



**Notice of Request for Proposals (RFP)
Codification Services, Publication and Supplement Services
for the Municipal Code of the City of Nisswa, MN**

The City of Nisswa, MN is accepting proposals for Codification Services, Publication and Supplement Services from a qualified consultant with extensive experience in codification. Proposals will be received until **4:00 p.m. on July 15, 2019**. Proposals shall be submitted to Jenny Max, City Administrator, c/o Nisswa City Hall, 5442 City Hall Street, PO Box 410, Nisswa, MN 56468. Electronic submissions accepted.

The submitting party acknowledges the right of the City to reject any or all proposals and to waive any informalities or irregularities in any proposal received and to award each item to different submitting parties or all items to a single submitter. In addition, the submitting party recognizes the right of the City to reject a proposal if the submitter fails to furnish any required data required by the RFP, or if the proposal is in any way incomplete or irregular. The City shall be the sole judge of compliance with the specifications and reserves the right to accept or reject any or all proposals or parts thereof.

REQUEST FOR PROPOSALS
Codification Services, Publication and
Supplement Services for the City’s Municipal Code

I. OVERVIEW

A. Community Background

The City of Nisswa, MN (herein referred to as the “City”) is a statutory Plan A city of the fourth class incorporated and existing under the laws of the State of Minnesota. With a population of 1,971, the City is located in Crow Wing County in the heart of the Brainerd Lakes Area. The City comprises approximately 18 square miles and is a well-known tourist destination due to the many outdoor recreation activities enjoyed by its visitors.

B. Request for Proposals (RFP)

The City is seeking Proposals from qualified firms with considerable experience in the area of codification to provide publication and supplement services to the City. The purpose of this RFP is to gather information from firms relative to the City’s required scope of service and key selection criteria. If the City deems necessary it will select a group of finalists from the RFP submissions and the City will conduct interviews with the finalists. Specifically, the City is requesting proposals for re-codification of the City’s existing Code of Ordinances, a copy of which is available on the City’s website (www.cityofnisswa.com).

II. SELECTION OF CRITERIA

Selection of a codification firm will be based upon criteria deemed relevant to the City, including but not limited to the following:

- A. size and experience of the firm;
- B. number of years in business;
- C. name and availability of contact person;
- D. experience and educational background of legal editorial staff;
- E. experience and educational background of editors and support staff;
- F. pricing and value for services;
- G. complete list of current Minnesota clients;
- H. reference contacts from at least three (3) Minnesota municipalities for which similar projects have been completed;
- I. website and list of Codes in online library;
- J. data on average turnaround time for routine Code supplements;
- K. letter attesting to financial stability of firm;
- L. completed Quotation Sheet.

The City shall select the most responsive, responsible and qualified bidder based on this criteria. Pricing will not be the sole criterion for selection. Preference may be granted to the firm demonstrating extensive experience serving Minnesota municipalities, possessing knowledge of

Minnesota law and receiving favorable references from Minnesota municipalities concerning their services.

III. SCOPE OF SERVICES

The City is requesting proposals for the codification of the ordinances of the City, 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. The codification process shall ensure that all Code-relevant legislation is properly incorporated into the Code and shall provide written documentation to the City.
- B. The codifier shall recommend an organizational and numbering system to be used for the Code; however, the City shall have the final approval of the organizational and numbering system for the Code.
- C. 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.
- D. 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.
- E. Prepare a table of contents and sectional analysis for each chapter.
- F. Prepare statutory cross-references to sections of the City 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.
- G. Prepare Tables of Special Ordinances listing chronologically, in groups, those ordinances in certain subject areas that the City and the codification firm mutually agree to be pertinent.
- H. Prepare parallel Reference Tables showing:
 - (1) The disposition of ordinances (in numeric sequence) included in the codification (Ordinance to Code).
 - (2) A listing of Code sections based on City statutes (Statute to Code).
- I. The codification firm shall also provide for a complete review of the City's current ordinances, identifying any conflicts or inconsistencies within the ordinances or between the ordinances and applicable state statutes.

- J. Deliver to the City, within three (3) 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 City's examination, as well as the codification firm's written legal report detailing its legal research and analysis of the City's Code and ordinances.
- K. Seven (7) copies of the Code volumes shall be published. The Code volumes will be on 8½ x 11 inch pages, housed in heavy-duty post binders, imprinted with the name and Seal of the City on the front and spine. The codification firm shall indicate the color choices available for the binders. The codification firm shall provide a complete sample Code from another Minnesota client to illustrate the type of binders and page format to be used.
- L. In addition to the printed copies, the City's Code must be provided in searchable PDF format, in word format and provide web hosting.
- M. Meet with the City to hold a manuscript conference to make final corrections, additions and deletions to the City's Code. Any of the pages of the manuscript may be changed at this time as the City sees fit.
- N. Classify all ordinances which are of a 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 recommendations of the City.
- O. Make changes to affect 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 the ordinances shall be submitted to the City.
- P. Submit to the City, in writing, all prices for these codification services and a proposed invoicing schedule.
- Q. The codification firm should also:
 - (1) Submit to the City the costs and minimums for additional copies of the Code in the future.
 - (2) Provide an increase and decrease price for pages more than or less than the pages on which the proposal is based.
 - (3) List separately each cost for supplement services, such as shipping, editorial fees and extra charges for tabular material.

- (4) Submit to the City the costs for monthly, quarterly, semiannual and annual updates to the Code.
- (5) State completion time for supplement service.
- (6) Provide information about the codification firm's capability to provide free technical phone support, training and updates.

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. Post updates to the website where the Code is maintained in an agreeable timeframe after receiving from the City;
- B. Incorporate all changes and additions into the appropriate place in the existing Code, including deletion of repealed ordinances, and update table of contents and index as necessitated;
- C. Publish loose-leaf supplements for 7 codebooks after incorporating any changes to the Code. Include with each supplement a page of instructions for removal of the obsolete pages and insertion of the new pages. Also provide a new word document that includes the updated legislation;
- D. If requested by the City, make available printed copies of selected chapters or portions of the Code, printed and bound in separate covers. Prices for such services shall be quoted at the time of the request.

V. OPTIONAL SERVICES

The codification firm 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.

VI. INQUIRIES

All inquiries shall be submitted via e-mail by no later than 4:00 p.m. central standard time on **July 1, 2019**. This will allow the City the opportunity to respond in a timely manner and to share any pertinent information with any applicants. Please direct any and all inquiries to:

Jenny Max
City Administrator
City of Nisswa
5442 City Hall Street
PO Box 410
Nisswa, MN 56468
(218) 963-4444
jmax@ci.nisswa.mn.us

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. Seven (7) copies of the printed Code have been requested, along with seven (7) copies of loose-leaf supplements. Please also indicate a cost for printing extra books beyond the seven (7) requested. Any variations from the specifications as outlined in this request for proposals should be noted on the price quotation sheet.

VIII. SUBMISSIONS

Proposals will be received until **4:00 p.m. July 15, 2019** at Nisswa City Hall, 5442 City Hall Street, PO Box 410, Nisswa, MN 56468. Please send a completed proposal along with cover letter (electronic submissions will be accepted) to:

Jenny Max
City Administrator
City of Nisswa
5442 City Hall Street
PO Box 410
Nisswa, MN 56468
(218) 963-4444
jmax@ci.nisswa.mn.us

**QUOTATION SHEET
CITY OF NISSWA, MN RECODIFICATION
OF MUNICIPAL CODE**

I. Base Cost (**Includes**) \$ _____

- (A) Number of Copies (7 requested)
- (B) Binders for each Code, three ring or post (7 requested)
- (C) Legal Analysis, as described in Duties of Publisher
- (D) Special Features; List Below
- (E) Estimated Number of Pages (number of pages included in base rate)
8½" x 11" Format
 - 1) Single column _____ pages

II. Variable Cost

- (A) Per Page (Above/Below) 340-page estimate 8½" x 11" Format
 - 1) Single Column \$ _____
- (B) Freight/Shipping \$ _____

III. Time to Completion

Number of Months Until Manuscript _____ months
Number of Months Until Completed Code (after return of manuscript) _____ months
Number of Days for Updated Supplements _____ days

IV. Optional Services

- A) Reorder Extra Copies of Extra Code
Minimum Number of Copies _____
 - 1) Cost per Extra Code with Binder \$ _____
 - 2) Cost per Extra Code without Binder \$ _____
 - 3) Cost per Extra Chapter, separately bound \$ _____
- B) Cost hosting the City Code on the selected firms website \$ _____
- C) Updating ordinances in conflict with state and federal statutes
Describe: _____
- D) Providing model ordinances when requested
Describe: _____
- E) Cost for information retrieval software for the Code. _____
- F) Supplement Service (8 ½ 11" format)
 - 1) Single-column \$ ____ Per Page