



CITY OF ALLENTOWN

No. _____

RESOLUTION

R178 - 2025

Introduced by the Administration on December 3, 2025

Authorization for Contract with Herbert, Rowland & Grubic, Inc. in the amount of \$30,055.00 to provide professional consulting and engineering design services related to Canal Park River Access Point Improvements. The project will take an existing boat launch and parking lot and reimagine the park to improve ADA accessibility, create a safer environment for emergency access, and create a more welcoming place that includes additional amenities. Four (4) proposals were received. Contract shall commence upon full execution and shall cease two (2) years thereafter. Upon written agreement from the City, this contract may be extended for up to an additional three (3) months beyond the contract expiration period at the same annual terms of the initial term.

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: Herbert, Rowland & Grubic, Inc.
2. Project or Contract Reference: RFP No. 2025-33 Canal Park River Access Point Improvements Rebid
3. Description of Service(s): To provide professional consulting and engineering design services related to Canal Park River Access Point Improvements. The project will take an existing boat launch and parking lot and reimagine the park to improve ADA accessibility, create a safer environment for emergency access, and create a more welcoming place that includes additional amenities.

NOW, THEREFORE, BE IT RESOLVED, on this the 3rd day of December, 2025, 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 No. 2025-33 Canal Park River Access Point Improvements Rebid

TO: City Council, City Clerk, and Council Solicitor

FROM: Mandy Tolino, Department Head

DATE: November 25, 2025

Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for it's approval and award of the contract.

- Check Type of Contract or Change:

Awarded contracts over \$40,000.00 done through cooperative purchasing.

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.

X 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. 5420 Crackersport Road, Allentown, PA 18104, \$39,910.00

Buchart Horn, Inc. 445 West Philadelphia Street, York, PA 1740, \$38,696.00

Johnson, Mirmiran & Thompson, Inc. 7248 Tilghman Street, Suite 100, Allentown, PA 18106, \$28,515.00

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

Herbert, Rowland & Grubic, Inc. 369 E. Park Drive, Harrisburg, PA 17111

Contract Consideration: \$30,055.00

Funding Source: 001-08-2228-1124-50046

001-08-2228-2024-50046

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

On October 7, 2025, the City advertised a solicitation for a qualified firm to provide professional consulting and engineering design services related to Canal Park River Access Point Improvements. The project will take an existing boat launch and parking lot and reimagine the park to improve ADA accessibility, create a safer environment for emergency access, and create a more welcoming place that includes additional amenities. On November 4, 2025, a public opening was held, for which four (4) proposals were received. The proposals were distributed to all committee members via Teams for evaluation. The Technical evaluation was held on November 13, 2025, all committee members were present. The proposals were scored based on the following: IBE Preference (10 Points), Ability to Meet RFP Requirements (40 Points), and Prior Experience/Team Members Qualifications (20 Points). The Cost Proposals were opened on November 4, 2025, and distributed to all committee members via Teams for evaluation after the Technical evaluation. The Cost evaluation was held on November 25, 2025, all committee members were present. The committee discussed the Cost proposal (40 Points). The committee decided not to hold oral interviews for this project. They have decided based on the Technical and Cost Proposal scores. The committee is recommending award to Herbert, Rowland & Grubic, Inc.

- Contract Term:

The Contract term shall commence upon full execution and shall cease two (2) years thereafter.

- List any renewal term options and duration of each renewal, if any:

Upon written agreement from the City, this contract may be extended for up to an additional three (3) months beyond the contract expiration period at the same annual terms of the initial term.

- 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: Mandy Tolino, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: Proposed Resolution