

REQUEST FOR PROPOSALS



MARCELINE, MISSOURI

For Recodification of the City Code of Ordinances and Loose Leaf Supplement Service

Proposals must be delivered to:
Lindsay Krumpelman, City Clerk
City of Marceline
116 N Main Street USA
Marceline, MO 64658
660.376.3528

Proposal Due: April 12, 2018 @ 2:00 PM



INVITATION FOR PROPOSALS

Sealed Proposals will be received by the City of Marceline, Office of the City Clerk, 116 N. Main Street USA, Marceline, MO 64658 until **2:00 pm** on **Thursday, April 12, 2018** for the

RECODIFICATION OF THE CITY CODE OF ORDINANCES AND LOOSE LEAF SUPPLEMENT SERVICE.

The City of Marceline reserves the right to waive informalities in the bids and reject any or all bids for any reason whatsoever at the sole discretion of the City and to request additional information from any and/or all bidders. Furthermore, the bid selected will be from the bidder which, in the opinion of the Council, submits the bid that best meets the needs of the City. The successful bidder will be notified in writing.

Please contact Lindsay Krumpelman, City Clerk, Marceline City Hall, 116 N Main Street USA, Marceline, MO 64658, [Phone: 660.376.3528; Fax 660.376.3898] or lindsay.krumpelman@marcelinemo.us with any questions, to receive the meter addresses and/or to receive a proposal specification package. RFP packages are also available at www.marcelinemo.us/government/Purchasing.

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SECTION 1: PURPOSE / INTRODUCTION / BACKGROUND

The City of Marceline (“the City”) is soliciting sealed proposals from qualified Firms for recodification and supplemental services of the City’s Code of Ordinances. The City was incorporated as a third class city in March 1888. The City was organized as a Council-City Manager Form of Government under RSMo 78.430-78.630 in 1955. The City has a population of 2,233 according to the 2010 Census.

The Firm shall offer services and materials which may be upgraded with optional services and materials which may not be purchased at time of award.

The City is seeking a total package for service/materials equal to or exceeding specifications set forth on the attached pages. Those not meeting these standards will be rejected.

The initial contract will be for three (3) years with the option to renew for five (5) additional twelve month periods.

The City’s Code of Ordinances was recodified in 1992 and in 2003 by Sullivan Publications. There have been 10 Supplements since the last recodification. The last supplement was in 2006. The Code of Ordinances is provided for public viewing through the City Clerk's Office.

Currently, the Code is divided into Titles with Chapters, Cross Reference and Index as follows:

Introduction: Officials, Ordinance enacting Code of Ordinances (2003) and Supplemental listing (16 pages)

Table of Contents (30 pages)

Title I: GOVERNMENT CODE – General Provisions; City Departments, Officers and Employees; Conflicts of Interest; Personnel Code; Elections; Municipal Court; Purchasing; Budgets and Finance; Cemetery; Open Meetings and Records Policy; Boards, Commissions and Committees; Taxation; Municipal Swimming Pool (92 pages)

Title II: PUBLIC HEALTH, SAFETY AND WELFARE – Police Department; Fire Department; Offenses; Noise; Animal Regulations; Nuisances; Solid Waste; Fair Housing Code; Local Emergency Preparedness; City-Owned Waterways; (130 pages)

Title III: TRAFFIC CODE – General Provisions; Traffic Administration; Enforcement and Obedience to Traffic Regulations; Traffic Control Devices; Speed Regulations; Turning Movements; One-Way Streets and Alleys; Stop and Yield Intersections, Railroad Crossings; Miscellaneous Driving Rules; Alcohol-Related Traffic Offenses; Pedestrians’ Rights and Duties; Method of Parking; Stopping, Standing or Parking Prohibited in Specified Places; Stopping for Loading or Unloading Only; Stopping, Standing or Parking Restricted or Prohibited on Certain Streets; Violation Bureau; Procedure on Arrest; Vehicle Equipment; Bicycles and Motorized Bicycles; Licensing Requirements; Traffic Schedules (82 pages)

Schedules I – VII – Speed Limits; Snow And Ice Routes; Angle Parking; Parking-Time Limited; No Parking-Anytime; One Way Streets and Alleys; Flashing Red Signal Devices (16 pages)

Title IV: LAND USE – Planning Commission; Urban Redevelopment; (22 pages)

Title V: BUILDING AND CONSTRUCTION – General Provisions; Minimum Housing Standards; Excavations; (16 pages)

Title VI: BUSINESS AND OCCUPATION – Alcoholic Beverages; Mobile Homes and Trailers; Garage Sales; Telephone Service; Occupation License Tax; Peddlers, Solicitors and Canvassers (48 pages)

Title VII: UTILITIES – Electric Service, Water, User Charge System (76 pages)

Cross Reference – (24 pages)

Alphabetical Index – (30 pages)

Total number of pages = 582

The City desires to maintain the Code of Ordinances defined by Titles to decrease the learning curve for those that are familiar with the location of Code provisions. The City seeks to determine a cost to keep the Code in Title form versus another form of separating the Code information.

SECTION 2: SUBMISSION OF PROPOSALS

2.1 Reservations

The buyer reserves the right to reject any or all RFP responses or any part thereof and/or to waive formalities, if such action is deemed to be in the best interest of the City. The City of Marceline reserves the right to cancel this RFP in part or in its entirety.

2.1 Questions, Requests for Clarification, and Suggested Changes

The contact designated and identified below, is the sole point of contact for the City regarding the RFP from the date of issuance until the selection of the successful Proposer. Proposers are invited to submit written questions and requests for clarifications regarding the RFP. The questions, requests for clarifications, or suggestions must be in writing and received by

Lindsay Krumpelman, City Clerk
116 N Main Street USA,
Marceline, MO 64658
Email: lindsay.krumpelman@marcelinemo.us

on or before 04:00 p.m., March 23, 2018. The use of e-mail is encouraged. All inquiries should be marked “Recodification Inquiry”. No inquiries, if received after the deadline set for receipt of questions may be given any consideration

The City assumes no responsibility for verbal representations made by its officials or employees unless such representations are confirmed in writing and incorporated into the RFP. Proposers must inform themselves fully of the conditions relating to the proposal. Failure to do so will not relieve a successful proposer of his or her obligation to furnish all services required to carry out the provisions of this contract.

2.3 Anticipated Schedule

The following is the schedule of events anticipated by the City. The City may, at its' discretion, revise the schedule of events at its discretion, revise the schedule of events at any time as may be in the best interests of the City

Action	Anticipated Date
Release and Issuance of the RFP	March 12, 2018
Deadline for Questions	March 23, 2018
City's Response to Questions	March 27, 2018
Proposal Due Date – 02:00 P.M. CST	April 12, 2018
City Council Approval	April 17, 2018
Contract Award	April 17, 2018

2.4 Submission of Proposals

Proposers must furnish all information necessary to evaluate the bid proposal. Offers that fail to meet the mandatory requirements of the RFP will be disqualified. Verbal information provided by the Proposer shall not be considered part of the Proposer's response. _

Proposers must submit the original and eight (8) printed copies of their Proposal, one (1) bookmarked pdf copy (entire proposal in one digital pdf document, with sections bookmarked), and supporting materials by:

April 12, 2018 – 02:00 P.M. CST

Send to:

City of Marceline
Lindsay Krumpelman, City Clerk
116 N Main Street USA
Marceline, MO 64658

Clearly mark remitting Proposal: "Recodification “.

This solicitation is a Request for Proposals therefore there is no public opening nor will the names of the Firms be read

2.5 Addenda

If it becomes necessary to revise or amend any part of this Request for Proposal, the City will post the revision by written Addendum to the Request for Proposal on the City's website under Purchasing: www.marcelinemo.us/government/Purchasing. It is the Firm's responsibility to check for any issued addendums prior to submitting their proposal.

SECTION 3: PROPOSAL REQUIREMENTS

The City will consider proposals from Firms with specific experience and success in recodification services. Discuss the qualifications of your Firm and its ability to provide the City

Recodification Services and Loose-leaf Supplemental Services for the applications as described and requested services. Submittals shall include:

- A. Firm name, address, telephone number and contact person(s) email address.
- B. Qualifications of Firm. Indicate the related and special experience of your Firm within the past five years, including recodification experience (required) in conducting services of similar scope and magnitude, with the City of Marceline and other agencies. Provide names of agencies and contact person(s) of at least three cities in the state of Missouri where similar projects have been completed. Emphasize the specialties and strengths of your Firm. Include a brief history of Firm.
- C. Key Personnel and Availability. Provide a brief resume of each key person(s) and/or specialists to be assigned to these projects and indicate your Firm's current work load and availability of personnel to complete the project in a timely and professional manner. Include the number of employees available in your Firm, classified by the field(s) of experience. In addition, Firm shall include:
 1. An organizational chart and describe the responsibilities of relevant firm or team members.
 2. Law editorial staff (attorneys' years of experience, educational background, etc.) to be assigned to this project.
 3. Support staff (i.e. editors, indexers, proofreaders, etc.) to be assigned to this project.
 4. The degree of work, if any; that is to be subcontracted (i.e. attorneys, printing, etc.)
 5. A copy of the last legal review completed in Missouri including websites.
 6. A copy of your current or last annual State Law Review report.
 7. Timeline of initial project completion.
- D. Proposed Sub-contractors, Joint Venture or Partnership Agreements. Identify any sub-contractors or other Firms you may use to augment your efforts. Include their qualifications, experience and anticipated tasks.
- E. Schedule of Fees. Provide a schedule of fees, including hourly rates and a lump sum cost for the initial phase as it may pertain to the services requested. Fees should include the initial project cost, hourly rates for services not included in the initial project and specific costs associated with providing Code Supplemental Services. All rates shall be kept as proposed for the initial term of the anticipated agreement. Additional charges such as mileage, travel expenses, copying charges and other, should be detailed and included, including list of additional charges for customization.
- F. Additional Documentation. Firms must provide:
 1. 1. A copy of the E-verify document as required by the State of Missouri, Section 285.500 et.Seq

SECTION 4: SCOPE OF SERVICES

- A. All proposals shall be based on knowing our current volume is 582 and the page count may go up or down depending on the code review and final product. Once the initial code

review and update project is completed, periodic updates shall be required for compliance.

- B. Services will include review with appropriate City staff of individual Titles of the Marceline Code of Ordinances. All proposals should be based on a volume of 582 pages. Page size shall be 8½” x 11” and shall contain tables, photos, dimensions and drawings, as currently included in the current Code. The specifications listed herein are the minimum requirements. Initial project should be complete within eighteen months of contract award.
- C. The City desires to keep the Code as Titles with Chapters.
- D. The Firm shall conduct editorial conferences with appropriate City officials to review and discuss the recommended changes to the whole or part of the City Code. The City has 9 departments plus the City Clerk and City Attorney to be included in this review. Include add-on price per on-site review beyond these conferences.
- E. Once the recodification is in final form, the Firm shall deliver to the City 20 copies of the entire Code in binders.
- F. Supplemental upkeep services shall be provided as follows:
 - 1. Updates to the Code shall be provided on a semi-annual basis.
 - 2. Twenty copies of any and all updates shall be provided to the City.
 - 3. What is your process on numbering pages if it is necessary to insert pages (i.e. between pages 200 and 201)
- G. The Firm shall advise the City of any ordinances that need to be considered by the City Council to be in compliance with the State laws.
- H. The Code will be hosted on the Firm’s website with a link to this information on the City’s website.
- I. Hosting services shall include:
 - 1. Reliable 24/7 hosting services for the online Code.
 - 2. Support keyword and phrase searches.
 - 3. A notation in the online Code when a new approved ordinance is received by the codifier.
 - 4. Allow users to print out the section, article and chapter level of the online Code.
 - 5. Provide easy and logical navigation of the online Code content.
 - 6. Provide a portable drive copy for backup or archive purposes.
 - 7. Provide alternative viewing options to support slower internet connection and ADA requirements.
- J. Code to be retained as City property.

SECTION 5 OFFER AND SCHEDULE OF FEES

The undersigned has thoroughly examined the entire RFP, including all addenda thereto, hereby offers to furnish all services in accordance with the requirements of the Request for Proposal, as described in the proposal attached hereto and incorporated herein.

Schedule of Fees:

Initial Project Cost \$ _____ lump sum

Semi-Annual Code Supplemental Services \$ _____/page

This price per page would also be used if additional supplements are needed per year

In addition, Firm to attach any other fee schedule needed for this agreement that is not included in above.

All rates shall be firm for the initial Agreement of three years.

Proposal price validity is valid for ninety (days).

Date: _____

Legal Company Name: _____

Authorized Signature: _____

Name (Printed): _____

Title: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Phone No.: _____ Fax: _____

Email address: _____

Federal Tax ID No.: _____

State in which Company is incorporated: _____

State Business/Charter Number: _____

SECTION 6. EVALUATION CRITERIA

The criteria used to select a Firm include the following factors:

- A. Firm's Qualifications of Key Personnel and Experience. (30 points)
- B. Price to provide the services requested. (40 points)
- C. Firm's plan/processes, services to be provided, method of approach and schedule (30 points)

SECTION 7. SELECTION PROCESS

The City will review and evaluate the proposals based on the evaluation criteria in Section 6. Firms may be selected for interviews or questioned for clarification. However, the City may choose to proceed without interviewing any Firms.

The City of Marceline hereby notifies all Firms that it will affirmatively ensure that in any contract entered into pursuant to this solicitation, disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

SECTION 8: MISCELLANEOUS

- A. **Non-Discrimination:** The Firm shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship. The Firm shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability. The Firm shall incorporate the foregoing requirements of this paragraph in all of its subcontracts for work performed under the terms and conditions of this anticipated contract. A breach of this provision may be grounds for Contract termination.
- B. **Agreement and Term:** The selected Firm will enter into a written agreement with the City with the terms and conditions set forth herein and provide service at the rates submitted in the accepted Proposal response. The initial term of the agreement will be for three (3) years including the fixed initial cost and rates for additional services within the initial term. Prior to expiration of the initial contract period, the city shall have the option to renew, one term at a time, pending approval of funding, for up to five (5) additional years through mutual written agreement between the City and the Firm. Pricing will be firm for the initial contract period. Beginning the first anniversary and annually thereafter, the Firm may submit a request in writing to the City Clerk for price adjustment. The request must be submitted no later than 60 days before the anniversary date and must clearly describe and justify increased expenses. The City may, in its discretion, approve the request provided it is satisfied that the Firm's request is justified. The project proposal provided under the anticipated agreements shall be amended to the agreements upon acceptance by the City along with the corresponding Firm provided proposal.