



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: June 17, 2025
TO: LaTanya Bellow, City Manager
FROM: Chadrick Smalley, Community Development Director
SUBJECT: **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 \$844,455.00 For Building Division Services For Fiscal Years 2025-2026 And 2026-2027**

RECOMMENDATION

Staff recommends that the City Council approve the attached resolution authorizing the City Manager to enter into a professional services contract with West Coast Code Consultants (WC³) for a total amount not to exceed \$844,455.00 for providing Building Division services during fiscal years 2025-2026 and 2026-2027.

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 a panel comprised of City staff. The final scores, out of a total of 405 possible points were:

- WC³: 319 (79%)
- True North Consultants: 308 (76%)
- CSG Consultants, Inc: 304 (75%)
- Shums Coda Associates: 303 (75%)
- BPR Consultant Group: 277 (69%)

On June 20, 2023, the City Council adopted Resolution No. 23-74 authorizing the execution of a Professional Services Contract with WC³ to provide Building Division services for Fiscal Years 2023-2024 and 2024-2025 in an amount not to exceed \$2,917,998. This Professional Services Agreement was later amended pursuant to the City Council's adoption of Resolution No. 24-121 to increase the contract amount by \$776,527.63 to provide expanded fire plan check services. In the interest of service continuity, staff recommends contracting with WC³ to provide Building Division Services for Fiscal Years 2025-2026 and 2026-2027.

The proposed contract amount of \$844,455 will cover Fiscal Years 2025-2026 and 2026-2027 and corresponds with the City's operating budget line items for Building Division

Professional Services in the 2-year budget approved by the City Council on June 3, 2025. WC³ has provided a staff roster of competent plan checkers, combination building inspectors, and counter permit technicians capable of handling the Building Division's needs, and WC³'s performance over the previous two Fiscal Years has been exemplary.

DISCUSSION

The professional services contract with WC³ for plan check, building inspections and counter services is necessary to provide continuing support for staff in the Building Division. Over the past several fiscal years, the City has maintained an extensive amount of construction activity and expects activity to continue, albeit at a reduced pace, through fiscal years 2025-2026 and 2026-2027. 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.

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 amount will be covered by building plan review and permit fees. Revenues sufficient to cover this contract are included in the Fiscal Year 2025-2026 and 2026-2027 budget.

STAFF COMMUNICATION WITH THE PUBLIC

Staff has not had communication with the public on this specific recommendation; however, the Building Division periodically receives positive comments from project developers and contractors regarding their interactions with WC³ staff.

RECOMMENDATION

Staff recommends that the City Council approve the attached resolution to authorize the execution of a Professional Services Contract with WC³ for Fiscal Years 2025-2026 and 2026-2027 to fulfill the Building Division's staffing needs and to maintain and enhance the customer service that the public expects.

PREPARED BY: Victor R. Gonzales, Chief Building/Fire Official

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

A handwritten signature in blue ink, appearing to read "LaTanya Bellow", is written over a horizontal line.

LaTanya Bellow, City Manager

ATTACHMENTS

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