

Town of Bowling Green
Town Council Meeting



Date: November 2, 2017
Agenda Item: IV (G) Authorize Town Manager to issue a RFP for the recodification of the Town Code

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: Reese Peck

PRESENTER TITLE: Town Manager

AGENDA ITEM: IV (G) Authorize Town Manager to issue a RFP for the recodification of the Town Code

BACKGROUND / SUMMARY:

“Codification” is a process that organizes laws in a logical way. Governments are continually adding new laws and amending existing laws. Codification gathers your legislation together by topic and orders it into a systematic Code of Laws that lets people easily locate specific legislated areas of interest. The process is an ongoing one and may also necessitate periodic ‘Recodification’ to clean up obsolete or outdated references and to identify and fix conflicts and inconsistencies. The last recodification of the Town Code was in 2010.

The RFP would request a Recodification of the current Town Code and a service contract to maintain it through a cloud based service. Cost estimates would be used for an FY’19 Budget request. If funded, proposals would be vetted with the Ordinance Committee.

ATTACHMENTS:

Sample RFP

REQUESTED ACTION:

Approve issuance.

FOR MORE INFORMATION, CONTACT:

Phone #: 804-633-6212

Email: Townmanager@townofbowlinggreen.com

Name:

Reese Peck

FOR USE DURING MEETING

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	

VOTE:

PASS

NOT PASSED

McDearmon
Wright
Gibson
Satterwhite

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 **five (5)** 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, **in person**, 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.