

**REQUEST FOR PROPOSALS
CODIFICATION SERVICES
COUNTY OF LEE, VIRGINIA**

January 28, 2021

The County of Lee, Virginia is soliciting proposals from interested and qualified firms or entities to provide codification/re-codification services. The full Request for Proposal specifications are available on the county website www.leecova.org or by contacting Jerrica Eldridge-Carter, Purchasing Clerk, at (276) 346-7714. Sealed proposals are due in the County Administrator's Office no later than 2:00 p.m., Tuesday, March 2, 2021. Firms or entities submitting proposals must meet the minimum qualifications and criteria as described in Part I herein. Selection will be made 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

In making its selection, the County will consider price; however, it will not be the sole determining factor.

BACKGROUND INFORMATION

To assist firms in the preparation of accurate and relevant responses, the County of Lee provides the following information about the project materials to be included in the Code.

Original codifier: Municipal Code Corporation
Year Code was codified: 1992
Year Code was adopted: 1992

There have been approximately 212 new ordinances or amendments since 1992, of which approximately 38 are zoning ordinance text amendments and 88 are rezoning. This information was determined from a review of the minute books of the Lee County Board of Supervisors and the zoning records of the office of Community Development.

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 of Proposal. At a minimum, this shall include:

1. Number of years in business and number of years experience in providing professional codification services.
2. Size, capabilities and experience of the codifier.
3. References, including contact information, from ten (10) counties/municipalities, five (5) of which must be in the Commonwealth of Virginia, wherein similar projects have been completed.
4. Average turnaround time for routine Code updates.
5. Documentation of financial stability of codifier.
6. Project contact person and resumes of staff members to be assigned to the project.

SCOPE OF SERVICES

The County of Lee, Virginia is requesting proposals for the codification of its legislation. Listed below are the various required components for the basic codification project. The codifier shall clearly describe in its response a recommended process for providing these components, including a project timeline.

1. The codifier shall properly incorporate all Code-relevant legislation into the Code and shall provide written documentation to the county.
2. The codifier shall review and update the current organizational and numbering system of the existing Code, or shall recommend a new organizational and numbering system with the understanding that the County of Lee shall have the final approval of the organizational and numbering system for the Code.
3. The codifier shall provide for a complete review of the County's legislation identifying any conflicts or inconsistencies within the County's legislation or between the County's legislation and applicable state statutes. The codifier shall provide an example of the format of the report of its findings as part of its response to this RFP.
4. The codifier shall provide the County of Lee with a draft copy of the final Code for review prior to publication.
5. The base project will include preparation and publication of a comprehensive, detailed Code Index. The codifier will include an example of a typical Index in its response to this RFP.
6. The codifier shall provide 10 paper copies of the new Code volumes, printed in an 8 ½ x 11 inch single-column page format, housed in heavy duty post binders, imprinted with the name and Seal of the County of Lee on the front and spine.
7. The codifier shall provide materials to assist the County in the adoption of the Code as the official body of law of the County.

8. The codifier shall provide a reliable 24/7 hosting services solution for Internet Online Code access including keyword and phrase search support; online posting of searchable copies of ordinances approved between codifications; automatic notations to the online Code when a new approved ordinance is received by codifier; ability to print at the section, article and chapter level of the online Code; easy and logical navigation of online Code content; allow County staff to insert password protected annotations; provide CD copy for backup or archive purposes; and provide alternative viewing options to support slower internet connections.
9. The codifier shall provide information regarding updates for the paper and online Code subsequent to the completion of this project, including turnaround time.

OPTIONAL PRODUCTS AND SERVICES

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

Other project options as identified and described by the codifier.

1. Information on additional services provided by the codifier to municipal customers.

The County reserves the right to evaluate optional products and services and to accept, reject, or negotiate with reference thereto as the County, in its sole discretion, may decide.

SUBCONTRACTING

The Contractor shall not sub-contract any of the work required by this Request for Proposals unless the subcontractor is clearly identified in the original proposal and accepted by the County.

PROPOSAL SUBMITTAL

Proposals must be submitted not later than 2:00 p.m. on Tuesday, March 2, 2021
to:

By Mail

Dane Poe, County Administrator
P. O. Box 367
Jonesville, Virginia 24263

In Person

Dane Poe, County Administrator
Lee County Courthouse
33640 Main Street, Room 111
Jonesville, Virginia 24263

Three (3) copies of the proposal shall be submitted in one sealed envelope or package clearly marked on the outside with the name of the proposer and with the words "Proposal for Codification Services". Any proposal received after the due date and time will be returned unopened. Postmarks will not be considered for purposes of meeting the due date and time. Any questions regarding the Request for Proposal should be addressed to Dane Poe, County Administrator, at the above address or contact at (276) 346-7714.

COUNTY'S RIGHTS UNDER THE RFP AND EVALUATION PROCESS

With respect to this RFP and the evaluation of Proposals received, the County reserves the right to (i) select and enter into an agreement with one or more proposer(s) submitting on this RFP; (ii) to select and enter into an agreement with a proposer based on the evaluation criteria but not necessarily to the proposal with the lowest cost; (iii) to terminate the procurement process by written notice to the proposer(s) for any reason; (iv) to reject any or all proposals received; (v) to amend, modify or issue supplements to the RFP in the form of written addendum(s); (vi) to waive immaterial deviations from the RFP requirements; and (vii) to amend the scope of services to be provided after selection for negotiation of one or more proposers to include services not previously identified in the RFP.

PRICE QUOTATION SHEET

The codifier shall indicate below the firm not-to-exceed prices for the codification project and any optional products and services described under Scope of Services and Optional Products and Services sections of this RFP. The price for the codification project shall reflect the total cost to the County of Lee for the project as described.

Base Price: \$ _____

- Receipt of materials
- Editorial analysis
- Manuscript
- Editing
- Stylizing
- Word processing
- Proofreading
- Draft
- Comprehensive index
- Ten (10) Code volumes
- Shipping and handling

Options:

- 1. Teleconference or web conference \$ _____
- 2. Internet online code \$ _____
- 3. Legislation appended to online code \$ _____
- 4. Code on disc in PDF format \$ _____
- 5. Code on disc in MS Word format \$ _____
- 6. Additional copies of code book in binders \$ _____

Payment Schedule:

Performance Timeline: