



TOWN OF WILLIAMSPORT (MD)

REQUEST FOR PROPOSALS 2023-05

CODIFICATION SERVICES

The Town of Williamsport invites the submittal of responses to this Request for Proposals (RFP) from qualified firms interested in providing codification services of the Town Charter, Ordinances, Resolutions, and other such legislation of the Town. The Town intends to consider Firms and/or individuals who possess the professional and administrative capabilities to provide the scope of services detailed within the bid package available on our website at www.williamsportmd.gov. This Request for Proposals is being released to ensure ongoing services with respect to the responsible use of tax dollars. The Town's Elected Officials will participate in the process of selecting the appropriate firm.

The Town of Williamsport reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes, to reject submittals containing any additional terms or conditions not specifically requested in the original Scope of Work, and to reject any or all proposals, and waive informalities as may be deemed in the best interest of the Town.

POINT OF CONTACT
Chad Rooney, Town Manager
2 North Conococheague Street
Williamsport, MD 21795
(301) 223-7711
crooney@williamsportmd.org

DOCUMENTS REQUIRED FOR SUBMISSION AND CONSIDERATION

- Proposal Submission Form
- Breakdown of Costs (created by Firm)
- References
- If applicable; a signed copy of all addenda advertised throughout the RFP process

REQUEST FOR PROPOSALS

2023-05: Codification Services

I. PROJECT OVERVIEW

The Town of Williamsport invites the submittal of responses to this Request for Proposals (RFP) from qualified firms interested in providing codification services of the Town Charter, Ordinances, Resolutions, and other such legislation of the Town.

II. CALENDAR OF EVENTS

Any submissions received after the receipt date and time will not be accepted.

Pre-Bid Meeting: Friday, June 9, 2023, at 1:00 PM in the Planning & Zoning Board Conference Room at Town Hall. Any potential bidder not in attendance at the Pre-Bid Meeting, may request a copy of any and all written addendums based on discussion at the Pre-Bid meeting and submitted written questions and are encouraged to schedule a time to meet with Town staff. Information is also available at www.williamsportmd.gov/request-for-proposals/.

Sealed Bids: Due by Friday, July 7 2023, by 3:30 PM. Envelopes must be delivered or mailed to Town Manager, RFP 2023-05 Codification Services, 2 North Conococheague Street, Williamsport, MD 21795. The Town reserves the right to reject any and all bids.

Bid Opening: All submitted bids will be opened at the July 10, 2023, meeting of the Mayor & Town Council. The Town Manager will unseal and read aloud the required documents of each submitted proposal.

Bid Award: The Mayor & Town Council will then consider each bid and may make a formal decision at the July 17, 2023, meeting of the Mayor & Town Council or a meeting thereafter. The Town Manager will contact the awardee and provide a letter to unsuccessful bidders within 7 days of the approval.

III. SCOPE OF WORK

The Town of Williamsport is requesting proposals for the codification of the legislation of the Town, 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. Codify the Ordinances of a general and permanent nature.
- B. The Town Charter shall be included in the codification and supplemental with all approved amendments.
- C. Any technical code the Town adopts by reference and local amendments thereto will be accommodated by the Editors' drafting an appropriate code section to codify the adoption and/or amendment.
- D. The codification process shall ensure that all Code-relevant legislation is properly incorporated into the Code.
- E. The codifier shall recommend an organizational and numbering system to be used for the Code. The Ordinances which are of a general and permanent nature shall be classified according to subject matter so that all related Ordinances shall be grouped 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 Town. The Town shall have the final approval of the organizational and numbering system for the Code. All amendatory provisions shall be accorded their proper places and the repealed, outmoded, and antiquated provisions shall be eliminated. This applies to the provisions that have been expressly repealed and to those which have been repealed by implication, but all such provisions thought to be repealed by implication shall first be brought to the attention of the Town, together with explanations thereof, for a ruling thereon by the Town.
- F. Prepare a table of contents and sectional analysis for each chapter.
- G. 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.
- H. 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.
- I. Prepare statutory cross-references to sections of the Town 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.
- J. Prepare Tables of Special Ordinances listing chronologically, in groups, those ordinances in certain subject areas that the Town and the codification firm mutually agree to be pertinent.
- K. Prepare parallel Reference Tables showing:
 - a. The disposition of ordinances (in numeric sequence) included in the codification (Ordinance to Code).
 - b. A listing of Code sections based on Town ordinances (Ordinance to Code).
- L. The codification firm shall also provide for a complete review of the Town's current legislation, identifying any conflicts or inconsistencies within the legislation or between the legislation and applicable Maryland or Federal statutes. Discrepancies between the

Ordinances and such laws shall be noted and brought to the attention of the City.

- M. Deliver to the Town, within six 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 Town's examination, as well as the codification firm's written legal report detailing its legal research and analysis of the Town's Code and ordinances.
- N. Twenty (20) copies of the Code volumes shall be published. The Code volumes will be on 8.5 x 11 inch pages, housed in heavy-duty post binders, imprinted with the name and seal of the Town. The codification firm shall indicate the color choices available for the binders, and if there is different cost for a particular color. The Codifier shall provide a complete sample code from another Maryland client to illustrate the type of binders and page format to be used.
- O. In addition to the printed copies, the Town's Code must be available in searchable electronic format, preferably PDF; and provide web hosting.
- P. The Ordinances shall be edited for punctuation, grammar, usage, to make changes to affect uniformity of style and to correct typographical and spelling errors. Suggestions for additions or changes to the ordinances will be submitted to the Town. No change in the substance of any existing Ordinance shall be made without the consent of the Town. The Town shall be free to accept wholly or in part any or all the suggestions submitted by the codifier. The codifier shall not, without the approval of the Town, omit any Ordinances even though they are believed to have been replaced or to have become obsolete.
- Q. Codification shall include the codification of all ordinances passed by the governing body of the Town up to the time the Code manuscript is reviewed by the Town. Any Ordinances passed by the governing body subsequent to the date of the execution of this Agreement shall be forwarded, from time to time, to the codifier so that such provisions may be accorded their proper places in the new Code manuscript. After the manuscript has been inspected and approved by the Town, no new or additional material shall be added or incorporated into the manuscript.
- R. After delivery of the rough draft, and at the request of the Town, a representative of the codifier shall be available to hold an editorial conference with Town officials. The costs for these editorial conferences shall be included in the Base Price quoted and shall not exceed such cost should additional meeting(s) be deemed necessary by the Town. All recommendations will be discussed at this time and the Town will be free to accept or reject these recommendations in whole or in part. Following the editorial conference(s), the codifier shall prepare a memorandum outlining the changes that were agreed upon.
- S. Upon request, the codifier will provide the Town with electronic copies of the Code. These digital copies shall be formatted and presented in Microsoft Word format. The codifier may quote other search and retrieval programs and other such aids including internet hosting as it deems in the best interest of the Town. The Town is free to accept such additional programs as it chooses.

- T. The codifier agrees to print the Code in final form and shall deliver to the Town, twenty (20) copies of the completed Code, all to be bound in mechanical loose-leaf binders (one binder per copy of the Code). The codifier shall afford the Town an opportunity to order reprints of certain, selected chapters from the Code at the time of review and approval by the Town.
- U. After being reviewed and approved by the Town, the manuscript will then be put in final form so as to include all changes that have been agreed upon.
- V. Submit to the Town, in writing, all prices for these codification services and a proposed invoicing schedule.
- W. The codification firm should also:
 - a. Submit to the Town 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 Town the costs for monthly, quarterly, and semiannual updates to the Code.
 - e. State completion time for supplement service.
 - f. Provide information about the codification firm's capability to provide free technical phone support, training, and updates.
- X. Online Electronic Code: The codifier agrees to host the electronic Code on the internet so that municipal staff and constituents can use the Code online with any electronic device that has internet access. The codifier shall:
 - a. Provide reliable 24/7 hosting services for the online electronic Code.
 - b. Provide easy and logical navigation of online electronic Code content for constituents and staff.
 - c. Post online searchable copies of legislation adopted between updates, i.e. legislation not yet codified.
 - d. Back-up the Code on a secure and reliable Web server.
 - e. Provide offline alternative viewing options to support slower internet connections.
 - f. Display full-quality graphics and tables with searchable captions. Designated municipal staff users shall be able to:
 - g. Attending live training sessions given by a dedicated training specialist via video conference webinars.
 - h. Publish Public Documents online in the same platform as the Code to facilitate comprehensive searching.
 - i. View electronic Code visitor statistics including number of visits and commonly searched terms.
 - j. View online archived versions of the Code for historical reference.

- k. Download the Code to an editable Microsoft Word document.
- l. Search multiple Codes at once to find sample legislation in the codifier's database of client Codes.
- m. Insert password-protected annotations into the online Code. Constituents and staff shall be able to:
 - i. Search the Code by keywords or phrases.
 - ii. Download an app for searching the Code on smart phones.
 - iii. Print or email at the section, article, and chapter level of the online Code.

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:

- A. Schedule: The codifier agrees to maintain and keep the Code of the Town up-to-date by the publication of loose-leaf supplements containing the new ordinances of a general and permanent nature enacted by the governing body. The Supplements shall be published as the Town desires. There shall be no additional charge(s) associated with the frequency of publication.
- B. Ordinances to be furnished by Town: The Town shall forward to the codifier, one copy of all Ordinances to be included in the update at the time of publication along with a written request that the update encompassing those Ordinances be prepared.
- C. Editorial Scrutiny: The new Ordinances will be studied by the codifier in conjunction with the existing provisions of the Code for the purpose of determining if any provisions of the basic Code are repealed, amended, or superseded. The page(s) of the Code containing provisions that are repealed or amended by Ordinance(s) shall be reprinted or printed to remove such repealed or amended provisions and to insert the new Ordinance(s).
- D. Editorial Notes: Appropriate editorial notes will be prepared and appended as deemed necessary by the codifier.
- E. Cross-Reference Table and Table Of Contents: The codifier shall prepare a Cross Reference Table listing the Ordinances included in each Supplement and setting out the location thereof. The Table of Contents shall also be kept current to reflect any changes to the Code volume.
- F. Listing of Omitted Ordinances Section: A "Listing of Omitted Ordinances" section shall be included. This section shall list all Ordinance numbers and a brief description of each Ordinance passed which is not included in the codified sections of the Code.
- G. Index: When the inclusion of new material necessitates changes in the Index, appropriate entries will be prepared, and the necessary pages of the Index will be printed or reprinted to include these new entries.
- H. Instruction Sheet: Each Supplement shall contain a page of instructions for removal of

obsolete page(s) and insertion of the new page(s).

- I. Costs: The codifier will prepare the Ordinances editorially and print a minimum of twenty copies of each supplement page, including the Tables, Index pages and Instruction Sheet(s). For the purposes of this agreement, a page is hereby defined as the area of text on one side of a sheet of paper, 8 ½” x 11”. Each sheet shall contain two pages.
- J. Reprints: Additional copies of specific chapters or any portion of the Code may be printed and bound in separate covers. Prices for such services shall be quoted at the time of request by the Town.
- K. Tabular Matter: If a Supplement contains tables, drawings, and the like for which other methods of reproduction are required, the cost of such engravings or tabular matter shall be included. Also, if a Supplement necessitate additional tabs, the cost of such tabs shall also be included.
- L. Term: The Loose-Leaf Supplement Service as provided herein shall be in full force and effect for a period of two years from the date of this agreement and shall be automatically renewed from year to year thereafter, provided that either party may alter or cancel the terms of this agreement upon thirty days written notice after the initial period. This contract may also be cancelled by the Town upon ten days’ written notice to the codifier for non-compliance to the stated requirements, delivery problems, or other just cause so deemed by the Town. However, such notice shall not be effective for purposes of terminating any Supplement in process for which Ordinances have been received by the codifier.
- M. Book Update: The Town shall make notification of all Ordinances and/or Resolutions passed by the end of each calendar year. This may be done electronically, or other preferred method, and an update to the existing document will be made as outlined in the Ordinance and/or Resolution. Copies of pages impacted by the changes shall be furnished in a timely manner and will be furnished to the Town. It shall be the Town’s responsibility to ensure all books are updated by removing impacted pages and inserting updated pages provided by the firm.
- N. Website Updates: Post updates to the website where Code is maintained in an agreeable timeframe after receiving them from the Town.

V. Optional Services

The codifier shall provide proposals for each of the following options, including a complete description of the services and all applicable costs.

- A. Chapter Reprints (Pamphlets): Codifier can fulfill requests from constituents and municipal officials of certain chapters/sections of the Code. Municipality to identify chapters along with number of reprints of each required.
- B. Additional capabilities: Codifier to provide information on additional services it provides to municipal customers.

- C. Other project options: The codifier 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.

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 (20) copies of the printed Code have been requested, along with twenty copies of loose-leaf supplements on a quarterly basis per calendar year. Also, please indicate a cost for printing extra books beyond the twenty requested. Any variations to the specifications as outlined in this request for proposals should be noted on the price quotation sheet.

PROPOSAL SUBMISSION FORM
CODIFICATION SERVICES

Proposal of _____ hereinafter called "CONTRACTOR", organized and existing under the laws of the State of _____ doing business as _____ for the Town of Williamsport, Maryland (hereinafter called "OWNER").

In compliance with the information contained in the Request For Proposals distributed by the Town of Williamsport, the CONTRACTOR hereby proposes to perform all WORK for mowing and minor landscaping services as outlined in the **CODIFICATION SERVICES** Request For Proposals in strict accordance with the CONTRACT DOCUMENTS, and at the lump sum price stated below in the proposal submission form.

By submission of this PROPOSAL, the CONTRACTOR certifies, and in the case of a joint PROPOSAL each party thereto certifies as to its own organization, that this PROPOSAL has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this PROPOSAL with any other CONTRACTOR or with any competitor.

The CONTRACTOR hereby agrees to commence WORK under this Contract on the date specified in the NOTICE OF AWARD / NOTICE TO PROCEED and to fully complete the PROJECT within the time set forth. The CONTRACTOR further agrees to pay liquidated damages for each consecutive calendar day thereafter.

The CONTRACTOR agrees to execute a Contract for the work as awarded at the lump sum amount quoted in the bid proposal and further guarantees completion within the time stipulated with allowances for any extensions of time that may be approved.

The CONTRACTOR hereby states that he has available adequate equipment and finances to complete the work properly and expeditiously as bid and is prepared to present further information to substantiate this statement.

The CONTRACTOR further covenants and warrants that he has examined the site of the work; that he has had sufficient time to examine the site of the work to determine the character of the subsurface material and conditions to be encountered; and that he has based the contract prices on his own independent examination and investigation of the site, subsurface materials, and conditions, and has not relied on any subsurface information furnished to him by the OWNER.

The CONTRACTOR agrees to do everything required to perform all work necessary for services outlined within the Request for Proposal, or incidental to, and to perform all other obligations

imposed by this Agreement for the amount specified and agreed upon by the Town, lawful money of the United States of America in strict accordance with the Contract Documents for Proposal 2023-05: Codification Services as prepared by the Town of Williamsport. The breakdown of costs for this codification project indicating not-to-exceed prices have been attached to this agreement. Payment terms are also specified for twenty copies of the printed Code, along with twenty (20) copies of loose-leaf supplements on a quarterly basis per calendar year. It is also indicated, a cost for printing extra books beyond the twenty (20) copies requested. Any variation to the specifications as outlined in this request for proposals is noted on the price quotation sheet attached.

Respectfully submitted by:

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Contractor Printed Name		Date	
<hr/>		<hr/>	
E-Mail Address		Title	
<hr/>		<hr/>	
Street Address	City	State	Zip
<hr/>		<hr/>	
License # (if applicable)		Phone Number	

SEAL IF A
CORPORATION

AUTHORIZED SIGNATURE: I, _____ do hereby

(Original signature required in each document)

declare that I have read and fully understand the RFP Documents and, including the General Conditions and the Scope of Work, and that I am duly authorized to sign and submit this Submittal.

The Town reserves the right to reject any and all Submittals, to waive informalities, and to accept any Submittal or parts thereof as the Town, in its sole discretion, determines to be in the best interest of the Town.

PROPOSER: PLEASE ENSURE THAT YOU HAVE SIGNED THE RFP RESPONSE FORM OF THIS REQUEST FOR PROPOSAL. OMISSION OF A SIGNATURE ON THAT PAGE WILL RESULT IN REJECTION OF YOUR PROPOSAL.

REFERENCES

Reference #1 Printed Name

Phone Number

E-Mail Address

Title

Street Address

City

State

Zip

Project Name

Reference #2 Printed Name

Phone Number

E-Mail Address

Title

Street Address

City

State

Zip

Project Name

Reference #3 Printed Name

Phone Number

E-Mail Address

Title

Street Address

City

State

Zip

Project Name
