



# Allentown

435 Hamilton Street  
Allentown, Pa. 18101

## Minutes - Final

### City Council

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Wednesday, October 16, 2019

5:45 PM

Council Chambers

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#### Contract Approval

#### Roll Call

**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):

[15-3201](#)

R78

Authorization for Contract with Omnes, LLC for \$50,000 to provide architectural design services, project management and project implementation for City owned and private properties on an as needed basis - future projects might include designing outdoor areas, landmarks, and structures to achieve aesthetic outcomes. This was competitively bid, there were multiple bidders, the contract is for three years.

**Attachments:** [R78 Request for Council Approval - Omnes Resolution #29862](#)

Ms. Jessica Baraket stated that this was done as RFP 2019-18 for landscape architectural retainer as needed services. It was advertised on public purchase. It was accessed by 51 vendors with eight responses received. Four people evaluated all proposals based on three criteria. The ability to meet the RFP requirements, prior experience and cost. The committee decided to conduct oral interviews with the top three ranked firms. The committee is recommending an award to Omnes, the highest ranked firm. This is a new vendor for the city.

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

Mr. Courtney Robinson stated that it is coming from Community and Economic Development, but when you talk about the project scope they are talking about services, and management for city owned and private properties. For the city properties, we are not looking at anything necessary parks related or would it be like pocket parks. The Parks Department would have the responsible for maintaining even though a vendor is being controlled by Community and Economic Development will be responsible for design.

Mr. Tom Williams stated that it could be involving Parks properties or other city properties. Whatever project is contemplating or discussed will be in close collaboration with that department.

Mr. Courtney Robinson asked about the budget annual estimated sum of \$50,000. These services is on an as needed basis and may exceed that sum. He asked who will be responsible for determining what an acceptable cost overrun is.

Mr. Tom Williams stated of design services, the city would not enter in or start a project that exceeded the dollar value available in the available budget. They work with the service provider in making sure that cost overrun did not occur. This vendor was selected based on their ability to control budget and control cost, reach out and work with the department to make sure these things did not occur. Should that occur the department would have to sort that out and look at another budget line item to figure out what we would do.

Mr. Courtney Robinson asked what are the types of projects that you are contemplating at least in the first year.

Mr. Tom Williams stated that projects that could be looked at with this Landscape Architectural Contract. It could potentially be gateway projects and optimizing the city property and making sure that it is aesthetically pleasing. We could look at something like sprucing up the bus station down at the bottom of Hamilton Street. This contract is different from the prior one discussed earlier. This is for design services and construction and other costs related to a project would be separate.

Mr. Courtney Robinson stated that with the cost overruns his concerns are they are looking at a three year contract. Future Councils are going to be asked to fund potential cost overruns in budgetary years. These are not contract that are going to come in front of Council for approval if they are funded. How much and in what way it will be public input on these projects?

Mr. Tom Williams stated that public input was a big part of the interview process and how the firm deals with public input. Depending on the project, they indeed for there to be tremendous opportunities for the public to talk about what they want to see in different gateways and in different aesthetic improvements that can occur. He stated that they learned a lot and really embraced public improvement with our Vision 2030 process and listening very closely to what the public has to say. This company was very favorable with their approach to public input and we will very much be embracing that.

Mr. Courtney Robinson stated that part of him wish that their job was not just to vote whether the process was good on the contract itself. He stated that the fact that Mr. Williams is s forward about the cost overruns and this being a multi-year contract.

Mr. Roger MacLean asked if there were any other questions.

Mr. Julio Guridy stated to follow up on what Mr. Robinson said earlier in regards to the cost overrun, do you have a guestimate on how much that cost would be.

Mr. Tom Williams stated that it is not an answer that he could give. The purpose of this contract is to potentially do multiple design efforts. Depending on the project that comes up that we look to design and potentially be able to fund the construction. There is not a specific project in mind right now. The purpose of a retainer is to have a firm on hand and to be able to act within five days of a need of a project to come up with a plan, a scope of work and a cost estimate and be able to determine if we will move forward or not with a potential project.

Mr. Julio Guridy asked about the \$50,000 and would Mr. Williams bring that back up to Council if this goes over the \$50,000 in the cost overrun.

Ms. Jessica Baraket stated that the reason why it is worded the way it is worded is because there is no direct project in place. It is hard. They can't say that this project is going to cost exactly this much. If it was \$50,500 the way it is worded right now, they would have to bring it back to Council because it exceeded that \$50,000. A contract amendment has to be done. Those are required to come back to Council. Anything under 10 percent, that give the city leeway.

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

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

Enactment No: 29862

[15-3202](#)

R79

Authorization for Contract with Engle-Hambright & Davies, Inc. for \$27,500 for risk management consulting services; competitively bid, multiple bidders – 5 year contract.

**Attachments:** [R79 Request for Council Approval - EHD](#)

[Resolution #29863](#)

Ms. Jessica Baraket stated that this was done as RFP 2019-25. It was advertised on Public Purchase. It was accessed by 30 vendors. Three responses were received and the evaluation committee made up of four people evaluated all proposals based on three different criteria which was the ability to meet the RFP requirements, prior experience and qualifications. The committee conducted Technical and Cost Evaluations and EHD was ranked the highest. The committee is recommending an award to EHD and this vendor is currently providing these services to the city.

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

Mr. Courtney Robinson asked why is the term so long. It seems a little excessive. Normally, the contracts he has seen in the last few years are two or three years with extensions. This is five years and one, one - year extension. He stated that he is curious why it is setup that way with a shorter term contract and the ability for extensions.

Mr. Jeff Nelson stated that this vendor has been with the city was the last several years. This vendor has helped the city with several programs that they are implementing. This vendor has been very successful in implementing a lot of the processes that they are starting to develop with predictive analytics side. How they are going to take on lawsuit in the future and currently our software process. There are key indicators to what we are doing and the long-term goals of the city in Risk Management and our analysis. That why the city went with a longer contract to ensure that we don't have a vendor with a different approach during the middle of assessment period. It is under \$40,000 so we considered that reasonable.

Mr. Courtney Robinson stated \$40,000 a year. It is not \$40,000 for the life of the contract. You didn't want to change vendors in the middle of the and asked Mr. Nelson if they expect it to be a five or six year project.

Mr. Jeff Nelson stated yes.

Mr. Courtney Robinson asked at the end of that is this something you would look to put this contract out to bid again. What's the difference. If it is an ongoing project, what is the difference putting it out for bid after five or six years or putting it out to bid if you had to after three years.

Mr. Jeff Nelson stated that the five year window compared to the three year window, the five year window is going to give the city more data points that they can have it that Risk Management can take more of that project on and potentially might not have the project in the future.

Mr. Courtney Robinson asked if this is a cost increase since they are a vendor already or more than what we were paying them previously. Since the city has been utilizing them and this was going forward, do you have a rough idea of cost savings that this could result in and asked if this is a hope that it would result in cost savings or do you feel it is an opportunity for cost savings.

Mr. Jeff Nelson stated that it is cost - neutral. He stated not at this time. He stated that he believes it is a significant cost savings here. The administration was presented with a budget where it comes to Workers Compensation along. We are considered the gold standard. The city's Workers Compensation costs compared to the city of Bethlehem, and the city of Reading is nowhere near what that standard is. He stated that they can provide that information to Council. The city is already achieving that landmark. If you look at the excessive what Workers Compensation cost is as well it tells you what that is too.

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

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

Enactment No: 29863

**ADJOURNED: 5:59 PM**