

Mayor
Diana Solle
Chief Administrative Officer
Brian P. Bender
City Attorney
Peter Elverum
City Clerk
Kim Hughes
Compliance Officer
Matthew Bowdish
Public Works Superintendent
Trent Freeman
Treasurer
Judi Whitney
Utility Billing Clerk
Gena Micu



City Council
Dick Bauman
Amanda Bohrer
Mary Hathaway
John Henderson
Robert Kersch
Tom Malcomb
John J. Molendyke
John Skibsrud

July 31, 2020

**Notice of Request for Proposals (RFP)
Codification Services, Publication and Supplement Services
for the Municipal Code of the City of Deer Lodge, Montana**

The City of Deer Lodge, Montana is accepting proposals for Codification Services, Publication and Supplement Services from a qualified consultant with extensive experience in codification. The City will evaluate the responses to the enclosed criteria section starting on the second page. The Council Operations Committee established a budget \$9K to fund a contract executed under this Request for Proposals. The City of Deer Lodge encourages disadvantage business enterprises, woman-owned business enterprises, and minority-owned business enterprises to apply.

For more information, please contact City Administrator, Brian Bender at 406.846.2238 or bbender@cityofdeerlodgemt.gov.

All responses to this Request for Proposals must be submitted by 3 PM on August 19th.

Sincerely,

Brian P. Bender, ICMA-CM | AICP CEP, CFM
City Administrator

I. OVERVIEW

The City is seeking Proposals from qualified firms with considerable experience in the area of codification to provide publication and supplement services to the City. The purposes of this RFP is to gather information from firms relative to the City's required scope of service and key selection criteria. The same finalists will be expected to participate in interviews and provide a presentation to the Council Operations Committee. Specifically, the City Council is requesting proposals for re-codification of the City's existing Code and provide an online hosting and updating service.

II. SELECTION CRITERIA

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

- a. What is your past experience with codification projects;
- b. Please provide a brief description of how your firm would undertake the project, including a timeline for completion;
- c. What are the qualifications of your staff that would be assigned to this project including legal editorial personnel;
- d. Complete list of current Montana clients;
- e. Reference contacts for three references for clients whom you have provided similar services;
- f. Reference contacts for three Montana municipalities whom you have provided similar services;
- g. List of five comparable online codes and their website addresses; and
- h. Data on average turnaround time for routine Code supplements.

The City shall select the most responsive, responsible and qualified bidder based on this criteria. The Council Operations Committee established a project budget of \$9K. Although, pricing will not be the sole factor for selection the Committee expects the bidder to respect allocation amount when responding. Preference may be granted to the firm demonstrating extensive experience serving Montana municipalities, possessing knowledge of Montana Code Annotated and receiving favorable references from Montana municipalities concerning their services.

III. SCOPE OF SERVICES

The City is requesting proposals for the codification of the City Code, including publication and supplemental services. Listed below are the various required components for the codification project. The codification firm shall clearly describe, in its response, a recommended process for achieving these components. The proposals should include an estimated timeline for each component.

- a. The codification process shall ensure that all Code-relevant provisions are properly incorporated into the Code and shall provide written documentation to the City.
- b. The codifier shall recommend an organizational and numbering system to be used for the Code; however, the City shall have the final approval of the organizational and numbering system for the Code.
- c. The codifier is tasked with the preparation and publication of a comprehensive, detailed Code Index. The codification firm shall provide an example of a typical Index as part of its response.

- d. Prepare a 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.
- e. Prepare a table of contents for each chapter.
- f. Prepare cross-references to sections of the City statutes and references to other pertinent parts of the Code, where applicable. These references shall appear at the end of the section to which they apply.
- g. The codifier shall also provide for a complete review of the City's existing Codes, identifying any conflicts or inconsistencies within the legislation or between the legislation and applicable state statutes.
- h. Twenty copies of the Code volumes shall be published. The Code volumes will be on 8½ x 11-inch pages, housed in heavy-duty post binders, imprinted with the name and City logo on the front and spine. The codification firm shall indicate the color choices available for the binders.
- i. In addition to the printed copies, the City's Code must be available in searchable electronic format, preferably PDF, including 5 CD's and provide web hosting.
- j. Meet with the City to hold a manuscript conference to make final corrections, additions and deletions to the City's Code. Any of the pages of the manuscript may be changed at this time as the City sees fit.
- k. 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.
- l. 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.
- m. Submit to the City, in writing, all prices for these codification services and a proposed invoicing schedule.
- n. The codifier should also:
 - (1) Submit to the City the costs and minimums for additional copies of the Code in the future.
 - (2) Provide an increase and decrease price for pages more than or less than the pages on which the proposal is based.
 - (3) List separately each cost for supplement services, such as shipping, editorial fees and extra charges for tabular material.
 - (4) Submit to the City the costs for monthly, quarterly and semiannual updates to the Code.
 - (5) State completion time for supplement service.
 - (6) Provide information about the codification firm's capability to provide free technical phone support, training and updates.

IV. SUPPLEMENTAL UPKEEP SERVICES

After publication of the City Code is complete, the codification firm will continue to maintain the Code as new provisions are enacted or ordinances are changed or repealed as follows:

- a. Post updates to the City's website where Code is maintained in an agreeable timeframe after receiving them from the City;
- b. 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;
- c. Publish loose-leaf supplements on a quarterly basis for twenty codebooks after incorporating all changes. Include with each supplement a page of instructions for removal of the obsolete pages and insertion of the new pages;
- d. If requested by the City, make available printed copies of selected chapters or portions of the Code, printed and bound in separate covers. Prices for such services shall be quoted at the time of the request.

V. OPTIONAL SERVICES

The codification firm may provide information on any additional product options or services related to this 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. INQUIRIES

All inquiries shall be submitted in writing or via e-mail by no later than 3 PM on August 14, 2020. This will allow the City the opportunity to respond in a timely manner and to share any pertinent information with any applicants. Please direct any and all inquiries to:

Brian P. Bender
Administrator
City of Deer Lodge
300 Main Street
Deer Lodge, MT 59722
406.846.2238
bbender@cityofdeerlodgemt.gov

VII. PRICE QUOTATION

The codification firm shall provide a breakdown of costs for this codification project indicating not-to-exceed prices. Payment terms should also be specified. Twenty copies of the printed Code have been requested, along with twenty copies of loose-leaf supplements on a quarterly basis. Please also indicate a cost for printing extra books beyond the twenty requested. Any variations from the specifications as outlined in this request for proposals should be noted on the price quotation sheet.

VIII. SUBMISSION

Proposals will be received until 3 PM August 19, 2020 at City Hall, 300 Main Street, Deer Lodge, MT 59722. Please send completed proposal along with cover letter to:

Brian Bender
Administrator
City of Deer Lodge
300 Main Street
Deer Lodge, MT 59722
406.846.2238
bbender@cityofdeerlodgemt.gov