negotiate and Council come back to this?

Ms. Jessica Bakaret stated that bids are valid for 90 days from the date that they submit their response. If the city approached the 90 days, it could easy send an extension letter asking to extend the terms of the bids so it doesn't become a dead contract.

Mr. Roger MacLean asked Mr. Lightner if he is comfortable doing it that way.

Mr. Leonard Lightner stated yes.

A motion was made by Ed Zucal, seconded by Daryl Hendricks, that this Resolution be tabled. The motion carried by the following vote:

Yes: 5 - Candida Affa, Roger MacLean, Daryl Hendricks, Julio Guridy, and Ed Zucal

Absent: 1 - Cynthia Mota

Recused: 1 - Courtney Robinson

15-3101 Process Flow Narrative and Flowchart (Treasury and Accounts Payable)

Attachments: [F1 - Cashier Process Narrative - Treasury Register](#)
[F2- Cashier Process Flowchart - Treasury Cashier Window](#)
[F1.2-AP Process Narrative - Account Payable](#)
[F2.2-AP Process Flowchart - Accounts Payable](#)

Mr. Jeff Glazier stated that the Controller's office has three interns this summer. They needed to fit this in tonight because school is starting and they are going back. There are two process flows this evening. One has to do with the Cashiering Process and the second one is the Process Flow in Accounts Payable.

Ms. Shiqi Yao talked about the Process Flow of the Treasury Register from when the customer comes to the Treasury Cashier window with a payment to the Treasury Accountant preparing a journal entry.

Ms. Gao (Melody) Menglu talked about the Accounts Payable Process Flow Narrative from Invoices received by Accounts Payable to the approved checks that go back to Accounts Payable and are mailed to the vendors.

Mr. Jeff Glazier thanked the interns and recognized Jacqui Moore who works very hard with the interns and believes they produce a good product that is of great benefit for the city.

Mr. Roger MacLean thanked the interns and wished them good luck.

ADJOURNED: 7:09 PM