

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

Due Date, Time

Submit to:

REFERENCES

QUALIFICATIONS OF CODIFIER

The CODIFIER shall provide the following information:

- (1) Number of years in business.
- (2) Size and experience of the firm.
- (3) Attorneys resumes.
- (4) Support staff resume (i.e. editors, indexers, proofreaders, etc.).
- (5) Project contact person(s) and resume.
- (6) Names and contact persons of at least five cities or counties wherein similar projects have been completed.
- (7) Complete Client list.
- (8) Website and listing of Codes in the Codifier's online Library.
- (9) Financial stability. Letter attesting to minimum required equity/capital firm.

SCOPE OF WORK

CODIFIER will research, edit, index and publish (both in print and electronically) the finally enacted legislation Municipality/County specifies for inclusion in the Code.

Material Included. All legislation of a general and permanent nature, passed in final form by the Municipality/County, as of the cut off date established by the CODIFIER'S attorney (usually after conference), will be included in the new Code. Ordinances enacted, or added, subsequent to the cut off date, or items not contemplated within the scope of service, may be added at the additional page rate. Material will be provided in an editable electronic form, and unless otherwise instructed, CODIFIER may rely upon the electronic media during the codification process. All material received by CODIFIER will be acknowledged via e-mail or the postal service. Research of minutes can be provided as agreed upon by the Municipality/County and CODIFIER.

Omitted Material. The following legislation, which is not of a general and permanent nature, will be omitted from the Code unless otherwise agreed to by CODIFIER and the Municipality/County: Appropriations; Franchises; Bonds; Vacating Streets and Other Public Properties; Sales of Surplus Assets and Properties; Tax Levies; Special Elections; Contracts and Agreements; Rezoning; Personnel Regulations; Annexations and Disannexations; Tax Anticipated Notes and Issuances of Similar Debt Instruments; Appointments of Named Individuals to Positions within a Governmental Body; Comprehensive Master Plans and Traffic Schedules.

Supplementing Existing Code during Codification. CODIFIER may provide Supplementation Services, electronic options and web hosting for the existing Code while the codification project is underway. CODIFIER will update the existing Code on the schedule specified by the Municipality/County. CODIFIER should provide options for Electronic Updates in lieu of Printed Supplements during this project.

Legal and Editorial Work. CODIFIER will assign a lead staff attorney, editor, proofreader and indexer, to the project. All recommendations by this legal team are intended for use by the Municipality/County's attorney and should not be considered legal advice. This legal team is responsible for the following:

- *Research and Review.* CODIFIER will utilize a staff attorney to research all legislation submitted by the Municipality/County against the State Constitution, State Law, the Charter (if the Municipality/County has adopted one), as well as inconsistencies and conflicts within the legislation itself. Zoning and Land Use provisions will be reviewed only if included in the Code.
- *Structure.* CODIFIER will suggest a structure and organization for the Code and provide a Table of Contents indicating said structure. CODIFIER may assume the legislative structure is to remain intact unless discussed with CODIFIER'S attorney and approved by the Municipality/County.
- *Legal Manuscript.* CODIFIER will submit a legal manuscript for the Municipality/County's review. This manuscript will contain the CODIFIER attorney's legal comments and questions, as well as the substantive provisions of legislation provided by the Municipality/County, with proposed changes. Recommendations by CODIFIER'S attorney will be provided and discussed with the Municipality/County.
- *Conference.* CODIFIER will conduct a conference, either in person, via telephone or webinar, to review the legal manuscript. Issues discovered during the legal research will be discussed at the conference, with agreed upon solutions noted in the proofs submitted after the conference. The Municipality/County's attorney has the final decision making authority for resolution of issues discussed at the conference or "footnoted" in the legal manuscript.
- *References.* CODIFIER will provide State Law references within the Code. Additional references, such as editor's notes, reserved sections, and referenced materials, will be provided as appropriate.

- *Editing.* CODIFIER will edit the Code to reflect proper grammar and stylistic consistency. CODIFIER will not reword any provision that affects the substantive intent of the Code, unless the Municipality/County approves the revision; however, CODIFIER may make non-substantive revisions to improve readability.
- *Proofreading.* CODIFIER will proofread the Code prior to submitting proofs. The text will be reviewed for sense, structure and to ensure correct implementation of the decisions by the Municipality/County and CODIFIER'S attorney.
- *Format Options.* CODIFIER will review format options, such as font type (e.g. Arial, New Century School Book, Times New Roman) font size (9, 10, 11, 12 point) page layout (single or double column), graphics appearance and placement, with the Municipality/County. Sample page formats will be provided for review and selection.
- *Index and Tables.* CODIFIER will create a subject matter index and all tables (Contents, State Law Reference, Prior Code Comparison, Ordinance Disposition, etc.) for the Code as necessitated by the materials. Additional tables required by the Municipality/County can be created.
- *Graphics.* CODIFIER will add the graphics when provided by the Municipality/County in a usable format and insert them into the printed and electronic versions of the Code.
- *Adopting Ordinance.* CODIFIER will provide an Adopting Ordinance upon completion of the project.

Proofs. After editing and proofreading, proofs incorporating solutions captured in the legal manuscript will be delivered to the Municipality/County. The proofs are an updated legal manuscript indicating agreed upon changes as decided by the Municipality/County.

Delivery of Code.

- **Printing and Binding.** The number of copies selected by the Municipality/County will be printed in the chosen format and delivered to the Municipality/County. Color printing is available at an additional charge. Standard binding for the Code is three-post, expandable, black, leatherette binders with gold, silver or white stamping. Alternate binders, such as D-ring or polyvinyl, are available. Binder colors shall be provided. A Seal or logo can be added in addition to the text on the front and spine of the binder, if desired. Divider tabs for each major section of the Code and Index are also provided.
- **Reprints or Pamphlets.** Options for selected Chapters, or combinations of Chapters, should be provided with binders, paper covers, tabs and all other standard publishing options.

Electronic Code. The Code will be furnished in any electronic medium and format (Internet, CD-ROM, Word, WordPerfect, Text or RTF, PDF, or integrated with search engine, etc.) selected by the Municipality/County. CODIFIER should supply all options available.

Municipality/County's Responsibility. The Municipality/County agrees to:

- *Amendatory Legislation.* The Municipality/County shall immediately forward all adopted legislation (including amendments, the Charter, Special Acts and other pertinent rules and regulations having the effect of law) to be codified on a continual basis. Submission should be timely and can be sent in electronic, fax or printed form.
- *Review.* The Municipality/County shall review, modify and/or approve the proposed Table of Contents and organization of the Code, page format, font type and size, approve number of copies to be printed, binder colors and choice of electronic format.

- *Participation of Attorney.* Ensure the Municipality/County's Attorney and other interested personnel attend and participate in the project, including on-site or teleconference and review of the proofs.
- *Submission of data.* The Municipality/County shall provide data, graphics and tables of the highest reproducible quality, preferably in their original, electronic format. Provide a black and white line art seal or logo for the binders, if desired.
- *Proofs.* The Municipality/County will review and return the proofs within 45 days of receipt.

RE/CODIFICATION QUOTATION SHEET FOR CITY, STATE

Base Cost, includes

\$

- Receipt, review and organization of materials
- Preparation of Legal Manuscript
- **XX Copies, to include binders and tabs**
- Adopting Ordinance
- Legal Work
- Editing
- Proofreading
- Proofs
- Indexing
- Base number of pages

<i>Estimated pages based on page format and font size</i>			
Page Format	Font Size		
	10pt	11pt	12pt
Single Column			
Double Column			

<i>Please select a Page Format and Font Size</i>	
Page Format <small>(circle one)</small>	Single Column
	Double Column
Font Size <small>(circle one)</small>	10pt
	11pt
	12pt

Options that may apply to the above project:

- Font (Arial, Times New Roman, New Century Schoolbook)
- Conference choice
 - On-site Conference, each OR \$ _____
 - Teleconference or Web based conference, per 3 hour session \$ _____
- Additional pages over the base, per page \$ _____
- Additional material amended or added after conference, per page \$ _____
- Black and White Graphics, each \$ _____
- Color Graphics (includes printing), each \$ _____
- Freight Actual freight
- State Sales Tax If applicable

Additional Services available with the above project:

- Reprints of Chapters or Portions of the Code Submit options and pricing
- Distribution of Codes and Supplements Submit options and pricing
- Electronic Media Options Submit options and pricing

Payments for Codification Services

- Execution of Agreement 30% of Base Cost
- Submission of the Legal Manuscript 25% of Base Cost
- Submission of Proofs 25% of Base Cost
- Delivery Balance

SUPPLEMENT SERVICE

After publication of the new Code, CODIFIER will continue to maintain the Code as legislation is enacted.

Material. The Municipality/County will forward a copy of legislation upon enactment via email, fax, or print. A complete list of legislation recorded in an update will be provided. CODIFIER will hold legislation pending a schedule or begin the job as established with the Municipality/County.

Editorial Work. The CODIFIER will review the legislation to determine proper placement within the Code. CODIFIER will adhere to the structure and style contained in the ordinance unless changes are required to ensure consistency in the Code. The team will also update the Table of Contents, catchlines, reference tables and index. Additionally, an instruction sheet will be created to advise how to insert and remove pages. A Checklist of Up-To-Date pages will be created to indicate the most recent source from which each page in the Code is derived. Editorial notes will be appended to sections that require additional explanation. A separate Supplement will be created for any pamphlets derived from the Code.

Printed Supplements. Amendments to the printed Code occur in the form of Printed Supplement pages that are issued as replacement pages. Printed Supplements include updated Table of Contents, Code Comparative Table, index and text pages.

Electronic Updates. Amendments to the electronic version of the Code (CD, Internet, Folio, PDF, etc.) can be provided on their own schedule, or accompany Printed Supplements. Electronic Updates will have been incorporated into the Code and a fully searchable, complete Code will be delivered.

Schedule. Amendments should be provided on a schedule designed to meet the needs of the Municipality/County. The schedule can be weekly, biweekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic Updates can occur on a more frequent schedule than Printed Supplements.

Additional Provisions. CODIFIER will add additional provisions (e.g. charter, zoning, land development regulations) into the Code through the Supplement service. They will be included in a Supplement or as a separate project and appropriate updates will be made to the Code and tables. Additional divider tabs or binders will be provided as necessary. CODIFIER will advise of all options and applicable costs.

Ordinances on the Web. CODIFIER will, at the request of the Municipality/County, post ordinances enacted in between Printed Supplements or Electronic Updates on the website.

Delivery. Printed Supplements to the Code and pamphlets, if ordered, will be delivered in bulk to the Municipality/County, unless Municipality/County chooses to utilize CODIFIER's Distribution Services. The website should be updated upon shipment of the printed supplement or as Electronic Updates are delivered.

ADDITIONAL SERVICES

Distribution. Fulfillment services should be outlined as a part of the CODIFIER'S response.

SUPPLEMENT SERVICE QUOTATION SHEET FOR CITY, STATE

Supplement Service Base Page Rate

Page Format	Base Page Rate
Single Column	\$____ page
Double Column	\$____ per page

Base page rate above includes

- Acknowledgement of Material
- Data conversion, as necessary
- Editorial Work
- Proofreading
- Indexing
- Updating Electronic versions
- **Printing XXX Supplements**

Additional Services that apply to Supplement Service

- | | |
|---|----------------|
| • Graphics, per graphic | \$____ |
| • Color Graphics (includes printing), each | \$____ |
| • Freight | Actual freight |
| • State Sales Tax | If applicable |
| • Electronic delivery handling fee, per product | \$____ |
| • Ordinances on the Web, per ordinance | \$____ |
| • Reprint options _____ | \$____ |
| • Other services: _____ | \$____ |
| • _____ | \$____ |
| • _____ | \$____ |

Payment for Supplement and Additional Services

Invoices will be submitted upon shipment of project(s).

Submitted by:

CODIFIER: _____

ADDRESS: _____

Signature: _____

Witness: _____

Date: _____

Accepted by:

CITY/COUNTY, STATE

By: _____

Title: _____

Witness: _____

Date: _____