

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Single Source Contract
Contract #E15365**

Background:

User Department:	Department of Neighborhood Services (DNS)
Purchasing Agent:	Mason Lavey
Contract Description:	VSC for Plan Review Services
Vendor Name and Location:	SAFEbuilt
Contract Term:	One (1) year from date of award with the option to extend for two (2) additional one (1) year terms upon mutual agreement.
Requisition # & Date Received:	15365 – 04/20/2017
Original Contract Amount:	\$50,000.00
Expenditures to Date:	\$0.00
Current Contract Amount:	\$0.00

Purpose of Contract:

The purpose of this contract is to secure plan review services with SAFEbuilt for a period of one (1) year from date of award with the option to extend for two (2) additional one (1) year terms upon mutual agreement at an estimated contract total of \$50,000.00.

Background:

Plan Review Process:

The City of Milwaukee adopts the State of Wisconsin Building Code for Residential and Commercial Structures and any person wishing to pursue residential or commercial contraction must first submit plans for review by a DNS plan examiner.

DNS plan examiners review building plans for compliance with all applicable building codes and identify any deficiencies or areas of non-compliance. Deficiencies and code violations identified by the plan examiner are communicated to the plan submitter and must be corrected prior to plan approval.

Construction permits can be obtained once a plan submitter has corrected all deficiencies and a plan examiner has approved the revised plans.

DNS staffs seven (7) plan examiner positions that are responsible for reviewing and approving an estimated 280 plans annually. Plan examiners have fifteen (15) working days from the plan submittal date to review plans in accordance with policy set by DNS.

Due to unprecedented construction activity occurring within the city and the limited number of plan examiners DNS does not have the capacity to perform reviews on the increasing number of plans submitted during peak summer construction.

Plan Review Provider:

SAFEbuilt: Fee is 75% of plan review costs outlined in the Milwaukee Code of Ordinances plan review fee schedule.

SAFEbuilt is the only plan review provider in Southeast Wisconsin with the capability to provide completed commercial building plan reviews within the DNS time frame of fifteen (15) working days. In addition, SAFEbuilt plan review costs do not exceed the costs outlined by the Milwaukee Code of Ordinances plan review fee schedule.

DNS will recover 100% of all costs associated with plan review services provided by SAFEbuilt once the plan holder pays the plan examination fee outlined by the Milwaukee Code of Ordinances plan review fee schedule.

For these reason, the DNS has requested the execution of a Vendor Service Contract for Plan Review Services with SAFEbuilt for a period of one (1) year from date award with the option to extend for two (2) additional one (1) year terms upon mutual agreement at an estimated contract total of \$50,000.00.

City Purchasing Director

Date