

# Memorandum



CITY OF DALLAS

DATE June 12, 2024

TO Honorable Mayor and Members of the City Council

SUBJECT Cooperative Agreement with SafeBUILT for Third Party Planning Services

On June 26, 2024, the City Council will consider a Cooperative Agreement with SafeBUILT for third-party inspections and plans review services. This agreement is essential for managing the current workload effectively and ensuring that staff maintains high standards of service delivery and regulatory compliance.

Development Services Department's current contract for third-party planning services has expired, necessitating the need for a new agreement to continue managing these essential functions without interruption. To maintain the department's efficiency and quality of service amid the ongoing workload, it is critical to engage additional support through vendor services.

The agreement outlines the provision of the following services at specified hourly rates:

- a. **Plan Review Services:** Residential & Commercial (\$112.99), Licensed Engineering Services (\$145.27), Expedited Plan Review (1.5x standard rate),
- b. **Inspection Services:** Residential (\$107.61), Commercial (\$112.99), Fire (\$112.99), After hours/Emergency rates apply,
- c. **Building Official / Admin Services:** Building Official (In-Person \$129.13, Remote \$118.37), Permit Tech/Admin (\$69.95), Senior Permit Tech/Admin (\$80.71, and
- d. **Planning Services:** Planning Manager (\$193.70), Principal Planner (\$177.56), Senior Planner (\$161.41), Associate Planner (\$134.51), Assistant Planner (\$96.85), Planning Technician (\$80.71), Remote Landscape Review (\$134.51).

The total contract value is \$300,000.00 for one year, starting July 01, 2024, to June 30, 2025. The proposed rates are competitive and aligned with industry standards, ensuring that we receive high-quality services at a reasonable cost.

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Should you have any questions please contact Andrew Espinoza, Director/Chief Building Official of the Development Services Department at (214) 542-1227 or [andres.espinoza@dallas.gov](mailto:andres.espinoza@dallas.gov).



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- Majed A. Al-Ghafry, Assistant City Manager  
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Alina Ciocan, Assistant City Manager  
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Jack Ireland, Chief Financial Officer  
Elizabeth Saab, Chief of Strategy, Engagement, and Alignment (I)  
Directors and Assistant Directors