



CITY OF ALLENTOWN

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

**RESOLUTION**

**R39 - 2025**

*Introduced by the Administration on April 2, 2025*

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**Authorization for Contract with Davey Resource Group, Inc. in the amount of \$220,000.00 to develop a comprehensive Tree Inventory, Species Master Plan and Urban Forestry Master Plan that is rooted in environmental justice and equity. Two (2) proposals were received, contract shall be for twelve (12) months with one (1) additional six (6) month renewal beyond the contract expiration period.**

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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: Davey Resource Group, Inc.
2. Project or Contract Reference: RFP No. 2024-40 Urban and Community Forestry Grant
3. Description of Service(s): To develop a comprehensive Tree Inventory, Species Master Plan and Urban Forestry Master Plan that is rooted in environmental justice and equity.

**NOW, THEREFORE, BE IT RESOLVED** , on this the 2<sup>nd</sup> day of April, 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. 2024-40 Urban and Community Forestry Grant

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

**FROM:** Mandy Tolino, Department Head

**DATE:** March 20, 2025

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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:

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

- 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.

**ArborPro, Inc.:** 22605 La Palma Ave, Ste 509, Yorba Linda, CA 92887 - \$181,750.00

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

Davey Resource Group, Inc.: 295 South Water Street, Suite 300, Kent, OH 44240

Contract Consideration: \$220,000.00  
Funding Source: 001-08-2226-1124-50046

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

On September 26, 2024, the City advertised a solicitation seeking a qualified consultant team to develop a comprehensive Tree Inventory, Species Master Plan and Urban Forestry Master Plan that is rooted in environmental justice and equity. On October 31, 2024, there was a public opening, for which two (2) proposals were received, which were distributed to all committee members via Teams for evaluation. The Technical evaluation was held on November 14, 2024, all committee members were present. The proposals were scored based on the following: IBE Preference (10 POINTS), Ability to Meet RFP Requirements (30 POINTS), and Prior Experience/Team Member Qualifications

(30 POINTS). The Cost Proposals were opened on November 14, 2024, and distributed to all committee members via Teams for evaluation after the Technical evaluation. The Cost evaluation was held on November 25, 2024, all committee members were present. The committee discussed the Cost proposals (40 Points). The committee decided to not move forward with and Oral presentations. The committee is recommending award to Davey Resource Group, Inc.

- Contract Term:

The Contract term shall commence upon full execution and shall cease twelve (12) 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 six (6) 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.

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By: Mandy Tolino, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution