



# City of Emeryville

CALIFORNIA

## MEMORANDUM

**DATE:** September 2, 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 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 \$925,455.00 For Interim Chief Building Official Services**

### RECOMMENDATION

Staff recommends that the City Council approve the attached resolution authorizing the City Manager to execute a First Amendment to the Professional Services Contract with West Coast Code Consultants, Inc. (WC3), increasing the contract amount by \$81,000 to an as amended total contract amount not to exceed \$925,455 for interim Chief Building Official services.

### 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:

- WC<sup>3</sup>: 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 WC<sup>3</sup> 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 recommended contracting WC<sup>3</sup> to provide Building Division Services for Fiscal Years 2025-2026 and 2026-2027. 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 for Fiscal Years 2025-2026 and 2026-2027 in an amount not to exceed \$844,455 (Attachment 1).

The City's Chief Building Official/Fire Code Official, Vic Gonzales, retired effective July 11, 2025, after nearly 25 years of service to the City of Emeryville. In order to provide continuity of services while the city conducts a search for a replacement, the City requires an Interim Chief Building Official.

## **DISCUSSION**

Due to WC<sup>3</sup>'s existing role in providing Building Division Services including plan checking, inspection, and counter services, and because WC<sup>3</sup> has satisfactorily provided Interim Chief Building Official services for the City in the past, staff recommend amending the current Professional Services Contract with WC<sup>3</sup> to provide Interim Building Official services through the end of Calendar Year 2025.

The Interim Chief Building Official will fulfill the duties of the currently vacant Chief Building Official position, including oversight of permit processing, plan review and inspection functions; interpretation of building codes and regulations, and lead the adoption of the triennial building code adoption process, which is required to be completed by January 1, 2026. The estimated fee for providing these services through December 31, 2025, is \$81,000.

## **FISCAL IMPACT**

As stated above, the negotiated cost for WC<sup>3</sup> to provide Interim Chief Building Official services through December 31, 2025, is \$81,000. This cost will be funded by salary and benefits savings resulting from the departure of the City's former Chief Building Official, which are approximately \$136,350 for the first half of Fiscal Year 2025-2026.

## **STAFF COMMUNICATION WITH THE PUBLIC**

None.

## **RECOMMENDATION**

Staff recommend that the City Council approve the attached resolution to authorize the execution of the First Amendment to the Professional Services Contract with WC<sup>3</sup>, increasing the contract amount by \$81,000 for the provision of Interim Chief Building Official services, to an as-amended total contract amount of \$925,455.

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



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LaTanya Bellow, City Manager

**ATTACHMENTS**

- Attachment A – Original Contract with WC<sup>3</sup>
- Draft Resolution
  - Exhibit A – First Amendment to Professional Services Contract