

REQUEST FOR PROPOSALS

FOR RECODIFICATION OF THE CODE OF ORDINANCES OF THE CITY OF CAIRO

The City of Cairo is requesting proposals for recodification, supplemental updating and online Code hosting services for the City of Cairo Code of Ordinances.

Questions concerning this project should be submitted via email no later than April 1, 2020 12:00 pm, Eastern Time Zone to:

Name Chris Addleton
Title City Manager
Email caddleton@cairocity.net
Phone 229-377-1722

To be considered responsive, proposals must be received as specified below no later than April 3, 2020, 5:00 pm, Eastern Time Zone.

Proposals may be submitted via email to: Chris Addleton, City Manager, caddleton@cairocity.net

(or) Please submit XX sealed proposal copies and one electronic (flash drive) proposal copy to:
(Please label as [Recodification proposals](#))

Name Chris Addleton
Title City Manager, City of Cairo
Address 119 N Broad St P.O. Box 29 Cairo, GA 39828
Email caddleton@cairocity.net
Phone 229-377- 1722

PROJECT BACKGROUND

The City's Code of Ordinances was republished in 1984. The City adopts approximately 10-12 amendatory ordinances annually. These are duplex pages with print on both sides. For consistency through quotes, all codifiers are asked to base their quote on 650 single column pages in 10 font. The County requires ten (10) printed Code copies in binders with chapter divider tabs, and 10 printed copies of each future supplement.

PROPOSAL FORMAT

All proposals shall provide the following information for Sections 1 through 5 of this RFP:

1. QUALIFICATIONS OF CODIFIER

- a. Number of years in business;
- b. Size and experience of firm;
- c. Brief resumes of staff legal counsel;
- d. Brief resumes of corporate leadership and principal staff;
- e. References from at least 3 cities within the State of Georgia for which similar projects have been completed;

- f. Evidence of financial stability;
- g. Include any innovative practices, recommendations or alternatives to traditional full-service codification services that you may consider of benefit to the County. Provide information regarding any additional products or services your firm offers that have the potential to improve overall government efficiency, provide transparency and enhance our overall ability to connect with our citizens.

2. SCOPE OF SERVICES – Recodification

The City of Cairo is requesting proposals for the recodification of the City's Code of Ordinances. Listed below are the required components for the project. The codification firm shall clearly describe a recommended process for achieving these components and include a project timeline.

- a. The codifier shall ensure all relevant legislation is properly incorporated into the Code and shall provide written documentation thereof;
- b. The codifier shall recommend an organizational and numbering system to be used for the Code. The County shall have final approval of any such recommendations;
- c. The codifier shall include the preparation and publication of a comprehensive, detailed Index;
- d. The codifier shall provide a complete review of all applicable legislation and ensure that the final Code is free of internal conflicts and inconsistencies and in conformity with state law;
- e. The codifier shall provide a Legal Memorandum outlining the findings of the Legal Review and shall provide recommendations to resolve any issues of concern. The codifier shall schedule a conference to discuss the findings of the Legal Review Memorandum, with the goal of coming to mutual agreement for the resolution and implementation of the findings of the Legal Review Memorandum;
- f. The codifier shall print ten copies of the Code in single column format. Each copy shall be housed in 3-post heavy-duty binders with divider tabs. The City's name shall be stamped on the front and spine of each binder.
- g. The codifier shall provide a sample adopting ordinance for the new Code. Upon receipt of the officially enacted adopting ordinance, the codifier shall post the Code online in fully robust HTML format, where it will be freely accessible to public viewers. The codifier shall continue to maintain the Code in print and online, as directed by the City.

3. SCOPE OF SERVICES – Supplement Services

The codifier shall describe each editorial component of the scope of services offered for Code supplementation, including the average turnaround time for completion of printed and electronic supplements. The City shall be able to supplement the Code on the schedule of its choice, and to alter the supplement schedule upon request and without additional cost.

The City's anticipated schedule and frequency for supplementation of the Code is as follows:

Both electronic and printed supplementations as needed by the action of the Board of Commissioners.

4. SCOPE OF SERVICES – Online Code Hosting

The codifier shall thoroughly describe its online Code hosting services and provide a link to the codifier's Code hosting website for review. At a minimum, the following online services shall be addressed:

- a. Describe the Service Level Agreement (SLA) or guaranteed uptime associated with your online Code hosting platform;
- b. Describe the codifier's plan for ensuring data security and replication;
- c. Describe any disaster precautions and/or disaster recovery plans;
- d. Describe your firm's commitment and/or capabilities regarding ADA accessibility;
- e. Provide the Code in a searchable format by keyword or phrase;
- f. Provide the ability to print at article, section or chapter level of the Code;
- g. Post updates to the online Code hosting platform within 3-5 days of completion of a printed supplement;
- h. Provide an annotation automatically inserted into the Code when a new ordinance is adopted;
- i. Provide the ability to store past Code versions online and to compare versions of the Code over time;
- j. Provide the ability to post ordinances online in PDF format, hyperlinked to history notes and/or to the sections of the Code they amend;
- k. Describe any services that would enable multiple online searching of Codes from other municipalities to review legislative samples of interest to the City;
- l. Describe any services that would enable the online display and storage of additional City documents alongside the Code, such as minutes and resolutions;
- m. Provide links from one chapter or section to another related chapter or section for easier research and navigation of the Code;
- n. Provide the capability for frequently requested or common searches to be marked and stored for quick retrieval at a later date;
- o. Provide the ability for online viewers to translate the Code in multiple languages.

5. PRICE QUOTATION SHEET

The codifier shall provide a price breakdown of all costs for the recodification project, ongoing supplement services and online Code hosting services. All applicable payment terms shall be specified within this section.