



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: June 18, 2019
TO: Christine Daniel, 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 \$2,069,200 For Providing Building Division Services For The City Of Emeryville During Fiscal Years 2019-2020 And 2020-2021

Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Enter Into A Professional Services Contract With Interwest Consulting Group For A Total Amount Not To Exceed \$239,700 For Providing Building Division Services For The City Of Emeryville During Fiscal Years 2019-2020 And 2020-2021

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 \$2,069,200, and with Interwest Consulting Group (Interwest) for a total amount not to exceed \$239,700, for a combined total amount not to exceed \$2,308,900, for providing Building Division services during fiscal years 2019-2020 and 2020-2021.

BACKGROUND

On March 29, 2019 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 Monday, April 22, 2019, and all five consultants responded. The responses were scored independently by three City staff members including the Chief Building Official, Senior Planner in the Planning Division, and Assistant Civil Engineer in the Public Works Department. The final scores, out of a total of 540 possible points, were:

- WC3: 466 (86%)
- Interwest: 377 (70%)
- 4Leaf 363 (67%)
- Coastland 329 (61%)
- CSG 225 (42%)

With the Building Division's desire to have multiple consultants for providing Building Services, the compiled data resulted in WC³ and Interwest as the top two consultants with the overall ability for provided seamless and transparent Building Division Services for the next two fiscal years. WC³ and Interwest have provided staff rosters of competent plan checkers, combination building inspectors, counter permit technicians and code enforcement officers capable of handling the Building Division's needs.

DISCUSSION

The professional services contracts with WC³ and Interwest for plan check, building inspections, counter and code enforcement 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 2019-2020 and 2020-2021. 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 2019-2020 and 2020-2021 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 4, 2019. Although it is hoped that there will be continuity in the personnel providing plan check, building inspection, code enforcement and building administration services, the City reserves the right to retain another service provider at any time during the span of the contract.

This budgeted amount for professional services includes major development projects that are known at this time, including completion of multi-family projects at Market Place Parcels C2 and D, 3706 San Pablo Avenue ("Estrella Vista") and the Sherwin Williams development. 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 Interwest Consulting Group for fiscal years 2019-2020 and 2020-2021 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:**



Christine Daniel, City Manager

ATTACHMENTS

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