



Notice of Request for Proposals (RFP)

Codification Services, Publication and Supplement Services for the Sandy City Municipal Code

Sandy City is accepting proposals for codification services, publication and supplement services from a qualified codifier with extensive experience in codification. Proposals will be received until ____ p.m. on _____, 2016 at the Sandy City Purchasing Office, 10000 Centennial Parkway, Sandy, UT 84070. Sandy City reserves the right to reject or accept any proposal or to waive any irregularities in any proposal deemed to be in the best interest of the city.

I. OVERVIEW:

Sandy City is a municipal corporation incorporated under the laws of the state of Utah. Sandy has a population of approximately 95,000 and is located in Salt Lake County. Sandy is seeking requests for proposals (RFP's) from qualified firms with considerable experience in the area of codification and publication of city codes to provide these services to the City. The purpose of this RFP is to gather information from firms relative to Sandy's required scope of service and key selection criteria.

II. SELECTION OF CRITERIA:

Selection of a codification firm will be based upon criteria including, but not limited to the following:

1. Size and experience of the firm
2. Number of years in business
3. Experience of attorneys, editors, and support staff
4. Pricing and value for services
5. Experience working with the Sandy's agenda management software (Granicus)
6. Experience working with Utah state laws
7. On-line publication features
8. Time, expense, and process for code supplements

Sandy shall select the most responsive, responsible and qualified bidder based on this criteria. Pricing will not be the sole criterion for selection.

III. SCOPE OF SERVICES:

Sandy City is requesting proposals and price descriptions for both the codification and the publication of the city's code.

Re-Codification of the City Code

Sandy City is seeking proposals regarding the re-codification of the city code in two parts. First, what are the anticipated costs and timelines associated with the recodification and re-formatting of the city code without any substantive analysis and legal editing. Such re-formatting and codification should include:

- (1) The codifier shall recommend an organizational and numbering system to be used for the code; however, Sandy City shall have the final approval of the organizational and numbering system for the code.
- (2) Also to be included as part of the basic project is the preparation and publication of a code index.
- (3) Prepare a legislative history of each section, citing the ordinance number and date of passage of the current ordinance, as indicated on copies of ordinances supplied to the codification firm.
- (4) Prepare a table of contents and sectional analysis for each chapter.
- (5) Classify all ordinances which are of a general and permanent nature into titles, chapters and sections, according to subject matter. All ordinances repealed by implication, or which are

outmoded or antiquated, shall be disposed of in accordance with the recommendations of the city.

- (6) Make changes to affect 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 the ordinances will be submitted to the city.

In addition to the re-codification and formatting of the city code, vendors should separately list an anticipated cost for the added services of analysis and legal suggestions associated with re-codification, including the following:

- (1) The codification process shall ensure that all code-relevant legislation is properly incorporated into the code
- (2) The codification firm shall provide a complete review of Sandy's current legislation, identifying any conflicts or inconsistencies within the legislation or between the legislation and applicable state statutes.

In any case, whether Sandy chooses to simply have the vendor complete the basic re-codification and re-formatting, or chooses to have the vendor provide additional legal analysis and suggest substantive changes, the vendor should provide delivery to the city, within 6 months from the receipt of the materials deemed necessary by the codification firm to begin the codification, one copy of a draft of the code for the city's examination, as well as any other pertinent information the codification firm deems necessary to ensure the accuracy of the code.

Publication of the City Code

In addition to the re-codification of the city code, Sandy City is seeking qualified vendors to provide publishing services to the city for the city code. It is anticipated that the same vendor will both provide the re-codification services and the publication services. However, that is not ensured and the city will seek the solution it deems to be in its best interests.

Vendors should list their anticipated price to provide publication services. It is anticipated that those basic publication services should provide at a minimum the following features:

- (1) The published code shall be made available on-line through a website that is linked to the Sandy City website and appears seamless with the Sandy City brand look and feel.
- (2) The published code on-line shall have the ability to print, email, and link to specific sections of the code
- (3) The published code shall have an intuitive layout, clean presentation, and be easy for layman use

(4) The published code shall be searchable by a variety of methods

In addition to the basic features of a published code, the city desires to inquire about additional features which may or may not be available in the published code. Please respond as to whether your firm can provide the following features, whether there is an added cost and what that cost would be, and if you do not provide these added features, why not.

(1) The on-line published code is in a mobile-responsive web format or offers another form of mobile design (such as a mobile app)

(2) The ability to integrate the code publishing with the software Sandy City currently uses for agenda management (Sandy City uses the Granicus Legistar product) to do the following:

- a. Link the code section back to the approved ordinance
- b. Link the code section back to the City Council Minutes from the date the ordinance was approved
- c. Link the code section back to the City Council Minutes from all of the City Council Meetings when changes to the ordinance were considered, whether they were approved or not
- d. Link the code section back to the staff reports and agenda packet items from the date of the City Council Meeting when the ordinance was considered
- e. The published code shall be searchable by a variety of methods

(3) The ability to see strikethroughs, redlines, etc. on the latest version of the code, and the ability to turn the edits on and off

(4) The ability to see historic versions of the code – i.e. what did this section of the code look like in 2004?

(5) The ability to index, footnote, or make comments about sections of the code and the ability to keep such notes and edits private to a single reviewer or group of reviewers

(6) The ability to select a section of code and export it into templates for proposed ordinances, or export it into other word processing software

(7) The ability to add to or modify sections of the code on our own, without needing to use the vendor to provide the service of inserting newly adopted sections of code

Furthermore, Sandy City would like to encourage all vendors to educate us on the advantages or disadvantages of using their service. This may include commenting on what services your firm provides that other vendors do not, what are the advantages and disadvantages of the city being more or less involved with the publishing and upkeep of the code, and what features Sandy City may desire but are not practically of value to most cities.

IV. SUPPLEMENTAL UPKEEP SERVICES:

Sandy City is considering contracting for supplemental upkeep services. Please provide the anticipated costs for the services described below.

After publication of the code of ordinances is complete the codification firm will continue to maintain the code as new legislation is enacted or ordinances are changed or repealed as follows:

- Post newly passed ordinances in a pending folder to website where code is maintained as within _____ days of receipt of the ordinance from the city.
- Incorporate all changes and additions into the appropriate place in the existing code, including deletion of repealed ordinances, and update table of contents and index as necessitated.

V. OPTIONAL SERVICES:

The codification firm may provide information on any additional product options or services related to this codification project not outlined in this request for proposals. Please include a complete description of the services, procedures involved, and a separate breakdown of all applicable costs.

VI. INQUIRES:

All inquiries shall be submitted in via e-mail by no later than ____ p.m. _____ standard time on _____, 201___. This will allow Sandy City staff the opportunity to respond in a timely manner and to share any pertinent information with any applicants. Please direct any and all inquiries to:

email address
phone number

VII. PRICE QUOTATION:

The codification firm shall provide a breakdown of costs for this codification project. Payment terms should also be specified.

Any variations from the specifications as outlined in this request for proposals should be noted on the price quotation sheet.

Please send completed proposal, along with cover letter to:

Erica Langenfass

Sandy City Purchasing Agent

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