



Notice of Request for Proposals (RFP)

Codification Services, Publication and Supplement Services for the City's Municipal Code

The City of Fairfield, IA is accepting proposals for Codification Services, Publication and Supplement Services from a qualified consultant with extensive experience in codification. Proposals will be received until 4:30 PM April 5th, 2017 at the Fairfield City Hall, 118 S Main Street, Fairfield, IA 52556.

The submitting party acknowledges the right of the City to reject any or all proposals and to waive informality or irregularity in any proposal received and to award each item to different submitting parties or all items to a single submitter. In addition, the submitting party recognizes the right of the City to reject a proposal if the submitter fails to furnish any required data required by the RFP, or if the proposal is in any way incomplete or irregular. The City shall be the sole judge of compliance with the specifications and reserves the right to accept or reject any or all proposals or parts thereof.

CITY OF FAIRFIELD

Request for Proposal Codification of the City of Fairfield General Ordinances / Municipal Code of Ordinances

INTRODUCTION

This RFP solicits proposals for professional and technical services for the codification of the City of Fairfield's General Ordinances / Municipal Code of Ordinances, hereinafter called Code.

The goal is to codify the Municipal Code, ensuring conformity with state and federal law in a format that will allow for growth and flexibility of the Code. Services will include, but are not limited to, an internal comparison of the Code to identify conflicts, antiquated ordinances, inconsistencies, preemptions and other potential problems, recommendations of an ordinance structural plan. Optional services may include codification of quarterly supplements, providing an electronic version that is fully searchable and modifiable, and Internet hosting services to include browsing and searching of the Code.

BACKGROUND / OBJECTIVE

The City of Fairfield is seeking services of a qualified provider to codify and provide periodic supplements to its Code. The current Code and updated ordinances can be found on the City of Fairfield's website at www.cityoffairfieldiowa.com

The objective is to choose a reliable and experienced contractor capable of providing an effective solution to our codification needs within a reasonable budget and time frame.

EXISTING CODES AND CHARTER INFORMATION

Table of Contents	1 Page
General Ordinances	661 Pages m/l (21 Titles)
Ordinance List & Disposition Table	43 Pages listed + "Updated Ordinances" listed on website
Statutory References for Iowa Cities	7 Pages
Index	99 Pages

Should you have any questions regarding this request, please contact City Administrator Michael Harmon at 641-472-6193 or by email at mharmon@fairfieldiowa.gov

The following are attached:

1. Proposal Submittal Instructions
2. Proposal Evaluation Criteria
3. Scope of Services
4. Proposal Form

PROPOSAL SUBMITTAL INSTRUCTIONS

One original of the proposal addressing all provisions and inquiries contained herein, signed by an officer of the firm must be physically received by the Fairfield City Administrator, 118 S Main Street, Fairfield, IA 52556, no later than 4:30 p.m. on April 5, 2017. No late telephone, e-mail, electronic, mailed, or fax proposals will be accepted. Multiple proposals from any one codification firm will not be accepted. Submission of multiple proposals may result in the rejection of both proposals.

This RFP is for professional codification, legal review, supplement and online services of the City of Fairfield Code.

1. **Qualifications:**
Provide a brief description of your firm's qualifications, personnel to be dedicated to the project, and their experience. Organizational chart would be welcomed.
2. **Task Detail:**
Provide a detailed process and program for performing the tasks identified, including a task schedule.
3. **Cost Per Task:**
Identify estimated cost of each task outlined on the proposal form.
4. **Subcontractors:**
Identify tasks to be performed by subcontractors, if any.
5. **Timeline:**
Identify estimated time to complete project.
6. **References:**
Please provide the names, addresses and telephone numbers of at least 3 Iowa municipal references.
7. **Signature:**
The proposal shall be signed by an official authorized to bind the firm and shall be valid for ninety (90) days.

Proposals must be complete and may be submitted in the following format:

- 1) **Mail / Package:** Envelope must be clearly identified on the outside as follows:
City of Fairfield / Municipal Code of Ordinances Codification Proposal
Due: 4 : 3 0 P M , April 5, 2017
- 2) Please submit a paper copy of the proposal. Electronic proposals will not be accepted.

PROPOSAL EVALUATION CRITERIA

The following criteria will be considered when evaluating proposals:

1. The qualifications of the firm and staff.
2. The completeness of the submitted proposal.
3. The responsiveness and comprehensiveness of the proposal with desired contract products.
4. The schedule of the program of services or tasks.
5. Fee for codification and legal review.
6. Fee for ongoing Code maintenance.
7. Fee for supplemental services.
8. Fee for internet hosting services and online options.
9. Results of reference inquiries.

The City of Fairfield shall select the most responsive responsible proposal based on the aforementioned criteria. Pricing will not be the sole criterion for selection. Preference may be granted to the firm demonstrating extensive experience serving Iowa Municipalities, possessing knowledge of Iowa law and receiving favorable references from Iowa communities.

SCOPE OF SERVICES

1. **Internal Comparison and Legal Review:** The successful codification firm will be expected to examine the entire City of Fairfield Code for internal discrepancies such as vague or awkward language, inaccuracies, duplications, conflicts with other ordinances, antiquated ordinances and to compare that information against federal and state statutes to identify conflicts, inconsistencies, preemptions, and other potential problems.
2. **Code Structural Plan:** The successful codification firm will be expected to suggest a structure and organization for the Code that provides for the logical arrangement of subjects into titles, chapters and sections, and improved formatting. The formatting recommended by the successful bidder will allow for growth and flexibility within the Code structure
3. **Meetings/Reports:** The successful codification firm will be expected to present the results of an analysis of the internal comparison, submitted in a written report to the Municipality for review and consideration: a minimum of three reports may be required. Report(s) and presentation will include the successful codification firm's findings and recommendations. A minimum of three meetings will be held with the City Attorney, City Administrator and appropriate departments.
4. **Proofreading:** The successful codification firm will be expected to proofread the entire Code for accuracy and be responsible for the typographical correctness of the Codes. Any errors attributable to the successful codification firm will be corrected at no charge to the City of Fairfield.
5. **Codification of New Ordinances:** The successful codification firm will be expected to codify any new ordinances requiring codification. Any substantive changes to the ordinances will be presented to City Council for consideration.
6. **Paper Copies:** The successful codification firm will provide ten (10) paper copies of loose-leaf 8½" by 11" copies of the Code, complete with title tabs and binders. The text will be printed duplex with justified margins, 11-point type font, and index.
7. **Supplement Services:** The successful codification firm shall include prices for quarterly Code supplements, maintenance costs and turnaround time for codification services. Supplements shall be codified to match the style of the Code and all history notes, cross- references, tables, and indexes shall be updated. Before initiating a regularly scheduled supplement, the codifier shall be expected to contact the City of Fairfield to confirm that the codifier has received all the necessary ordinances. The City of Fairfield reserves the right to request updates on an as needed basis.
8. **Electronic Copy:** The successful codification firm will be expected to provide the Code and updates in word and pdf format. The City of Fairfield reserves the right to amend, modify, edit and publish all electronic copies of the Code.
9. **Internet/Online Services:** The successful codification firm will provide the Code and updates in an online format and Internet Hosting Service to include browsing and searching capabilities. The codifier shall describe its online services with link to examples, and include the software used.

SCOPE OF SERVICES (continued)

10. **Samples:** The successful codification firm shall include sample pages of a Municipal Code in a format similar to that which the City of Fairfield can expect the final product to be.
11. **Insertion Guide:** The successful codification firm will be expected to provide, with each supplement, an instructional page with clear and concise directions for inserting the new pages and removing obsolete ones.
12. **History Notes/Legislative History:** The successful codification firm will be expected to provide a Code that contains annotations referencing ordinance numbers and dates of adoption.
13. **Adopting Ordinance:** The successful codification firm will be required to provide an adopting ordinance upon completion of the project.
14. **Supplemental Services/Support:** The successful codification firm is required to provide costs for annual maintenance fees, internet hosting service, telephone support, and include onsite training.
15. **Optional Services:** The successful codification firm may provide information on any additional product options or services related to the codification not outlined in this RFP. Include a complete description of the services, procedures involved and a separate identification of all applicable costs.
16. **Termination:** The successful codification firm will be expected to allow the City of Fairfield to terminate supplement services, including annual maintenance, internet hosting, telephone support, and any optional or additional services provided by the successful codification firm by canceling in writing at least 60 calendar days prior to the editorial cut-off date for any regularly scheduled supplement, without any additional fee or expense to the City of Fairfield. All information must be available to the City of Fairfield in a readable format and returned to the City of Fairfield after termination.

**CITY OF FAIRIFELD
PROPOSAL FORM**

**Codification services, publication and supplement services
for the City of Fairfield Municipal Code**

Submit a PROPOSAL FORM using the Scope of Services as a guideline that will detail amounts that will be charged to the City of Fairfield. Include date, contact, and any pertinent or additional information that may be considered by the City of Fairfield.

The codification firm proposes to recodify the Code of ordinances at the following price:

I. **BASE COSTS (includes)** \$ _____

- A) Number of copies (minimum 10)
- B) Binders for each Code, three ring or post (minimum 10)
- C) Updating ordinances in conflict with state and federal statutes
- D) Updating antiquated ordinances
- E) Provide model ordinances when requested
- F) Legal analysis as described under Scope of Services
- G) Special features; list below
- H) Estimated number of pages (number of pages included in base rate)
8 ½" X 11" Format
 - 1) Single column _____ pages

II. **VARIABLE COST**

- A) Per page (above/below) 811-page estimate 8 ½" X 11" format
 - 1) Single column \$ _____
- B) Freight / shipping \$ _____

III. **TIME TO COMPLETION**

- Number of months until manuscript _____ months
- Number of months until completed Code (after return of manuscript) _____ months
- Number of days for updated supplements _____ days

IV) OPTIONAL SERVICES

A) Reorder extra copies of Code

Minimum number of copies _____

1) Cost per Code with binder

\$ _____

2) Cost per Code without binder

\$ _____

3) Cost per Title, separately bound

\$ _____

B) Cost of additional copies of Code on disk / CD-ROM
in word format

\$ _____

C) Cost of electronic hosting of the Code

\$ _____

D) Supplement service (8 1/2" X 11" format)

1) Single-column

\$ _____ per page