



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: July 9, 2019
TO: Christine Daniel, City Manager
FROM: Andrew Clough, Public Works 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, Inc., In An Amount Not To Exceed \$900,000 For Public Works Construction Inspection Services Required For Various Capital Improvement Projects, C3 Plan Check And Inspection Services And Encroachment Permit Inspections For Fiscal Years 2019-2020 and 2020-2021.**

RECOMMENDATION

Staff recommends that the City Council adopt the attached Resolution authorizing the City Manager to enter into a two-year professional services contract with West Coast Code Consultants (WC3), Inc. in an amount not to exceed \$900,000 for public works construction inspection services, C3 plan check and inspection services, encroachment permit inspections, and for as-needed plan review.

DISCUSSION

The City requires construction inspection services to implement the Capital Improvement Program (CIP), assistance to complete C3 plan checks and inspections, and ongoing encroachment permit and construction inspections for work performed by private contractors and public utilities. In order to respond to ongoing plan check and inspection needs, the fluctuating demand of construction activities, and the expertise needed for such work, the City has been contracting for public works inspections.

In January 2019, the City released a Request for Qualifications for Professional Consulting Services, including construction monitoring and project management services. The submittals were reviewed by a panel of City staff and the submittal by WC3 was found to be both responsive to the RFQ, and qualified to perform the work. WC3 has a very experienced public works inspector who has performed excellent quality work for the City in previous years. In addition, WC3 was found to be highly qualified to perform C3 plan check and inspection services to assist on an as-needed basis with plan review. The following projects have been identified as possible projects that will require the services of WC3 in fiscal years 2019-2020 and 2020-2021:

Possible CIP Projects for Assignment

- Street Rehabilitation and Preventive Maintenance Program
- Temescal Creek Park Improvements
- San Pablo Avenue mid-block Cross Walk
- Large Trash Separator in Storm Drain Line

- Traffic Signals at 40th and Harlan and Powell and Doyle
- Marina Park and Powell Street Lighting
- Powell Street Bridge Seal Coat
- Greenway Crossings Safety Enhancement
- 40th Street / San Pablo Median Rehabilitation

Private Development Public Improvements

- Market Place Redevelopment
- Sherwin-Williams Development Site
- On-going Encroachment Permit Construction
- PG&E Gas Main Replacements
- Private Sewer Laterals

C3 Plan Check and Inspection

- Market Place Redevelopment
- Sherwin-Williams Development Site
- South Bayfront Bridge

A proposed professional services contract has been prepared for a two-year period through June 30, 2021 (FY 2019/2020 and 2020-2021). The total value of the contract is \$900,000 and is sufficient to cover the costs of one full time inspector, a part time inspector to perform C3 Stormwater inspections, and some contingency for additional inspections and as-needed plan review.

One or more task assignments, with no guaranteed amount or duration will be issued each year. Individual tasks may vary in complexity or duration and will be performed on an hourly rate basis. The City makes no guarantee to the Consultant as to the dollar value or number of task assignments to be authorized under the contract.

FISCAL IMPACT

Funding to cover the services is appropriated with the various CIP projects. Funding for the encroachment permit inspections, private development inspections, and C3 stormwater inspections are paid on a cost recovery basis and will not impact the Public Works Department's operating budget.

STAFF COMMUNICATION WITH THE PUBLIC

Staff has not had communications with the public.

CONCLUSION

Entering into a contract for public works inspection and C3 plan check services will allow the City to deliver high quality capital projects and ensure proper construction of private improvements in the public right of way.

PREPARED BY: Andrew Clough, Public Works Director

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



Christine Daniel, City Manager

ATTACHMENTS

- Draft Resolution
- Professional Services Agreement with Exhibits A and B