



Date: July 9, 2026

To: Board of County Commissioners

From: Wendy Koch, Building Official

RE: RFQ / SOQ Overview

Three proposals have been submitted in response to the RFQ that was published by the county in June. We received packets from Shums Coda Associates, West Coast Code Consultants (WC³) and SAFEbuilt. I have listed key information below as a side by side comparison.

	Shums Coda	West Code Consultants -WC³	SAFEbuilt
Projected Plan Review Turnaround	Initial Review: 10 days Re-Review: 5 days	Initial Review: 10 days Re-Review: 5 - 7 days	Initial Review: 5 days Re-Review: 5 days
Projected Inspection Turnaround	Scheduled within one business day if requested by noon the previous business day.	Proposal did not include any information for Inspection Services	Next business day as long as requested by 4pm the previous business day.
Fee Basics (See referenced pages in each packet for more details.)	<u>Plan Review:</u> Standard Reviews = 65% of County Plan Review Fee Reviews after 3rd revision & Extensive Reviews = \$135 - \$145 per hour <u>Inspections:</u> \$95 - \$115 per hour including travel time + mileage (IRS rate +10%) to and from base. *see SOQ pg 11	<u>Plan Review:</u> Standard Reviews = 65% of County Plan Review Fee Reviews after 2nd revision = \$130 - \$135 per hour *see SOQ pg 11	<u>Plan Review:</u> \$115 per hour (1 hour minimum) <u>Inspections:</u> \$110 per hour (1 hour minimum) + travel time to and from base. *see SOQ pg 13
Software / Programs Utilized	Blue Beam iWorQ	Blue Beam iWorQ	Blue Beam iWorQ Proprietary Software

None of the three firms included information about Factory Built Structures (Manufactured or Modular Homes). But Shums Coda and WC³ both listed Public Works in their summary of services offered.



I'll point out again that these proposals are for review of construction documents only. None of the three firms will facilitate the entire permit review process. Currently staff is completing plan reviews within 1 - 2 weeks which is similar to each of the proposals. What this means is that while there is a small chance that construction plans may be reviewed more quickly, other reviews will still have the same timelines. Planning, Fire Marshal, Road & Bridge Access, Address requirements, Septic will all continue to follow the same process that is currently in place.

One option to consider would be to utilize outside services for all plan reviews to free up staff time and potentially have better coverage for inspections. Another potential option would be to look into outside service assistance for processing Grading & Erosion Control Permits.

I have discussed the three options with Dan Rayes, County Manager and we are in agreement that the proposal from Shums Coda is the top candidate.