

# **REQUEST FOR PROPOSALS**

FOR

## **CODIFICATION SERVICES**

FOR THE

**Town of Durham, ME**  
Androscoggin County



**Due Date for Questions (5 days before due date):**  
**(5/15/2024)**

**Due Date:**  
**(5/20/2024)**

**Submit to:**  
**George Theborge, Town Planner**

630 Hallowell Road, Durham, ME 04222  
**REQUEST FOR PROPOSALS**

**Ordinance Codification Services**  
**for the**  
**Town of Durham, ME**

The Town of Durham is requesting proposals for ordinance codification services. Questions concerning the project should be directed to George Theborge, Town Planner, by email at [townplanner@durhammaine.gov](mailto:townplanner@durhammaine.gov). The Town will accept digital proposals until 5:00 p.m. on May 20, 2024.

Firms submitting proposals must meet the minimum qualifications and criteria as described in Part I herein. Firms meeting the minimum qualifications will be selected on the basis of the following weighted factors:

- 10% Clarity and completeness of proposal
- 30% Professional competence of codifier based on quality of work and proposed solution, responsiveness to client needs as supported by references and customer satisfaction data
- 30% Ability of codifier to meet all project requirements and deadlines
- 30% Technology approach, competence and innovation

The Town of Durham will take pricing into consideration in making its selection but is not obligated to contract with the lowest-priced codifier if the lowest-priced codifier is not the most qualified technical codifier. The Town of Durham reserves the right to contact firms and request demonstrations of products.

## Background Information

To assist firms in the preparation of accurate and relevant responses, the Town of Durham provides the following information about the project materials to be included in the initial Code. A “page” shall be defined as the printed area of 11-point text on one side of an 8 ½ -by-11 sheet of paper; a sheet of paper may include two pages. Fill in information as applicable:

- Year the Land Use Ordinance was adopted: April 6<sup>th</sup>, 2024
- Year the Land Use Ordinance was last updated: 2024
- Approximate number of pages in current Land Use Ordinance: 213

## Part I: Qualifications of Codifier

The codifier shall submit proof of competence by providing information that describes the size, experience and stability of the codifier, and which supports its ability to complete the project as specified in this Request for Proposals. At a minimum, this shall include:

1. Number of years in business. In order to qualify for consideration, the codifier shall have no less than ten (10) years' experience providing professional codification services.
2. Size, capabilities and experience of the codifier.
3. In-person support throughout not only the project but also as the relationship continues through ongoing supplementation.
4. Training capabilities and any associated costs to help staff and other users learn how to access Code information and navigate the online platform.
5. Experience working with and publishing additional related documents outside the Code.
6. Support mechanisms provided by the codifier to help Town of Durham stay in line with State of Maine statutes and any costs associated with such services.
7. References, including contact information, from five (5) municipalities within the state of Maine wherein similar projects have been completed.
8. A list of ten active clients within the state of Maine.
9. Average turnaround time data for routine Code updates, along with contact information for references of clients who may verify data.
10. Documentation that supports financial stability of codifier.
11. Project contact person(s) and resumes of staff members who will work on the project.  
The legal editors shall have demonstrated years of experience codifying municipal laws.

## **Part II: Scope of Services**

Town of Durham is requesting proposals for the codification of its Land Use Ordinance (with a framework for adding additional ordinances), hosting of its Code online, and Code update services. Listed below are the various required components for the codification project. The codifier shall clearly describe in its response a recommended process for providing these components, including a project timeline.

### **Initial Codification of Land Use Ordinance:**

The codifier shall:

1. Review all legislation to determine and properly incorporate all Code-relevant legislation into the Code.
2. Provide written documentation of the legislation and its disposition.
3. Provide a complete review of the municipality's land use ordinance, identifying any conflicts or inconsistencies within the municipality's land use ordinance or between the ordinance and applicable state statutes. The report provided to the Town of Durham shall be presented in an intuitive digital format and include tools to streamline the decision-making process. It shall be understood that these recommendations shall not be considered legal advice. The codifier shall provide an example of the format of the report(s) of its findings as part of its response.
4. Make changes to effect 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 local laws, policies and rules will be submitted to the Town of Durham in consultation with the Municipal Attorney.
5. Submit a legal manuscript for the municipality's review. Any recommendations by the codifier are to be provided to, and discussed with, the Town of Durham.
6. Conduct a conference, in person, by telephone or via webinar, to review the legal manuscript.
7. Provide the Town of Durham with a draft copy of the Code for review prior to publication.
8. Prepare and publish a comprehensive, detailed Code Index with the final publication. The codifier will include an example of a typical Index in its response.
9. Provide 5 copies of the new Code volumes, printed in an 8-1/2 x 11 inch, single-column page format, housed in heavy-duty post binders, imprinted with the name and Seal (if desired) of the Town of Durham on the cover and spine of the printed binder.
10. Publish the existing Code online during the initial codification project.
11. Provide materials to assist the municipality in the adoption of the Code as the official body of law of the municipality.

## **Online Code:**

The codifier agrees to host the online Code so that municipal staff and constituents can use the Code with any electronic device that has internet access.

The codifier shall:

1. Provide reliable 24/7 hosting services for the online electronic Code.
2. Provide easy and logical navigation of online electronic Code content for constituents and staff.
3. Post online searchable copies of legislation adopted between updates, i.e., legislation not yet codified at no additional cost.
4. Back-up the Code on a secure and reliable Web server.
5. Display full-quality graphics and tables with searchable captions, including but not limited to having the technical capabilities to accurately display Form-Based Zoning data.
6. Offer data transfer services to make Code information available in alternative formats (such as excel) for use in other municipal software.

Designated municipal staff users shall be able to:

1. Attend live training sessions given by a dedicated training specialist via video conference webinars.
2. Publish related documents online in the same platform as the Code to facilitate comprehensive searching at no additional cost.
3. View electronic Code visitor statistics including number of visits and most commonly searched terms.
4. View online archived versions of the Code for historical reference.
5. Download the entire Code or specific sections to an editable Microsoft Word document or PDF file type.
6. Search multiple Codes at once to find sample legislation in the codifier's database of client Codes.
7. Insert password-protected annotations into the online Code.

Constituents and staff shall be able to:

1. Search the Code by keywords or phrases.
2. Download an app for searching the Code on smartphones.

3. Print or email at the section, article, and chapter level of the online Code.

### **Code Update Services (After Initial Codification of Ordinance):**

The codifier agrees to maintain the Code of Town of Durham by properly incorporating new legislation as it is passed by the municipality. The supplements may be published as often as the municipality desires. In its response, the codifier will include average turnaround time. The Town of Durham shall furnish copies of all new legislation to the codifier.

With each Code update, the codifier shall:

1. Determine proper placement of legislation within the Code to properly incorporate Code material.
2. Implement the standard style conventions, internal sectional organizational hierarchy and numbering system to match the Code; correct/update as necessary.
3. Correct any misspellings so that the online electronic Code remains searchable.
4. Confirm accuracy of internal and statutory references; suggest updates as necessary and appropriate.
5. Read and review for missing wording and internal conflicts.
6. Maintain legislative integrity and improve the presentation of tabular material so that the information contained therein is easily accessible.
7. Notify the municipality of any issues and concerns noted, and work together to determine an appropriate resolution.
8. Compose or update supporting documents and ancillary Code pieces, including the Disposition List, Table of Contents, Index, General References, and Editor's Notes.
9. Create an Instruction Page so that paper Code holders can properly update the Code.
10. Update the online Code with each supplement.

## Part III: Optional Products and Services

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

### **Alternative Zoning Map Presentations**

Provide method for modernizing the presentation its GIS, zoning, and land use to make it easier for business and property owners, planners, developers, and constituents to access and use Town of Durham's regulations.

### **Code Content Export:**

Codifier to describe its ability to export Code content into other formats for use in additional municipal software systems

### **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

### **Other project options:**

Codifier to describe additional or alternative project options available

### **Additional capabilities:**

Codifier to provide information on additional code-related services it provides to municipal customers

## Part IV: Price Quotation Sheet

The codifier shall indicate below the prices for the codification project and any optional products and services described in Part III. The price for the codification project shall reflect the total cost to the Town of Durham for the project as described.

### **Base Project Price      Maximum of \$10,500**

The Base Project Price must include all fees and costs associated with this project. Additional or hidden fees may result in disqualification of consideration for this RFP.

*This project price shall include, but is not limited to the following:*

- Project Conference
- Codify Legislation contained within the Land Use Ordinance dated April 6, 2024
- Editorial Analysis
- Proofreading and Quality review
- Editorial and Legal Analysis
- Manuscript
- Draft
- Publication and shipment of 5 Code Volumes in imprinted post binders
- Comprehensive Index
- Disposition List
- Customizable Tabs

Code Adoption Legislation  
Hosted online code (first year included)  
Mobile version of the Code  
Customized online options

**Online Code**

\$ \_\_\_\_\_

*Codifier will provide price for future annual maintenance (after first year) of each requirement.*

- Hosting the searchable online electronic Code
- Back-up of the Code on secure and reliable web server
- Hosting not-yet-codified new legislation with the online Code
- Download the Code to Microsoft Word format
- Insert password-protected annotations
- Live webinar training sessions
- Archive Versions of the Code
- View visitor statistics
- Download an application for searching Codes on smartphones
- Search across other electronic codes the codifier hosts online
- Access archived versions of the Code for historical reference
- Access the electronic Code offline

**Code Update Services**

\$ \_\_\_\_\_ per page

**Options:**

- Alternative Zoning Map Presentations \$ \_\_\_\_\_
- Code export services (Excel, PDF, Word) \$ \_\_\_\_\_
- Additional copies of Code book in binders \$ \_\_\_\_\_
- Reprints of chapters or portions of the Code \$ \_\_\_\_\_
- Distribution of Codes/Supplements to subscribers \$ \_\_\_\_\_
- Post public documents online
- Form Based Code conversions

**Payment Schedule:**

This should include the anticipated payments throughout the project.

**Performance Timeline:**

This should include an estimate of the codifier’s project timeline, including an estimate of the municipality’s review time at each stage throughout the project.

**Terms and Conditions:**

This should include any terms and conditions of the contract.