

**RESOLUTION NO. \_\_\_\_\_**

**Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Execute The First Amendment To The Professional Services Contract With West Coast Code Consultants, Inc., Increasing The Contract Amount By \$81,000 To An As-Amended Total Contract Amount Of \$925,455 For Interim Chief Building Official Services**

**WHEREAS**, over the past several fiscal years, the City of Emeryville has maintained contract services for plan checking, building inspection, project coordination, and other support services such as front counter coverage during City staff vacation and absences ("Building Division Services"); and

**WHEREAS**, through a competitive Request for Proposals process conducted in 2023, West Coast Code Consultants ("WC<sup>3</sup>") was found to be the best qualified firm to provide Building Division Services to the City; and

**WHEREAS**, on June 17, 2025, the City Council adopted Resolution No. 25-059 authorizing the execution of a contract with WC<sup>3</sup> to provide Building Division Services in Fiscal Years 2024-2025 and 2025-2026 for an amount not to exceed \$844,455; and

**WHEREAS**, the City's Chief Building Official retired effective July 11, 2025 and the City requires Interim Chief Building Official Services while it conducts a search for a permanent Chief Building Official; and

**WHEREAS**, WC<sup>3</sup> has performed Building Division Services to the City's satisfaction, has extensive knowledge of the City's Building Division programs and policies, and has provided Interim Chief Building Official services to the City in the past; and

**WHEREAS**, staff and WC<sup>3</sup> have negotiated the terms of a First Amendment to the Professional Services Agreement for WC<sup>3</sup> to provide Interim Chief Building Official services through December 31, 2025 for an amount not to exceed \$81,000.00; and

**WHEREAS**, the City has determined that specialized knowledge, skills, and training are necessary to render the services contemplated hereunder; and

**WHEREAS**, the City of Emeryville has determined that WC<sup>3</sup> is qualified by training and experience to render such services, and WC<sup>3</sup> has agreed to provide such services; and

**WHEREAS**, the public interest will be served by this contract; now, therefore, be it

**RESOLVED**, that the City Council of the City of Emeryville hereby authorizes the City Manager to execute the First Amendment to the Professional Services Contract with West Coast Code Consultants, Inc., in substantial form attached hereto as Exhibit A, to provide Interim Chief Building Official services and increasing the contract amount by \$81,000 to an as-amended total contract amount of \$925,455, and be it further

**RESOLVED**, that the City Council of the City of Emeryville hereby authorizes the use of

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WC<sup>3</sup> Contract Amendment 1 – Interim Chief Building Official  
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salary and benefits savings resulting from the retirement of the former Chief Building Official to fund the increased costs associated with the First Amendment to the Professional Services Contract with West Coast Code Consultants, Inc., and be it further

**RESOLVED**, that the City Council of the City of Emeryville hereby authorizes the City Manager to make further amendments to the Professional Services Contract with West Coast Code Consultants, Inc., provided such amendments do not materially increase the City’s obligations thereunder.

**ADOPTED**, by the City Council of the City of Emeryville at a regular meeting held Tuesday, September 2, 2025, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

ATTEST:  
  
\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR  
  
APPROVED AS TO FORM:  

Signed by:

Christie Crowl, Acting City Attorney

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\_\_\_\_\_  
SPECIAL COUNSEL