

Memorandum



DATE January 21, 2021

CITY OF DALLAS

TO T.C. Broadnax, City Manager

Re: **Special Need Memo per Section 10.5.6 of Administrative Directive 4-5**

Pursuant to Section 10.5.6 of the City's Administrative Directive 4-5, a special need exists due to exigent circumstances surrounding the City's permit plan review and inspection services. Accordingly, the Department of Sustainability and Construction (DEV) submits this memo to memorialize your approval for contracts involving outside assistance from SAFEbuilt, LLC, Stantec Consulting Company, Inc., and Metro Code, LCC, to ensure the timely, efficient, and safe performance of permitting and inspection services.

Current City staff charged with these duties require supplemental assistance to reduce the substantial backlog that has accumulated as a result of the Covid-19 pandemic. As the spring season quickly approaches, the number of permit applications is expected to grow at an ever-rapid rate, increasing the need for these services. DEV is currently working through a backlog of applications, that has resulted in extended processing times in issuing building permits to customers. The pandemic has also reduced the number of City field inspectors available to conduct inspections.

The City has researched available suppliers, and identified the firms listed above as able and available to perform the requested services. With these additional resources, the City will be better positioned to timely approve building permits.

A handwritten signature in blue ink, which appears to read "Eric A. Johnson".

Dr. Eric Anthony Johnson

Chief of Economic Development and Neighborhood Services