



Office of the City Manager

CONSENT CALENDAR

April 29, 2025

To: Honorable Mayor and Members of the City Council

From: Paul Buddenhagen, City Manager

Submitted by: Jordan Klein, Director, Planning and Development Department

Subject: Contract No. 32200208 Amendment: West Coast Code Consultants for Plan Checking Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 32200208 with West Coast Code Consultants (WC3) to add additional funds, increasing the contract amount by \$100,000 to a new total not-to-exceed contract amount of \$1,600,000.

FISCAL IMPACTS OF RECOMMENDATION

The full costs for outside plan checking services are covered by plan check fees paid by applicants. The consultants are used on an as-needed basis, which varies based on the availability of in-house resources, as well as on the level and complexity of construction projects. The consultants invoice the City by project, based on work completed. All contract expenditures are fully covered from fees paid by project applicants.

Funding for the proposed amendment to this contract is available in the FY 2025 budget from the Permit Service Center Fund in account number 621-53-585-634-0000-000-472-612990-. No other funding is required.

CURRENT SITUATION AND ITS EFFECTS

The Building and Safety Division has issued a Request for Proposals (RFP) for a new set of plan check consultants. Staff expect this RFP process to be completed, and new contracts recommended to Council for approval, by June 2025.

Until new contracts are in place, staff propose increasing the amount of the existing contract with WC3. This will enable WC3 to continue providing plan check services for the City upon request and at project applicant expense. The services provided allow the Building and Safety Division to maintain a turnaround time for plan review that meets the City's performance objectives and the needs of the community. Consultants can be used flexibly when volume is higher than staff can handle, and to maintain necessary services in the face of unforeseeable staff shortages. Consultants also provide special expertise when needed, such as reviews for large and complex projects such as high-

rise buildings, the soft-story program, advanced or alternate building systems such as heavy timber projects and other customized construction.

BACKGROUND

On May 16, 2022, following an RFP procurement process and contract authorization by Council, the City Manager entered into a contract with WC3 to provide plan check services for a contract period of three years in amount not to exceed \$1,500,000 (Resolution No. 70,231-N.S.).

On March 12, 2025, the Planning Department issued a Request for Proposals (Spec No. 25-11713-C) for plan checking services.

On March 17, 2025, the City extended the existing contract with WC3 for a period of six months, for a new termination date of September 30, 2025.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

Without this expert help, plan review time would be increased substantially, particularly on large and complex projects, and special expertise would have to be contracted on a case-by-case basis, causing extensive delays.

The City is satisfied with the services provided by WC3 to date under this contract, and the proposed amendment will provide the consultant with additional capacity to provide the services needed while the Planning Department reviews proposals in response to the issued RFP and completes the contract process.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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David Lopez, Manager, Building & Safety Division, 510-981-7441

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 32200208 AMENDMENT: WEST COAST CODE CONSULTANTS
FOR PLAN CHECK SERVICES

WHEREAS, the Planning Department issued a Request for Proposals on October 5, 2021 (Spec No. 22-11467-C) for plan checking services; and

WHEREAS, based on written proposals received, staff selected West Coast Code Consultants (WC3) to provide such services; and

WHEREAS, on May 16, 2022 the City Council adopted Resolution 70,231-N.S., authorizing the City manager to enter a contract in an amount not-to-exceed \$1,500,000 with WC3 to provide such services; and

WHEREAS, the City extended the contract for a period of six months, for a new termination date of September 30, 2025; and

WHEREAS, expected City needs for external plan check services will require work from WC3 which exceeds its current contract not-to-exceed amount; and

WHEREAS, additional funding in the amount of \$100,000 is currently available in the Permit Service Center Fund (621) for this work.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute an amendment to Contract No. 32200207 with WC3 to provide plan check services for an additional amount of \$100,000, to a new total contract not-to-exceed amount of \$1,600,000, for the period extending through September 30, 2025.

BE IT FURTHER RESOLVED, that a record signature copy of said contract and any amendments will be on file in the Office of the City Clerk.

