

Memorandum

REPORT TO: City Commission

FROM: Rebecca Harbage, Deputy Director of Community Development
Erin George, Director of Community Development

SUBJECT: Authorize the City Manager to Sign a Professional Services Agreement with SAFEbuilt, LLC, for Third Party Building Plan Review Services

MEETING DATE: November 10, 2025

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Authorize the City Manager to sign a Professional Services Agreement with SAFEbuilt, LLC, for third party building plan review services

STRATEGIC PLAN: 4.2 High Quality Urban Approach: Continue to support high-quality planning, ranging from building design to neighborhood layouts, while pursuing urban approaches to issues such as multimodal transportation, infill, density, connected trails and parks, and walkable neighborhoods.

BACKGROUND: The City of Bozeman retained the services of SAFEbuilt, LLC, a third party building plan review firm, in 2020 to increase both Building and Fire review capacity during a period of rapid growth and staff turnover. In addition to helping accommodate increased workload volume and maintain timeliness, SAFEbuilt provided specialty technical expertise such as structural engineering. After five years, despite more stable staffing levels, the need for structural engineering reviews has only increased. Workload volumes remain high, and both the Community Development and Fire Departments see an ongoing need for third-party plan review to maintain the high level of service delivery expected by permit applicants.

To ensure we are continuing to provide the community with the most qualified and cost effective services, the City published a request for qualifications (RFQ) in August 2025. Staff from Community Development and the Fire Department reviewed and scored RFQ responses, conducted three interviews, and selected SAFEbuilt, LLC, as the best-qualified firm to continue providing third party building and fire plan review services on an as-needed basis. The attached PSA includes the scope of services and a fee schedule. The cost of these services is fully covered by building review and inspection fees paid by permit applicants.

UNRESOLVED ISSUES: None

ALTERNATIVES: As determined by the City Commission

FISCAL EFFECTS:

Funds for this contract are included in the FY26 budget for the Building Enterprise Fund, which is fully funded by building review and inspection fees paid by permit applicants.

Attachments:

[251027_PSA_SAFEbuilt_FINAL.pdf](#)

Report compiled on: October 27, 2025