

# REQUEST FOR PROPOSALS

for

## **CODIFICATION SERVICES**

for the

# **Town of Amherst, Virginia**

### **Request for Proposals Codification Services**

The Town of Amherst seeks proposals from qualified individuals and companies for the legal and practicality review, recodification, printing and maintenance of the Town Code of the Town of Amherst. The full Request for Proposals document is available online at [www.amherstva.gov](http://www.amherstva.gov) and in the Amherst Town Hall during normal working hours. Proposals are due in the Town Hall (174 S. Main Street; P.O. Box 280; Amherst, VA 24521) by 4:00 PM local prevailing time on June 10, 2016.

#### Anticipated Timetable:

Issue Date:	April 29, 2016
Questions Due:	May 18, 2016
Proposals Due:	June 10, 2016 - 4:00 PM
Anticipated Award Date:	July 13, 2016
Project Completed:	December 31, 2016

## **General Information**

The Town of Amherst (Town) hereby solicits proposals from qualified individuals and companies for the legal and practicality review, recodification, printing and maintenance of the Town Code of the Town of Amherst.

The Town of Amherst, population 2,231, is located between Lynchburg and Charlottesville. It serves as the county seat for Amherst County and is the home of Sweet Briar College. The Town provides zoning, water and sewer utility, contract curbside refuse collection, police and economic development services.

The Town of Amherst's ordinances were last codified by Michie in 1973 and again on an in-house basis for re-adoption in 2005. The 2005 codification did not feature a legal review. As of April 29, 2016, the Town is on its 35<sup>th</sup> supplement since the 2005 codification. The current edition of the Amherst Town Code can be viewed online at <http://amherstva.gov/departments/mayor-town-council/town-code/>.

The Town requests 4 copies of the submittal materials or, alternatively, a single pdf file (8.5x11, reproducible on a black and white photocopier format) transmitted to [townhall@amherstva.gov](mailto:townhall@amherstva.gov), by the deadline on the cover sheet.

Questions should be directed to [townhall@amherstva.gov](mailto:townhall@amherstva.gov) by the time indicated on the cover sheet. Responses will be made by email which will become public information and shared with all known potential proposers.

## **Goals**

In general, the Town's goals for this matter would be to:

- Have its Town Code reviewed against current state and federal laws as well as appropriate modern standards for a local code of ordinances.
- Have its Town Code updated, reorganize/reformatted and indexed as appropriate.
- Have approximately 10 new codebooks published for use by Town officials, the justice system and citizens.
- Have its Town Code hosted and maintained on a searchable, industry-standard web site.
- Minimize cost.

## **Criteria for Selection**

The Town will evaluate each proposal in order to select a firm to enter into a contract for service. All proposals submitted will be evaluated using the following criteria:

1. Compliance with the RFP,
2. Understanding of the situation,
3. Services to be provided,
4. Ability and agreeableness on completing the work within a specified time frame,
5. Qualifications and capabilities of the proposer, including but not limited to its experience and personnel assigned to the project, and
6. Clarity and simplicity of the proposal.

## Proposal Content

The Town requests that all proposals submitted conform to the following format:

<b>Section 1</b> (1 page):	Cover page with name, address, email address and telephone number of the proposer/sales contact, the individual that will be the Town's sole contact with the vendor during the codification project, and the individual that will be the Town's sole contact with the vendor during the ongoing service/maintenance work.
<b>Section 2</b> (1 page):	A concise description of the services and cost structure for the initial recodification project.
<b>Section 3</b> (1 page):	A concise description of the services that would be provided and cost structure for ongoing service/maintenance work and web hosting.
<b>Section 4:</b>	A full contract proposal for the services contemplated under Sections 2 and 3.
<b>Section 5:</b>	An index of vendor information.
<b>Section 5A:</b>	Vendor information that explains various aspects of the vendor's proposal as outlined in specimen RFP's (attached).

## Disclaimer

This Request for Proposals (RFP) is an invitation by the Town to submit an offer, which may be subject to subsequent discussion/negotiations. Submittal of a proposal does not create any right or expectation of a contract with the Town. The Town reserves the right to reject any or all proposals and further declares that it will incur no financial obligations for any costs by any company in the preparation of their proposal.

If, in the opinion of the Town, any proposal contains false or misleading statements or references which do not support a function, attribute, capability or condition as contended by the firm, it shall be rejected.

The Town reserves the right to obtain clarification of any point in any firm's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of the firm to respond to such a request for additional information or clarification may result in rejection of the proposal.

## Attachments:

- A. General Code Specimen RFP
- B. MuniCode Specimen RFP
- C. Current Amherst Town Code, available online at <http://amherstva.gov/departments/mayor-town-council/town-code/>

**REQUEST FOR PROPOSALS**

FOR

**CODIFICATION SERVICES**

FOR THE

**<Insert Municipality Name Here>**

**<Insert Seal>**

**Due Date:**

**<xx/xx/20xx>**

**<00:00 PM>**

**Submit to:**

**<Name>**

**<Address>**

# REQUEST FOR PROPOSALS

## Codification Services

### for the

## <Insert Municipality Name Here>

The <Municipality Name> is requesting proposals for codification services. Questions concerning the project should be directed to <Municipal Contact for the Code Project>. The <Municipality Name> will accept sealed proposals until <time> p.m. on <date due>.

Firms submitting proposals must meet the minimum qualifications and criteria as described in Part I herein. Firms meeting the minimum qualifications will be selected on the basis of the following weighted factors:

- 10% Clarity and completeness of proposal
- 30% Professional competence of codifier based on quality of work and proposed solution, responsiveness to client needs as supported by references and customer satisfaction data
- 30% Ability of codifier to meet all project requirements and deadlines
- 30% Technology approach, competence and innovation

The <Municipality Name> will take pricing into consideration in making its selection, but is not obligated to contract with the lowest-priced codifier if the lowest-priced codifier is not the most qualified technical codifier. The <Municipality Name> reserves the right to contact firms and request demonstrations of products.

## Background Information

To assist firms in the preparation of accurate and relevant responses, **<Municipality Name>** provides the following information about the project materials to be included in the Code. A “page” shall be defined as the printed area of 11-point text on one side of an 8 ½ -by-11 sheet of paper; a sheet of paper may include two pages. Fill in information as applicable:

- Year the Code was codified: **<XXXX>**
- Year the Code was adopted: **<XXXX>**
- Year the Code was last updated: **<XXXX>**
- Approximate number of pages in current Code: **<XXXXX>**
- Approximate number of ordinances adopted since last Codification: **<XXXXX>**
- Total number of estimated pages if no prior Code exists: **<XXXX>**

**Note: Municipality may add additional information, as it deems necessary or helpful**

## Part I: Qualifications of Codifier

The codifier shall submit proof of competence by providing information that describes the size, experience and stability of the codifier, and which supports its ability to complete the project as specified in this Request for Proposals. At a minimum, this shall include:

1. Number of years in business. In order to qualify for consideration, the codifier shall have no less than twenty (20) years’ experience providing professional codification services.
2. Size, capabilities and experience of the codifier.
3. References, including contact information, from five (5) municipalities within the state of **<Name of State>** wherein similar projects have been completed.
4. A list of fifteen (15) active clients within the state of **<Name of State>**.
5. Average turnaround time data for routine Code updates, along with contact information for references of clients who may verify data.
6. Empirical data from ongoing customer satisfaction surveys.
7. Documentation that supports financial stability of codifier.
8. Project contact person(s) and resumes of staff members who will work on the project. The legal editors shall have demonstrated years of experience codifying municipal laws.

## Part II: Scope of Services

<Municipality Name> is requesting proposals for the codification of its legislation, hosting of its Code online, and Code update services. Listed below are the various required components for the codification project. The codifier shall clearly describe in its response a recommended process for providing these components, including a project timeline.

### Initial Codification of Legislation:

The codifier shall:

1. Review all legislation to determine and properly incorporate all Code-relevant legislation into the Code.
2. Provide written documentation of the legislation and its disposition.
3. Recommend an organizational and numbering system to be used for the Code with the understanding that the <Municipality Name> shall have the final approval of the organizational and numbering system for the Code. **(Note: Take this requirement out if you know you want to keep your numbering system)**
4. Provide a complete review of the municipality's legislation, identifying any conflicts or inconsistencies within the municipality's legislation or between the legislation and applicable state statutes. It shall be understood that these recommendations shall not be considered legal advice. The codifier shall provide an example of the format of the report(s) of its findings as part of its response.
5. Make changes to effect uniformity of style and to correct typographical and spelling errors, grammar and usage. Substantive changes shall not be made in the wording of the ordinances. Suggestions for additions or changes in local laws, policies and rules will be submitted to the <Municipality Name> in consultation with the Municipal Attorney.
6. Submit a legal manuscript for the municipality's review. Any recommendations by the codifier are to be provided to, and discussed with, the <Municipality Name>.
7. Conduct a conference, by telephone or via webinar, to review the legal manuscript.
8. Provide the <Municipality Name> with a draft copy of the Code for review prior to publication.
9. Prepare and publish a comprehensive, detailed Code Index with the final publication. The codifier will include an example of a typical Index in its response.
10. Provide **(Note: insert # of printed Code books you want)** \_\_\_ copies of the new Code volumes, printed in an 8-1/2 x 11 inch, single-column page format, housed in heavy-duty post binders, imprinted with the name and Seal (if desired) of the <Municipality Name> on the cover and spine of the printed binder.
11. Publish the existing Code online during the initial codification project.

12. Provide materials to assist the municipality in the adoption of the Code as the official body of law of the municipality.

### **Online Electronic Code:**

The codifier agrees to host the electronic Code on the internet so that municipal staff and constituents can use the Code online with any electronic device that has internet access.

The codifier shall:

1. Provide reliable 24/7 hosting services for the online electronic Code.
2. Provide easy and logical navigation of online electronic Code content for constituents and staff.
3. Post online searchable copies of legislation adopted between updates, i.e., legislation not yet codified.
4. Back-up the Code on a secure and reliable Web server.
5. Provide offline alternative viewing options to support slower internet connections.
6. Display full-quality graphics and tables with searchable captions.

Designated municipal staff users shall be able to:

1. Attend live training sessions given by a dedicated training specialist via video conference webinars.
2. Publish Public Documents online in the same platform as the Code to facilitate comprehensive searching.
3. View electronic Code visitor statistics including number of visits and most commonly searched terms.
4. View online archived versions of the Code for historical reference.
5. Download the Code to an editable Microsoft Word document.
6. Search multiple Codes at once to find sample legislation in the codifier's database of client Codes.
7. Insert password-protected annotations into the online Code.

Constituents and staff shall be able to:

1. Search the Code by keywords or phrases.
2. Download an app for searching the Code on smartphones.
3. Print or email at the section, article, and chapter level of the online Code.



### **Code Update Services (After Initial Codification of Legislation):**

The codifier agrees to maintain the Code of <Municipality Name> by properly incorporating new legislation as it is passed by the municipality. The Supplements may be published as often as the municipality desires. In its response, the codifier will include average turn around time. The <Municipality Name> shall furnish copies of all new legislation to the codifier.

With each Code update, the codifier shall:

1. Determine proper placement of legislation within the Code to properly incorporate Code material.
2. Implement the standard style conventions, internal sectional organizational hierarchy and numbering system to match the Code; correct/update as necessary.
3. Correct any misspellings so that the online electronic Code remains searchable.
4. Confirm accuracy of internal and statutory references; suggest updates as necessary and appropriate.
5. Read and review for missing wording and internal conflicts.
6. Maintain legislative integrity and improve the presentation of tabular material so that the information contained therein is easily accessible.
7. Notify the municipality of any issues and concerns noted, and work together to determine an appropriate resolution.
8. Compose or update supporting documents and ancillary Code pieces, including the Disposition List, Table of Contents, Index, General References, and Editor's Notes.
9. Create an Instruction Page so that paper Code holders can properly update the Code.
10. Update the online Code with each supplement.

## **Part III: Optional Products and Services**

The codifier shall provide proposals for each of the following options, including a complete description of the services and all applicable costs.

### **Chapter Reprints (Pamphlets):**

Codifier can fulfill requests from constituents and municipal officials of certain chapters/sections of the Code. Municipality to identify chapters along with number of reprints of each required

### **Other project options:**

Codifier to describe additional or alternative project options available

### **Additional capabilities:**

Codifier to provide information on additional services it provides to municipal customers

## Part IV: Price Quotation Sheet

The codifier shall indicate below the prices for the codification project and any optional products and services described in Part III. The price for the codification project shall reflect the total cost to the <Municipality Name> for the project as described.

Base Project Price \$ \_\_\_\_\_

- Project Conference
- Codify Legislation through Ordinance # <### and ###>
- Conversion of the Code into preferred numbering and format
- Editorial Analysis
- Proofreading and Quality review

Project deliverables included throughout the codification:

- Organizational Analysis (Table of Contents)
- Editorial and Legal Analysis
- Manuscript (Workbook format)
- Draft

Final deliverables included:

- Publication and shipment of X Code Volumes in standard imprinted post binders
- Comprehensive Index
- Disposition List
- Customizable Tabs
- Code Adoption Legislation
- Hosted online code
- Mobile version of the Code
- Customized online options

**Electronic Online Code** \$ \_\_\_\_\_

Codifier will provide price for future annual maintenance (after first year) of each requirement.

- Hosting the searchable online electronic Code
- Back-up of the Code on secure and reliable web server
- Hosting not-yet-codified new legislation with the online Code
- Download the Code to Microsoft Word format
- Insert password-protected annotations
- Live webinar training sessions
- Archive Versions of the Code
- View visitor statistics
- Download an application for searching Codes on smartphones
- Search across other electronic codes the codifier hosts online
- Access archived versions of the Code for historical reference
- Access the electronic Code offline

### Code Update Services

**Options:**

Code export services (Excel, PDF,	\$ _____
Additional copies of Code book in binders	\$ _____
Reprints of chapters or portions of the Code	\$ _____
Distribution of Codes/Supplements to subscribers	\$ _____
Post public documents online	
Form Based Code conversions	

**Payment Schedule:**

This should include the anticipated payments throughout the project.

**Performance Timeline:**

This should include an estimate of the codifier’s project timeline, including an estimate of the municipality’s review time at each stage throughout the project.

**Terms and Conditions:**

This should include any terms and conditions of the contract.

**REQUEST FOR PROPOSAL**

**FOR CODIFICATION OR RECODIFICATION  
OF  
CITY/COUNTY, STATE**

**Due Date, Time  
Submit to:**

The **xxx** of **xxx** is requesting proposals for recodification/codification, supplemental updating and web hosting services for the **xxxx**'s Code of Ordinances. Questions concerning this project should be directed to **xxxx**. The **xxx** will accept sealed proposals until **4:00 pm** on **Friday, July 25, 2014**.

Questions Contact:

Name  
Address  
Address  
(xxx) xxx – xxxx  
[email@123.com](mailto:email@123.com)

**QUALIFICATIONS OF CODIFIER**

**The CODIFIER shall provide the following information:**

- (1) Number of years in business;
- (2) Size and experience of the firm;
- (3) Experience and education background of the legal editorial staff;
- (4) Experience and education background of editors and support staff
- (5) References from at least 5 municipalities, preferably in **(state)**, for which similar projects have been complete;
- (6) Complete Client list;
- (7) Website and listing of Codes in the Codifier’s online Library. Outline disaster recovery plan regarding the online Code. ADA compliance; and
- (8) Financial stability. Letter attesting to minimum required equity/capital firm.

## SCOPE OF SERVICES

The xxx of xxx is requesting proposal for the recodification/codification of the xxx's Code of Ordinances. Listed below are the various required components for the recodification/codification project. The codification firm shall clearly describe in its response a recommended process for achieving these components, including a project timeline. The current Code consists of xx number of single/double column pages. (Remove if this is for a codification)

- The codifier shall ensure all code relevant legislation is properly incorporated into the Code and shall provide written documentation of such fact to the xxx.
- The codifier shall recommend an organizational and numbering system to be used for the Code; however the xxx shall have the final approval of the organizational and numbering system for the Code.
- The codifier shall also include as part of the basic project is the preparation and publication of a comprehensive, detailed Code Index. The codifier shall provide an example of a typical Index as part of its response.
- The codifier shall provide a complete review of the xxx's legislation and indicate any conflicts or inconsistencies within the Code and with the state statutes. Please provide an example of the report for these findings with the response.
- The codifier shall print xxx copies of the Code in a single/double column format. To be housed in 3-post heavy duty binders with the xxx's seal stamped on the front and spine. Please indicate the color options. Please provide a complete sample Code from another (state) municipal client to illustrate type of binders and page format to be use.
- Codifier will provide the xxx with materials to assist the xxx in the adoption of the Code as the official body of law of the xxx.

## SUPPLEMENTAL UPDATING

The xx is requesting supplemental updating services, including a complete description of services and procedures involved, the length of time to complete loose-leaf supplements and all applicable costs. Upon the completion of the codification/recodification project the codifier will continue to maintain the Code as new legislation is enacted or new ordinances are charged or repealed as described below. Outline the

- Incorporate all changes and additions into the appropriate place in the existing Code, including deletion or repealed ordinances, and update table of contents and index as necessitated.
- Publish loose leaf supplements xx times per year for xx (x) code volumes after incorporating all changes. Include with each supplement, a page of instructions for removal of obsolete pages and insertion of the new pages.

- If requested by the xxx, make available printed copies of selected chapters or portions of the Code, printed and bound in separate covers. Prices for such services shall be quoted at the time requested.

## WEB HOSTING

The xxx is requesting web hosting services for the xxx's Code, including a complete description of the services and procedures involved, turnaround time and applicable costs. After the completion of the recodification/codification of the Code the codifier will provide web hosting services of the Code as outline below.

- Provide hosting services for the Code 24/7/365
- Provide the Code in a searchable format by keyword or phrase
- Give users the ability to print at article, section or chapter of the Code with ease.
- Post updates to the website where the Code is hosted as soon as possible after receiving from the xxx.
- Provide an annotation automatically inserted into the Code when a new ordinance is adopted.
- After the Code is updated as part of the supplemental upkeep on a xxx (quarterly,annually etc.) basis, update the Code on the website.
- Provide links from one chapter or section to another related chapter or section for easier research and navigation of the Code.
- Provide the capability for frequently requested or common searches to be marked and stored for quick retrieval at a later date.

## OPTIONAL SERVICES

The codifier may provide information on any additional product options or services related to the recodification/codification project not outlined in this Request for Proposal. Pleas include a complete description of the services, procedures involved and a separate identification of all applicable costs.

## PRICE QUOTATION SHEET

The codifier shall provide a price breakdown of all costs for this recodification/codification project, supplemental updating and web hosting services, indicating not to exceed prices. Payment terms should be specified.

Codifier shall base the recodification/codification project on xxx base number of single/double column pages. Printing of xx (x) copies of the code are required for recodification/codification project. Codifier shall provide cost for additional copies over the xx (x) copies.

**Xxx (x)** copies of loose-leaf supplements has been requested. Please indicate the cost for printing extra loose-leaf supplements beyond the **xx (x)** copies requested.

**Please submit **xx** original and **xx** copies of the proposal, along with cover letter, no later than 4:00 pm, Friday, July 25, 2014 to:**

**City Clerk**

**Address**

**Address**

**(xxx) xxx – xxxx**

**email@123.com**