



City of Pekin

Notice of Request for Proposals (RFP)

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

For the City of Pekin, Illinois

The City of Pekin, Illinois is accepting proposals for Codification Services, Publication and Supplement Services for a qualified consultant with extensive experience in codification. Proposals will be received until 5:00 p.m. April 4, 2018 at the City of Pekin, 111 S. Capital Street, Pekin, Illinois 61554.

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.

REQUEST FOR PROPOSALS

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

I. OVERVIEW

Community Background

The City of Pekin, located in Central Illinois, is the second largest community within the Peoria/Pekin MSA with a population of approximately 34,000. It operates with a six (6) member city council and mayor, all elected at-large. The mayor and city council determine policy and legislative direction for the city while a contracted city manager is in charge of day-to-day operation. In 1995, the City changed its form of government from Commission Form to the Managerial Form. This transition was the last codification of the City's Code.

Request for Proposals

The City is seeking Requests for Proposals (RFP's) from qualified firms with considerable experience in the area of codification to provide publication and supplement services to the City. The purpose of this RFP is to gather information from firms relative to the City of Pekin's required scope of service and key selection criteria. The same finalists may be expected to participate in interviews and provide a presentation to a selection panel.

The City of Pekin is requesting proposals for re-codification of the City's existing Code of Ordinances. The Code was codified in 1995 and has not been revised or republished. It is contained in two volumes and consists of approximately 1,000 pages in the 8 1/2 x 11-inch single column page format. Newly adopted ordinances since 1995 have NOT been codified.

II. SELECTION OF CRITERIA

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

1. Size and experience of the firm
2. Number of years of experience in the area of municipal codification
3. Name and availability of contact person
4. Experience and educational background of legal editorial staff
5. Experience and educational background of editors and support staff
6. Pricing and value of services
7. Complete list of current Illinois clients

8. Reference contacts from at least 5 municipalities for which similar projects have been completed
9. Web Browser based searchable municipal code database with possible iframe support.
10. Data on average turnaround time for routine Code supplements
11. Complete listing of all client municipalities
12. Letter attesting to financial stability of the firm
13. Completed Quotation Sheet

The City of Pekin shall select the firm offering the best combination of experiences, qualifications, price and general project approach.

III. SCOPE OF SERVICES

The City of Pekin is requesting proposals for the codification of the legislation of the City, 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.

1. The codification process shall ensure that all Code-relevant legislation is properly incorporated into the Code and shall provide written documentation to the City of Pekin.
2. The codifier shall recommend an organizational and numbering system to be used for the Code; however, the City of Pekin shall have the final approval of the organizational and numbering system for the Code.
3. Also to be included as a part of the basic project is 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.
4. 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.
5. Prepare a table of contents and sectional analysis for each chapter, including title, chapter, and section headings.
6. Prepare statutory cross-reference to sections of the City's 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.
7. Prepare Tables of Special Ordinances listing chronologically, in groups, those ordinances in certain subject areas that the Municipality and the Codifications Firm mutually agree to be pertinent.

8. Prepare parallel Reference Tables showing:
 - (a) The disposition of ordinances (in numeric sequence) included in codification (Ordinance Code).
 - (b) A listing of Code sections based on City statutes (Statute to Code).
 - (c) A listing of prior code sections incorporated into the new code if applicable (Old Code to New Code).
9. The codification firm shall also provide for a complete review of the City of Pekin's current legislation, identifying any conflicts or inconsistencies within the legislation or between the legislation and applicable state statutes.
10. Deliver to the Municipality, within 6 months from the receipt of the materials deemed necessary by the codification firm to begin the codification, one copy of a manuscript of the Code for the Municipality's examination, as well as the codification firm's written legal report detailing its legal research and analysis of the Municipality's Code and ordinances.
11. Two copies of the Code volumes shall be published. The Code volumes will be on 8 1/2 x 11 inch high quality paper, housed in hard-covered heavy-duty post binders, imprinted with the name and Seal of the City of Pekin on the front and spine. The codification firm shall indicate the color choices available for the binders. The codification firm shall provide a complete sample Code from another Illinois client to illustrate the type of binders and page to be used.
12. In addition to the printed copies, the Code and updates must be available in text editable PDF format and Microsoft Word format, including 2 flash drives and available online.
13. Meet with the Municipality to hold a manuscript conference to make final corrections, additions and deletions to the Code. Any of the pages of the manuscript may be changed at this time as the municipality sees fit.
14. Deliver to the City, within 3 months of receipt of the corrected draft, two printed copies of the Code as described in No. 11 above.
15. 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.

16. 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.
17. Submit to the Municipality, in writing, all prices for these codification services and a proposed invoicing schedule.
18. The codification firm should also:
 - (a) Submit to the Municipality the costs and minimums for additional copies of the Code in the future.
 - (b) Provide an increase and decrease price for pages more than or less than the pages on which the proposal is based.
 - (c) List separately each cost for supplement services, such as shipping, editorial fees and extra charges for tabular material.
 - (d) Submit to the Municipality the costs for monthly, quarterly, and semiannual updates to the Code.
 - (e) State completion time for supplement service.
 - (f) Provide information about the Publisher's capability to provide free technical phone support, training and updates.

IV. SUPPLEMENTAL UPKEEP SERVICES

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:

1. Post updates to website where the Code is maintained in an agreeable timeframe after receiving from the City of Pekin.
2. 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.
3. Publish loose-leaf supplements on a quarterly basis for two 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.
4. If requested by the City of Pekin, 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 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.

ENQUIRIES

All inquiries shall be submitted in writing or via e-mail by no later than 5:00 p.m. central standard time on April 4, 2018. 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:

Sue McMillan, City Clerk	or	Nicole Stewart, Deputy City Clerk
City of Pekin		City of Pekin
111 S. Capital Street		111 S. Capital Street
Pekin, Illinois 61554		Pekin, Illinois 61554
smcmillan@ci.pekin.il.us		nlstewart@ci.pekin.il.us
309-478-5357		309-478-5415

VI. 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.

Two copies of the printed Code have been requested, along with two copies of loose-leaf supplements on a quarterly basis. Please also indicate a cost for printing extra books beyond the two requested.

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:

City of Pekin
c/o City Clerk's Office
111 S. Capital Street
Pekin, Illinois 61554

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QUOTATION SHEET

CITY OF PEKIN
RECODIFICATION OF MUNICIPAL CODE

I. The Publisher proposes to recodify the code of ordinances at the following price:

A. Base Cost (Includes)

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1. Number of Copies (minimum ____)
2. Binders for each Code, three ring or post (minimum 2) _____
3. Cost of online publication of the Code _____
4. Estimated Number of Pages (number of pages included in base rate)
8 ½" x 11" Format
 - i) Single column _____ pages
 - ii) Dual Column _____ pages

B. Variable Cost

1. Per Page (Above/Below) ____-page estimate (8 1/2" x 11" Format)

i) Single column \$ _____
ii) Dual Column \$ _____

2. Freight/Shipping \$ _____

II. Time to Completion

A. Number of Months Until Manuscript _____ months

B. Number of Months Until Completed Code (after return of manuscript) _____ months

C. Number of Days for Updated Supplements _____ days

III. Optional Services

A. Extra Copies of Code

Minimum Number of Copies	_____
1. Cost per Extra Code with Binder	\$ _____
2. Cost per Extra Code without Binder	\$ _____
3. Cost per Extra Chapter, separately bound	\$ _____
B. Cost of copies of Code on disk/CD-ROM	\$ _____
C. Updated ordinances in conflict with state and federal statutes	Describe
D. Providing model ordinances when requested	Describe
E. Cost for information retrieval software for the Code.	\$ _____
F. Supplement Service (8 1/2" x 11" format)	
1) Single-column	\$ ____ Per Page
2) Dual-column	\$ ____ Per Page