

City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: June 20, 2023

TO: Paul Buddenhagen, City Manager

FROM: Charles S. Bryant, Community Development Director

SUBJECT: Building Division Professional Services Contracts

Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Enter Into A Professional Services Contract With West Coast Code Consultants For A Total Amount Not To Exceed \$2,917,998 For Providing Building Division Services For The City Of Emeryville During Fiscal Years 2023-2024 And 2024-2025

Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Enter Into A Professional Services Contract With CSG Consultants, Inc. For A Total Amount Not To Exceed \$350,000 For Providing Building Division Services For The City Of Emeryville For Fiscal Years 2023-2024 And 2024-2025

ACTION REQUESTED

Staff requests that the City Council approve the attached resolutions authorizing the City Manager to enter into professional services contracts with West Coast Code Consultants (WC³) for a total amount not to exceed \$2,917,998, and with CSG Consultants, Inc. (CSG) for a total amount not to exceed \$350,000, for a combined total amount not to exceed \$3,267,998 for providing Building Division services during fiscal years 2023-2024 and 2024-2025.

BACKGROUND

On April 27, 2023, the Community Development Department issued a Request for Proposals to provide Building Division Services for the City of Emeryville. Five consultants were invited to provide their respective statements of qualifications and proposals to provide services. Responses were due by May 8, 2023, and all five consultants responded. The responses were scored independently by three City staff members including the Chief Building Official, Community Development Deputy Director, and the Senior Civil Engineer in the Public Works Department. The final scores, out of a total of 405 possible points (135 pts x 3 raters) were:

- West Coast Code Consultants: 319 (79%)
- True North Consultants: 308 (76%)
- CSG Consultants, Inc: 304 (75%)
- Shums Coda Associates: 303 (75%)
- BPR Consultant Group: 277 (69%)

With the Building Division's desire to have multiple consultants for providing Building Services, the compiled data resulted in WC³ and CSG as the top two consultants with the overall ability for providing seamless and transparent Building Division Services for the next two fiscal years. While the final score for True North Consultants indicates a 76% rating, emphasis for this consultant was based on plan review services only. While the final score for CSG was 75%, one point lower than True North, the emphasis of their proposal was placed on inspection services and staff compatibility in addition to plan review services, and was therefore more in line with the City's need for competent inspection services to augment City staff. WC³ and CSG have provided staff rosters of competent plan checkers, combination building inspectors and counter permit technicians capable of handling the Building Division's needs.

DISCUSSION

The professional services contracts with WC³ and CSG for plan check, building inspections, and counter services are necessary to provide continuing support staff in the Building Division. Over the past several fiscal years, the City of Emeryville has maintained an extensive amount of construction activity and expects activity to continue through fiscal years 2023-2024 and 2024-2025. Contract services in the past have provided plan checking, building inspection, project coordination, and other support services such as front counter coverage during City staff vacation and absences.

The contract amounts will cover fiscal years 2023-2024 and 2024-2025 and correspond with the City's operating budget in a total amount equal to the line items for Building Division Professional Services in the two-year budget approved by the City Council on June 6, 2023. Although it is hoped that there will be continuity in the personnel providing plan check, building inspection, and building administration services, the City reserves the right to retain another service provider at any time during the span of the contracts.

This budgeted amount for professional services includes major development projects that are known at this time, including completion of the Bayview Apartments at 6701 Shellmound Street, Sherwin Williams residential project and related park and open space ("The Emery"), former Sherwin Williams office building adaptive reuse ("The Lab"), Nellie Hannon Gateway affordable housing project at 3600 San Pablo Avenue, Public Market Parcels A and B, EmeryStation Overland at 1580 62nd Street, BioMed Realty Emeryville Center of Innovation ("The Yard") and Bay Street grocery store. If additional major development projects come forward during the next two fiscal years, staff will prepare contract amendments and budget adjustments, as appropriate, for future City Council consideration.

FISCAL IMPACT

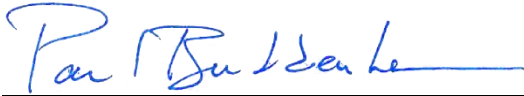
It is anticipated that the proposed contract amounts will be covered by building permit fees. Compared to the current contracts, there is no increase in the consultants' rates, which are attached as exhibits to the proposed contracts.

RECOMMENDATION

Staff recommends that the City Council approve the attached resolutions to utilize contract services with West Coast Code Consultants and CSG Consultants, Inc. for fiscal years 2023-2024 and 2024-2025 to fulfill the Building Division's staffing needs and to maintain and enhance the customer service that the public expects.

SUBMITTED BY: Victor R. Gonzales, Chief Building Official

APPROVED AND FORWARDED TO THE CITY COUNCIL OF THE CITY OF EMERYVILLE:

A handwritten signature in blue ink, reading "Paul Buddenhagen", is written over a horizontal line.

Paul Buddenhagen, City Manager

ATTACHMENTS

- Draft Resolution for WC³, including Exhibit A, Proposed Contract
- Draft Resolution for CSG, including Exhibit A, Proposed Contract