



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: June 15, 2021
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 \$1,133,700 For Providing Building Division Services For The City Of Emeryville During Fiscal Year 2021-2022

Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Enter Into A Professional Services Contract With Interwest Consultant Group For A Total Amount Not To Exceed \$150,000 For Providing Building Division Services For The City Of Emeryville During Fiscal Year 2021-2022

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 \$1,133,700 and with Interwest Consultant Group (Interwest) for a total amount not to exceed \$150,000 for a combined total amount not to exceed \$1,283,700, for providing Building Division services during fiscal year 2021-2022.

BACKGROUND

The contract amounts will cover fiscal year 2021-2022 and correspond with the City's operating budget in a total amount equal to the line items for Building Division Professional Services in the one-year budget approved by the City Council on June 1, 2021. 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 year 2021-2022. 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.

This budgeted amount for professional services includes major development projects that are known at this time, including completion of multi-family projects at Sherwin Williams Buildings B1, B2, C, and D; Sherwin Williams Existing Building 1-31; and the 6701 Shellmound "Nady Site". If additional major development projects come forward during

the next fiscal year such as the BioMed Center of Innovation, staff will prepare contract amendments and budget adjustments, as appropriate, for future City Council consideration.

FISCAL IMPACT

The total of the contracts, \$1,283,700, is in the approved FY 2021-22 Budget under the Building Division (101-1730-80050, 80480 and 80490). It is anticipated that the proposed contract amounts will be covered by building permit fees. There is no increase in the consultants' rates from the current fiscal year; rates 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 Consultant Group for fiscal year 2021-2022 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