



Allentown

435 Hamilton Street
Allentown, Pa. 18101

Minutes - Final

City Council

Wednesday, April 3, 2019

6:30 PM

Council Chambers

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):

[15-2864](#)

R24

Authorization for the engagement of professional services with McMahon Associates, Inc. for \$91,000 for engineering design services for work relating to intersection traffic improvements along Lehigh Street.

Attachments: [R24 McMahon Associates](#)

[Resolution #29781](#)

Ms. Jessica Bakaret stated that the city issued RFP2017-28 for a Municipal Engineer in 2018. The department received approval from PennDot for this project.

Mr. Roger MacLean asked if there were any questions from Council. This wasn't a bid. This was an approval from PennDOT.

Ms. Jessica Baraket stated that the vendor was already selected by an RFP process back in 2018. PennDot approved for us to use the same Engineer to continue the project this year.

Mr. Courtney Robinson asked Mr. Messinger where is the work that they done or are doing for us. What will be the timeline once it starts.

Mr. Craig Messinger stated that they are currently working on the Downtown Traffic Adaptive System that we already have in place. This is the same work that is scheduled to be done from 31st down to Lehigh and Martin Luther King. The city is hoping to get done this year.

Mr. Julio Guridy asked about the match \$193,594. How did that come about? Is it a percentage of the total?

Mr. Craig Messinger stated that was the match necessary to do that project. When we go to apply for it, they tell us what the match is going to be.

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

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

Enactment No: 29781

[15-2865](#)

R25

Authorization for change order in the amount of \$114,235 with Michael Baker, International for development of plans according to PENNDOT procedures and for additional construction and design plans for the greenway trail project - contract started in July, 2017 and extends to July 2020; the original contract was for \$188,871.60 - the new total would be \$303,107.

Attachments: [R25 Michael Baker Intl.- Jordan Creek - c27-000027](#)
[Resolution #29782](#)

Mr. Roger MacLean stated that he has a real problem with Change Orders.

Ms. Jessica Baraket stated that the city issued RFP2016-18 which was awarded to Michael Baker on April 19, 2017. This is for additional construction and design work. It is for an additional scope of work beyond the original scope.

Ms. Karen El-Chaar stated that initially when the city started this project PennDot was not involved. The city did not have a PennDot grant and there were no discussions as far as PennDot getting involved. The majority would have been done by Michael Baker International. PennDot has additional requirements. If this Change Order goes through they can move on the Greenways Trail almost immediately.

Mr. Roger MacLean asked why wasn't PennDot involved from the beginning.

Ms. Karen El-Chaar stated that they did not know that PennDot would give them a \$1 million grant. PennDot came through with a \$1 million grant.

Mr. Craig Messinger stated that this is trail project we were looking at doing one way or another with the city. It was an overall Master Plan. The city was going to move forward. There are a lot of trail projects and multi-module projects. Unfortunately, a lot of times we will have money that

we will be able to do studies and some design. Now, with the grant and having to do the Change Order to implement with the projects we will be able to go a final project.

Mr. Daryl Hendricks stated that this will include 6/10th of a mile of paved stone. Will that be for bicycles, pedestrians or both.

Ms. Karen El-Chaar stated that it will be for both pedestrians and bicycles.

Mr. Ed Zucal stated that every time there is a project or a contract from outside they can come back to us underfunded. You mentioned being able to get grant money or PennDot giving us grant money. What are the chances that the \$114,000 being a grant from PennDot. They are requesting this additional work.

Ms. Karen El-Chaar stated that she doesn't know if PennDot will give us an additional \$114,000. Because of the additional requirements that PennDot has us going through there is an additional funding requirement.

Mr. Robert Rhoads stated that this is getting paid through a grant. This is partially being paid by DCNR. Additional funding is being used by CDBG. The funding is already in place. the city has to appropriate the money for the contract. The city will be getting back \$250,000.

Mr. Courtney Robinson stated that the city received a million dollar grant from PennDot for this Project. \$114,000 is required in this Change Order so that we can move forward with the requirements for PennDot for the grant.

Ms. Karen El-Chaar stated that they already have the additional funds in-house.

Mr. Roger MacLean stated that his concern isn't that. It is giving another \$114,000 to a vendor without bidding on it.

Ms. Karen El-Chaar stated that the vendor is already under contract.

Mr. Roger MacLean stated that he is under contract for \$188,000, now we are giving him another \$114,000.

Mr. Courtney Robinson stated that he is a little a fan of Change Orders, but in this case, it does make sense in the long-term.

Mr. Julio Guridy agreed with Mr. MacLean. He stated however, since this money was probably going to be used for another project. Now, is there

another project that is not going to be done.

Ms. Karen El-Chaar stated that this is separate from other CDBG Projects.

Ms. Cynthia Mota asked when will they have an official aid. We talked about this before. We want to see how the trails are going to be connecting with each other.

Ms. Karen El-Chaar stated that they will come back because there are more than one trail they are working on.

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

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

No: 1 - Roger MacLean

Enactment No: 29782

[15-2869](#)

R26

Authorization for a change order in the amount of \$97,000 with Penmar Systems, Inc. for emergency services related to demolition and remediation of properties; the initial request was for an estimated amount not to exceed \$70,000 per contract year; the contract may be extended for two additional one year terms if pricing remains firm.

Attachments: [R26 Penmar](#)
[Resolution #29783](#)

Ms. Jessica Bakaret stated that this Changer Order is more understandable and easy to work with, but the city issued Bid 2018-05 which was awarded to Penmar on July 18, 2018. The award was from a firm demolition price based on square footage. Since the department is unable to predict the number of homes to be demolished in the year or the size of the home. The department anticipated approximately \$70,000 in a contract year in demolition costs. However, due to the emergency needs to demolish a city property located at 2100 Linden Street and due to a higher than expected number of residential demolitions for this year the department is requesting funds for this contract year to cover the increase in cost.

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

Mr. William Harvey stated that they are looking at \$74,500 to take that building down. That was the event that triggered it. He stated that it will be three or four buildings. They are trying to estimate, but it hard to predict.

Mr. Courtney Robinson stated that the 2100 Linden building, what is the percentage that would be covered.

Mr. Roger MacLean stated that 2100 Linden has been talked about for a long time. When did we decide to demolish that?

Mr. William Harvey stated that they went through it in January. It is a liability for the city, but not for the public alone, but the employees going through there. The contractor was going through the building and fell through the floor. He was not hurt.

Mr. Courtney Robinson asked for 2100 are we looking at the poll building that there. Is that going to stay and the fueling tanks. He asked about consideration in a flood plain putting tanks above ground.

Mr. William Harvey stated that it will remain.

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

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

Enactment No: 29783

[15-2873](#)

R27

Authorization for Contract with The Novak Consulting Group for \$124,800 to conduct a Management and Financial Audit of City Operations, 4 bidders.

Attachments: [R27 Novak](#)
[Resolution #29784](#)

Ms. Jessica Baraket stated that the city issued an RFP 2019-05 for a management and financial audit and an evaluation committee consisted of five members, and one alternate. Four proposals were received. Firms were evaluated based on ability, technical approach, competence, past performance, proposal content, and cost. After a thorough technical and cost evaluation and scoring process, the committee shortlisted it down to three firms. Oral presentation and interviews occurred with the top three firms. The evaluation committee then scored again based on the oral presentations and additional submittal information that was requested by the committee. Novak Consulting Group scored the highest. The evaluation committee is recommending an award to Novak Consulting for the completion of the Early Intervention Program Management and Financial Audit.

Mr. Roger MacLean thanked Ms. Baraket and asked if there were any

comments from Council.

Mr. Julio Guridy stated that we have been trying to do an Early Intervention Program since last year. We received \$120,000 from the state to do this Early Intervention Program. We put in \$30,000. We interviewed them and found them to be the right person to do the Early Intervention Program.

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

Mr. Michael Hanlon stated that Mr. Ingram is here.

Ms. Jessica Baraket stated that he is the representative from the vendor.

Mr. Ed Zucal asked for a one minute synopsis of what you planned to try to do to us.

Mr. Ingram thanked Council and stated that they are happy for the opportunity to work with the City of Allentown. Novak Consulting Group is a local government consulting firm. We work exclusively with city and county governments. They have worked for cities in one capacity or another. Everyone in our firm has the expertise and background working in government. The process itself, is defined by the state's Early Intervention Program, but consists of a few buckets. The first task is to conduct project kick-off meetings. From there, they will decide if an emergency plan is necessary, and move to the Management Audit (Organizational Assessment). We want to talk to the folks doing the work day in and day out so we can start to craft our analysis for cost savings and improvements and efficiencies, for staffing and resource consideration. We will integrate that financial audit piece with a financial modeling component to provide you with an actionable recommendations in the next 1, 2, 3, 4, 5 years to close the gap with some of the financial challenges you have faced in the past couple of years.

Mr. Julio Guridy stated to Mr. Ingram in your Management Assessment and also the financial recommendations will you be able to speak to the public to come to a conclusion.

Mr. Ingram stated that we structured the proposal based on the specifications you identified. The Project towards the end is a strategy session that the public can be present. We provide a public presentation towards the end of the project.

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

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

Enactment No: 29784

ADJOURNED: 7:08 PM