



CITY OF ALLENTOWN

No. \_\_\_\_\_

**RESOLUTION**

**R2 - 2024**

***Introduced by the Administration on January 17, 2024***

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**Authorization for Contract with Michael Baker International, Inc. in the amount of \$312,000 to assist with developing a Safe Streets and Roads for All Action Plan to prioritize safety enhancements and justify essential investments, bid through the RFP process, three bidders, 3 year contract with one year optional extension.**

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***Resolved by the Council of the City of Allentown, That***

**WHEREAS**, Article 130.16 of the City's Administrative Code (recodified as §5-21) 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: Michael Baker International, Inc.
2. Project or Contract Reference: RFP 2023-42 Safe Streets and Roads for All - Action Plan
3. Description of Service(s): To assist the City with developing an all-encompassing citywide Safe Streets and Roads for All (SS4A) Action Plan. The City of Allentown is steadfast in its pursuit of safer roadways and transportation networks. With a deep understanding of the profound impact that a well-structured Safe Streets and Roads for All Action Plan (SS4AAP) can have, the city is embarking on a transformative journey to prioritize safety enhancements and justify essential investments.

**NOW, THEREFORE, BE IT RESOLVED** , on this the 17<sup>th</sup> day of January, 2024, 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.

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

Project or Contract Reference: RFP 2023-42 Safe Streets and Roads for All - Action Plan

**TO:** City Council, City Clerk, and Council Solicitor

**FROM:** Mark Shahda, Department Head

**DATE:** January 4, 2024

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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.

**Kittelson & Associates, Inc.:** PO Box 735277 Chicago, IL, 60673 - \$310,000.00

**Larson Design Group, Inc.:** 1000 Commerce Park Drive, Suite 201, Williamsport, PA 17701 - \$281,365.00

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

**Michael Baker International, Inc.:** 100 Airside Drive, Moon Township, PA 15108

Contract Consideration: \$312,000.00

Funding Source: 001-03-2039-2311-46

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

On October 20, 2023, the City advertised a solicitation for a consultant whose capabilities go beyond the conventional prerequisites for SS4A Action Plan development. We seek a partner who embodies proactiveness, visionary thinking, innovation, and collaborative spirit – someone ready to explore, envision, and propose strategies that unequivocally diminish fatal and severe crashes for all users of our roadways. The City of Allentown is steadfast in its pursuit of safer roadways and transportation networks. With a deep understanding of the profound impact that a well-structured Safe Streets and Roads for All Action Plan (SS4AAP) can have, the city is embarking on a transformative journey to

prioritize safety enhancements and justify essential investments. On November 17, 2023, the public opening was held for which the City received five (5) proposals, however, two (2) proposals were rejected. The three (3) remaining proposals were distributed to all committee members via Teams for evaluation. The technical evaluation was held on December 6, 2023, all committee members were present via Teams and in person. The proposals were scored based on the following: IBE Preference (10 Points), Consultant's Related Experience/Current Workload (20 Points), Specific Qualifications of Consultant's Teams (20 Points), and Specific Qualifications of Consultant's Teams (30 Points). Cost proposals were opened December 6, 2023, proposals were distributed to all committee members via Teams for evaluation after the completion of the technical evaluation. The cost evaluation was held on December 11, 2023, all committee members were present via Teams and in person. The committee members discussed the cost proposals (20 Points). The committee made the recommendation to proceed with oral interviews (15 Points). The oral interview meetings occurred on January 3, 2024. Michael Baker International, Inc. at 10:00AM and Kittelson & Associates, Inc. at 11:00AM. All scoring members were present via Teams and in person. An evaluation committee completed both technical and cost evaluations on the proposals along with oral interviews with the two top scoring vendors after the technical and cost evaluations. The committee decided to award based on the qualifications and overall score. The committee is recommending award to Michael Baker International, Inc.

- Contract Term:

The Contract term shall commence upon full execution and shall cease three (3) years 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 one (1) year term 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.

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By: Mark Shahda, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution