



CITY OF ALLENTOWN

No. 7

RESOLUTION

R - 2021

Introduced by the Administration on January 20, 2021

Authorization for Contract for Simone Collins Landscaping Architecture in the amount of \$50,000.00. The purpose of this request for proposal is to select a qualified firm to provide consulting and planning services related to a park master plan for Percy Ruhe Park.

Resolved by the Council of the City of Allentown, That

WHEREAS, Article 130.16 of the City's Administrative Code 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: Simone Collins Landscaping Architecture
2. Project or Contract Reference: RFP NO. 2020-25 DESIGN & CONSULTING SERVICES FOR PERCY RUHE PARK
3. Description of Service(s): The purpose of this request for proposal is to select a qualified firm to provide consulting and planning services related to a park master plan for Percy Ruhe Park.

NOW, THEREFORE, BE IT RESOLVE , on this the 20th day of January, 2021, 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.



CITY OF ALLENTOWN
Request for Approval and Recommendation of Award

SUBJECT: Request for Contract Award and Approval by City Council Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: RFP NO. 2020-25 DESIGN & CONSULTING SERVICES FOR PERCY RUHE PARK

TO: City Council, City Clerk, and Council Solicitor

FROM: Karen El-Chaar, Department Head

DATE: December 23, 2020

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:

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.

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.

Barry Isett & Associates, Inc., 85 S. Route 100, Allentown, PA 18106

CHA Consulting, Inc., 1639 Route 10, Parsippany, NJ 07054

Michael Baker International, Inc., 645 W. Hamilton Street, Allentown, PA 18101

OJB Landscape Architecture, 3502 Scotts Lane, Philadelphia, PA 19129

Omnes, LLC, 1262 Simon Blvd., Easton, PA 18042

Urban Research & Development Corp, 81 Highland Ave., Bethlehem, PA

Whitney, Bailey, Cox & Magnani, LLC, 300 E. Joppa Road, Baltimore, MD, 21286

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

Simone Collins Landscaping Architecture, 511 E. Lafayette Street, Norristown, PA 19401

Contract Consideration: \$50,000.00

Funding Source: 001-08-2200-1910-46- \$25,000.00

001-08-2200-2002-46- \$25,000.00

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

On or about October 30, 2020, the City advertised a solicitation in order to obtain a qualified firm to provide consulting and planning services related to a park master plan for Percy Ruhe Park. On December 1, 2020, a public opening was held in order to open the technical proposals that were received from eight (8) vendors. On December 9, 2020, the Evaluation Committee assembled in order to discuss, review and evaluate the received proposals. At the end of said meeting, Simone Collins had the highest score. On December 10, 2020, the Cost proposals were open and distributed to the Committee Members. On December 11, 2020, the Committee assembled again in order to discuss, review and evaluate the cost proposals for all eight (8) vendors. Some Vendors were over budget, some under budget, some did not have enough experience. After the initial discussion, the committee members scored accordingly based on the Cost Proposal (40 Points).

The Committee made the recommendation to not proceed with Oral interviews/Presentations as they felt confident in deciding with the information provided in the Technical and Cost Proposals. The committee will award to the highest scored firm. At the conclusion of said meeting the Committee recommended award to Simone Collins, the highest-ranking firm.

- Contract Term:

The Contract term shall commence upon full execution and shall cease eighteen (18) months 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) months beyond the contract expiration period.

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

n/a

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: Karen El-Chaar, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution