

**Department of Administration  
Purchasing Division**

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

**Background:**

<b>User Department:</b>	Department of Neighborhood Services (DNS)
<b>Purchasing Agent:</b>	Cassandra Fawley
<b>Contract Description:</b>	VSC for Plan Review Services
<b>Vendor Name and Location:</b>	SAFEBuilt Wisconsin LLC (Loveland, CO)
<b>Contract Term:</b>	06/01/2017 through 05/31/2018 with the option to extend for two (2) additional one (1) year periods, upon mutual consent
<b>Requisition # and Date Received:</b>	15690 & 09/29/2017
<b>Original Contract Amount:</b>	\$50,000.00
<b>Expenditures to Date:</b>	\$47,766.01
<b>Current Contract Amount:</b>	\$50,000.00

**Purpose of Amendment:**

The purpose of this amendment is to extend the City of Milwaukee's DNS Vendor Service Contract with SAFEBuilt Wisconsin LLC (SAFEBuilt) for one (1) year from 06/01/2018 through 05/31/2019, exercising the first (1<sup>st</sup>) of two (2) options to extend for an additional one (1) year period, upon mutual consent. Additionally, this amendment will increase the estimated contract total by \$50,000.00 from \$50,000.00 to \$100,000.00. Finally, this amendment will revise the initially set-in-place fee structure by eliminating the percentage allotment of Plan Review Service fees (75% to SAFEBuilt and 25% to the City of Milwaukee) and replacing it with an hourly fee of \$125.00 per hour – with a one (1) hour minimum requirement – to be paid to SAFEBuilt.

**Background:**

The City of Milwaukee is currently in the midst of an unprecedented construction upsurge. Consequently, the City's Development Center has faced difficulties while attempting to meet the developer expectations with the current staffing levels. In order to ensure this is no longer an issue, the City of Milwaukee's DNS established a contract with SAFEBuilt – that would allow the vendor to assist the City's Development Center with complex plan reviews – in June 2017. SAFEBuilt was selected as the vendor, as they were the only plan review provider, in Southeast Wisconsin, with the capability of providing completed commercial building plan reviews within the City's desired time frame, fifteen (15) business days.

Since the establishment of the contract, SAFEBuilt has been used to review elements of approximately 26 different plans, enabling the City to meet the ever-growing developer expectations. Furthermore, by sending plans to SAFEBuilt, the City's team of plan examiners have had additional time to devote to walk-in customers and to in-person meetings with developers. Moreover, during the initial term of the contract, the City paid \$47,766.01 for less than 400 hours of services. Given the new fee structure, the City of Milwaukee will be able to receive more plan review services for the same amount.

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City Purchasing Director

\_\_\_\_\_  
Date

**History of Contract Amendments:**

Date	Item	Term	Cost
05/24/2017	Original Contract – Vendor Service Contract for Plan Review Services <b>Approved by F&amp;P Committee on: 05/24/2017</b>	06/01/2017 through 05/31/2018	\$50,000.00
Pending	<b>Amendment #2</b> – Extend the contract for one (1) year from 06/01/2018 through 05/31/2019, increase the estimated contract total from \$50,000.00 by \$50,000.00 to \$100,000.00, and revise the fee structure from percentage to hourly.	06/01/2018 through 05/31/2019	\$50,000.00
<b>Total (including the pending amendment)</b>			<b>\$100,000.00</b>