



**City of Waukesha**  
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<b>Committee:</b> Finance	<b>Date:</b> 1/30/2024
<b>Common Council Item Number:</b> ID#24-8836	<b>Date:</b> 2/6/2024
<b>Submitted By:</b> Kristin Stone, Chief Building Inspector	<b>City Administrator Approval:</b> Tony Brown, City Administrator
<b>Finance Department Review:</b> Joe Ciurro, Finance Director	<b>City Attorney's Office Review:</b> Brian Running, City Attorney BR
<b>Subject:</b> Review and act on a revision of a professional services contract with EPLEX, LLC to offer building permit applicants the option to use EPLEX, LLC to review their state required plans.	

**Details:**  
 In 2019 the City entered into a contract with EPLEX to complete plan reviews on behalf of the City of Waukesha. This has provided a valuable service to our customers, as it significantly reduces the time for plan reviews as compared to having the State of Wisconsin provide plan reviews. In addition, the partnership between EPLEX and the City is beneficial for communication on complex projects and problem solving to ensure the best customer service and the highest quality and expertise.

This revision to the contract includes the following:

1. Updates the way in which applicants submit plans. Previously the City took in all documentation, plans and payment for EPLEX. This change will have all applications, payments and needed documentation for plan review submitted directly to EPLEX.
2. The City will be able to provide variances to the Commercial Building Code through EPLEX in leu of applicants needing to apply to the State of Wisconsin. This change will save applicants time, and is also a better avenue for communication with City Building Code Officials.
3. The addition of Commercial Plumbing Code Reviews
4. Currently EPLEX retains 90% of the fees collected for their services and the City receives 10% of fees. These percentages will change to EPLEX retaining 85% of all fees collected and the City receiving 15%.

**Options & Alternatives:**

1. Approve the professional services contract amendment, authorize the Mayor to sign the contract after the City Attorney's review, and continue allow permit applicants the option of obtaining a faster plan review, in turn expediting the start of construction projects in the City, add Commercial Plumbing Reviews and Variance reviews and approval for better customer service. In addition the City will receive a higher percentage of application fees.
2. Deny the contract leaving applicants with the only choice of using the state for review and variances regardless of wait times.

**Financial Remarks:**

Since the applicants will select which organization they want to use for review it is hard to predict how much revenue might be generated. Also, revenue will depend on the strength of the economy and construction in any given year. It is anticipated that the applicant will pay EPLEX directly for services and that will not result in a cost to the City.

**Executive Recommendation:**

The staff recommends approving this contract revision so that we can continue offering this option to permit applicants and expand offerings. This will continue to help expedite construction projects in the City of Waukesha and provide the best options to our customers. In return it will help ensure that we are adding to net new construction as quickly as possible.