

CITY OF CHARLEVOIX, MICHIGAN

Request for Proposals

ORDINANCE RECODIFICATION

Introduction

The City of Charlevoix, Michigan is one of the premiere resort communities on the Great Lakes with a year-round population of approximately 2,600. The City is governed by the Mayor, the City Council, and a full-time City Manager. Code codification has been handled in-house and is comprised of a series of pdf files that are accessible on the City's website: <http://cityofcharlevoix.org/city-hall/city-code-book.html>

Requirements

The City of Charlevoix seeks qualified firms to provide complete recodification services of the municipal code. Among the requirements are the following:

- Examine the City Charter, prior code of ordinances, and all ordinances or relevant resolutions provided by the City; select the materials to be codified; and, provide the City with a listing of materials to be included.
- Review all materials selected for statutory conformity and conflict with existing state and federal law, as well as other ordinances and resolutions. Such conflicts should be brought to the attention of the City Attorney.
- Classify all ordinances and resolutions which are of 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 All ordinances repealed by implication, or which are outmoded or antiquated, shall be disposed of in accordance with the recommendation of the City Attorney.
- Make changes to effect uniformity of style and to correct typographical and spelling errors, grammar, gender-neutrality, and usage. Substantive changes shall not be made in the wording or the ordinances. Suggestions for additions or changes in the ordinances will be submitted to the City Attorney.
- Prepare title, chapter, and section headings.
- Prepare legislative history of each section, citing the ordinance number and date of passage of current ordinance, as indicated on copies of ordinances supplied to the publisher.
- Prepare a complete and comprehensive index to the Code.
- Prepare a table of contents and sectional analysis for each chapter.
- Prepare statutory cross-references to sections of the state statutes and references to other pertinent parts of the Code where applicable. These references shall appear at the end of each section to which they apply.
- 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 state statutes
 - c. A listing of prior code sections incorporated into the new code
- Confer with the City Attorney and/or City Manager during the course of codification, whenever the Publisher, City Attorney, and/or City Manager consider a conference necessary to review the Publisher's work or to discuss proposed changes, additions, or deletions to existing ordinances.
- Provide the City a consultation service for:
 - a. Updating ordinances in conflict with state and federal statute
 - b. Providing model ordinances when requested

Proposal

Firms will submit proposals to the City of Charlevoix that contain the following sections:

1. Statement of Qualifications

The firm will provide an overview of its services, the professional background of staff or staff attorneys who will work with the City if the firm is selected. Additionally, the firm will provide evidence of experience working with municipalities in the State of Michigan and will provide a list of municipalities in Michigan for which the firm has performed recodification services. Specifically indicate the primary contact person for all stages of the process and any stage-specific contact persons for various parts of the recodification process if applicable.

2. Draft Schedule

Provide a draft schedule of the recodification process that will indicate the timeline the firm will use to complete the recodification process. Include in this section the response times the City can expect from the firm for edits, questions, manuscript submissions, etc.

3. Cost

Provide an estimated total cost for services rendered by the firm for recodification. Additionally, complete the Cost Schedule (Appendix A).

Five copies of the Proposal must be received by the City of Charlevoix by 10:00am EDT on September 11, 2017 at which time the bids will be publicly opened and read.

All materials should be mailed or hand-delivered in a ***sealed*** package. The exterior of the package should clearly be labeled "***Recodification Proposal.***" The package should be addressed as follows:

Joyce M. Golding
Charlevoix City Clerk
210 State Street
Charlevoix, MI 49720

The City of Charlevoix reserves the right to accept or reject any or all proposals, to waive irregularities, and to accept the proposal deemed to be in the best interest of the City of Charlevoix.

Appendix A

Cost Schedule

Fixed Base Cost (includes the following items): \$ _____

- Fifteen (5) Printed copies of the code
- One (1) binder for each printed copy of the code (5 total)
- Legal analysis
- Special features or services firm proposes to include or services requested above
- Estimated on 422 single-column, 8 1/2" by 11" pages

Variable Costs (includes the following items and any other costs the firm considers variable)

- Cost increase for each page more than 422 pages (if any) \$ _____
- Cost decrease for each page less than 422 pages (if any) \$ _____
- Freight/shipping costs \$ _____
- Include cost estimates for any other items in this process the firm deems to be variable

Completion Times

- Time to complete manuscript for City review _____ days
- Time to complete code after return of manuscript _____ days
- Time to produce updated supplements _____ days

Optional Service Costs

- Reorder Copies of Complete Code
 - Minimum number of copies in each order _____ copies
 - Cost per extra code with Binder \$ _____
 - Cost per extra code without Binder \$ _____
- Supplement Service (8 1/2" by 11" single-column format)
 - Cost per page \$ _____
- Search and Retrieval Software
 - Conversion of Code \$ _____
 - Does the publisher or subcontractor convert? Publisher Subcontractor
 - Phone support \$ _____
 - Who provides phone support? Publisher Subcontractor
 - Electronic supplements \$ _____ per supplement
- Hosting the Code on the Internet
 - Code on the internet (initial cost) \$ _____
 - Code on the internet (subsequent annual costs) \$ _____
 - For how long is the subsequent annual cost guaranteed? _____ years
 - Code on the internet supplements \$ _____ per supplement