



Legislation Text

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File #: 21-7, Version: 1

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**STRATEGIC PRIORITY:** Government Performance and Financial Management  
**AGENDA DATE:** January 27, 2021  
**COUNCIL DISTRICT(S):** All  
**DEPARTMENT:** Office of Procurement Services  
**EXECUTIVE:** Elizabeth Reich

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**SUBJECT**

Authorize **(1)** Supplemental Agreement No. 1 to increase and extend for two-years the professional service contract for supplemental permit plan review and inspection services for the Department of Sustainable Development and Construction with SAFEBuilt, LLC in the estimated amount of \$1,680,000, from \$50,000 to \$1,730,000; **(2)** a two-year professional service contract for supplemental permit plan review and inspection services for the Department of Sustainable Development and Construction - Metro Code, LLC in the estimated amount of \$1,680,000 and Stantec Consulting Services, Inc. in the estimated amount of \$1,680,000; and **(3)** an increase in appropriations in an amount not to exceed \$2,000,000 in the Building Inspection Fund - Total estimated amount of \$5,040,000 - Financing: Building Inspection Fund

**BACKGROUND**

This action does not encumber funds; the purpose of a professional service contract is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement, so that actual need combined with the amount budgeted will determine the amount spent under this agreement.

The professional service contract will provide permit plan review and inspections services for the Department of Sustainable Development and Construction as supplemental assistance. Services from these third-party firms will add capacity for plan reviews and inspections. The department is currently working through a backlog of building permit applications that has resulted in extended processing times in issuing permits to customers. In addition, supplemental inspection services are needed as a contingency in case a significant number of field inspectors are prohibited from working due to COVID-19.

In accordance with Administrative Directive 4-5, Paragraph 10.5.6, Special Need Justification was approved to contract with SAFEBuilt, LLC, Stantec Consulting Services, Inc., and Metro Code, LLC.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

The Transportation and Infrastructure Committee was briefed regarding this matter on September 21, 2020.

[City Council was briefed by memorandum regarding this matter on October 30, 2020. < https://dallascityhall.com/government/citymanager/Documents/FY%2020-21%20Memos/Permit-Processing\\_Memo\\_103020.pdf >](https://dallascityhall.com/government/citymanager/Documents/FY%2020-21%20Memos/Permit-Processing_Memo_103020.pdf)

The Economic Development Committee was briefed regarding this matter on December 7, 2020.

[The Government Performance and Financial Management Committee will be briefed by memorandum on January 25, 2021. < https://cityofdallas.legistar.com/View.ashx?M=F&ID=9085579&GUID=079EC2DD-3BFF-40B8-A5BA-11E9372E2C00 >](https://cityofdallas.legistar.com/View.ashx?M=F&ID=9085579&GUID=079EC2DD-3BFF-40B8-A5BA-11E9372E2C00)

**FISCAL INFORMATION**

Fund	FY 2021	FY 2022	Future Years
Building Inspection Fund	\$2,000,000.00	\$1,680,000.00	\$1,360,000.00

**M/WBE INFORMATION**

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	M/WBE Goal	M/WBE %	M/WBE \$
\$5,040,000.00	Special Need	N/A	N/A	N/A
• The Business Inclusion and Development Policy does not apply to Special Need contracts.				
• SAFEBuilt, LLC - Non-local • Stantec Consulting Services, Inc. - Non-local • Metro Code, LLC - Non-local				

**OWNERS**

**SAFEBuilt, LLC**  
3755 Precision Dr. Suite 140  
Loveland, CO 85538

Brad Mundt, President  
Thomas P. Wilkas, Chief Financial Officer

**Stantec Consulting Services, Inc.**  
5151 E Broadway Blvd. Suite 400

Tucson, AZ 85711

Cliff Hill, Vice President

**Metro Code, LLC**

3880 Hulen St. Suite 400

Fort Worth, TX 76107

Johnathan Killebrew, President

Jennifer Killebrew, Chief Executive Officer