



## MEMO

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**TO:** Municipal Services Committee

**FROM:** Paula Vandehey, Director of Public Works  
Kurt Craanen, Inspections Supervisor *KMC*

**DATE:** February 15, 2022

**SUBJECT:** Plan Review Services for Large Projects.

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Based on recent action, the City of Appleton now has delegation authority from the State of Wisconsin Department of Safety and Professional Services (DSPS) to review all commercial building plans, regardless of size. Historically, City staff has only conducted reviews for new buildings under 50,000 cubic feet and commercial alterations under 100,000 cubic feet. The Inspections Division has a plan review process and collects fees for the plan review. Plans reviewed by the City have an average turnaround time of seven (7) days.

Larger projects over the thresholds described above are currently reviewed by DSPS. The turnaround time for these projects is approximately 4 to 8 weeks.

Based on existing staff workloads, the Inspections Division does not anticipate adding in-house reviews of larger projects at this time. However, we feel a new process can be implemented to improve the turnaround time of plan reviews for these large projects in Appleton. To accomplish this, the Inspections Division has solicited proposals from two organizations to perform commercial plan review, rather than DSPS. McMahon Engineering and E-Plan Exam have submitted proposals to the Inspections Division and could take over the plan review services that the DSPS has been performing. These proposals have been reviewed by staff. Below is a brief comparison of the proposals:

### Proposed Scope

- McMahon proposes to perform Building and HVAC plan review.
- E- Plan Exam proposes to perform Building, HVAC, plumbing, fire sprinkler and fire alarm plan review.

### Proposed Turnaround Time

- McMahon proposes to attempt a five (5) business day turnaround.
- E-Plan Exam guarantees a fourteen (14) business day turnaround.

### Fees

Neither firm is proposing that a fee be charged to the City. Rather, fees will be collected from the applicant by the selected firm. The City will not be charged for any plan review services.

- McMahon would collect all plan review fees directly from the applicant and would use the DSPS fee Schedule (per SPS 302.31).
- E-Plan Exam would collect all plan review fee directly from the applicant and would also use the DSPS fee schedule (per SPS 302.31). However, a separate fee schedule, created by E-Plan Exam, will be utilized for plumbing plans only. Ten percent (10%) of the fees collected will be sent back to the City of Appleton as revenue.

### Recommendation

**Based on the enhanced scope of services, the acceptable turnaround time, and fee schedule, the Department of Public Works recommends award of 2022 Plan Review Services to E-Plan.**