

**TOWN OF NEWPORT , NEW YORK
TOWN CODE CODIFICATION SERVICES
REQUEST FOR PROPOSALS**

I. PURPOSE

This RFP is issued by the Town of Newport (“Town”) for the purpose of obtaining the services of an experienced firm to assist in creating, maintaining, and publishing a Town of Newport Code.

It is the intent of the Town to review and assess the RFP responses to determine if the response from providers can meet the needs of the Town.

Service providers are expected to provide their best and most competitive proposal.

II. GENERAL INFORMATION

Item	Date/Time
RFP Release	August 16, 2024
Questions Due by	August 30, 2024 by 6:00 p.m.
RFP Due to the Town by	September 5, 2024 by 2:00 p.m.
Announcement of Award	September 9, 2024

One (1) hard copy of the proposal and one (1) electronic copy should be mailed or delivered to the address below by 2:00 p.m. on Thursday, September 5, 2024.

Send the completed hard copy of the RFP response to:

Town of Newport
Attn: Newport Town Clerk
Newport Town Barn
2788 Newport Road
P.O. Box 519
Newport, New York 13416

The electronic copy shall be submitted as a single .pdf file via email to newportsupervisor@ntcnet.com.

III. BACKGROUND

The Town does not currently have a codified Town Code. The Town has adopted several separate laws, ordinances, and policies since its establishment. However, many of them have not been updated periodically. The Town has reviewed and modernized select Town ordinances. In 2020, the Town of Newport Town Board issued a review of the Town's Zoning Ordinance with assistance from consultants, which was finalized at the August 12, 2024 Town Board meeting.

In recent months, the Town has developed a draft Town Code outline that includes updated versions of all our current laws, ordinances, and policies, as well as required policies the Town does not currently have, based on an assessment of codes from other Towns across New York State.

The Town has an estimated number of forty (40) laws, ordinances, and policies that would need to either be reviewed and codified or created and codified. Existing Town laws, ordinances, and policies can be found at: <https://www.townofnewportny.org/laws/>.

IV. SCOPE OF WORK

The Town seeks a firm to assist in the review, codification, and publication of the Town's updated Zoning Ordinance and all other Newport Town Code sections from the draft outline online over the course of the contract.

The primary goal of this project is to make the updated and new Town laws, ordinances, and policies available to the public in a streamlined and accessible manner.

V. PROPOSAL CONTENTS & REQUIREMENTS

Proposals should contain the following information:

1. Title Page: Provide the name of your company, mailing and email addresses, website, telephone number, and name of a primary contact on a title page.
2. Letter of Transmittal: Provide a complete statement regarding your understanding of the project and your interest in working with the Town. A duly authorized officer shall sign the transmittal letter with the right to bind the applicant submitting a Proposal for consideration.
3. Firm Background: Provide information on the size, location, available resources of your firm, and a brief discussion on experiences related to creating, maintaining, and publishing municipal codes.
4. Requirements: Indicate if your proposed service complies or does not comply with each of the following requirements, and if your service meets the requirement, please provide a description of the service and how it complies:

- a. Internal Comparison and Legal Review: The successful codification firm will be expected to examine draft and current Town of Newport laws, ordinances, and policies for internal discrepancies such as vague or awkward language, inaccuracies, duplications, conflicts with other laws, ordinances, and policies, antiquated laws, ordinances, and policies and to compare that information against federal and state statutes to identify conflicts, inconsistencies, preemptions, and other potential problems.
- b. Code Structural Plan: The successful codification firm will be expected to suggest a structure and organization for the Code that provides for the logical arrangement of subjects into titles, chapters and sections, and improved formatting. The formatting recommended by the successful codification firm will allow for growth and flexibility within the Code structure.
- c. Meetings/Reports: The successful codification firm will be expected to present the results of an analysis of the internal comparison, submitted in a written report to the Town for review and consideration: a minimum of one report may be required. Report(s) and a final presentation will include the successful codification firm's findings and recommendations. A minimum of two meetings may be held with the Town Board.
- d. Proofreading: The successful codification firm will be expected to proofread the entire Code for accuracy and be responsible for the typographical correctness of the Codes. Any errors attributable to the successful codification firm will be corrected at no charge to the Town of Newport.
- e. Codification of New Laws, Ordinances, and Policies: The successful codification firm will be expected to codify any new laws, ordinances, and policies requiring codification. Any substantive changes to the laws, ordinances, and policies will be presented to the Town Board for consideration.
- f. Paper Copies: The successful codification firm will provide five (5) paper copies of the Code, complete with title tabs and binders. The text will be printed Times New Roman with justified margins, 12-point type font, and index.
- g. Supplement Services: The successful codification firm shall include prices for quarterly Code supplements, maintenance costs, and turnaround time for codification services. Supplements shall be codified to match the style of the Code and all history notes, cross- references, tables, and indexes shall be updated. Before initiating a regularly scheduled supplement, the codifier shall be expected to contact the Town of Newport to confirm that the codifier has received all the necessary laws, ordinances, and policies. The Town of Newport reserves the right to request updates on an as needed basis.
- h. Electronic Copy: The successful codification firm will be expected to provide the Code and updates in word and pdf format. The Town of Newport reserves the right to amend, modify, edit, and publish all electronic copies of the Code.
- i. Internet/Online Services: The successful codification firm will provide the Code and updates in an online format and Internet Hosting Service to include browsing and searching capabilities. The codifier shall describe its online services with a link to examples, and include the software used.

- j. History Notes/Legislative History: The successful codification firm will be expected to provide a Code that contains annotations referencing resolution numbers and dates of adoption.
 - k. Adopting Resolution: The successful codification firm will be required to provide an adopting resolution upon completion of the project.
 - l. Supplemental Services/Support: The successful codification firm is required to provide costs for annual maintenance fees, internet hosting service, telephone support, and training.
 - m. Optional Services: The successful codification firm may provide information on any additional product options or services related to the codification not outlined in this RFP. Include a complete description of the services and procedures involved and a separate identification of all applicable costs.
5. Cost Proposal: Describe in detail all the costs included in this scope of services, including but not limited to the conversion of the existing and draft Newport laws, ordinances, and policies, editorial work, proofreading, creating the indexes, costs associated with web publishing and updating the electronic version of the code (if your charges vary based on the frequency of updates, please list those costs), per page cost to codify new laws, ordinances, and policies, any special costs your company charges for tables and/or graphics, cost your company will charge for hard copies of the code, and any other charges not listed here.

VI. QUESTIONS

Questions regarding the Request for Proposal contents may be sent via email to Town Supervisor Nathaniel Lowell at newportsupervisor@ntcnet.com or shared by phone at (315) 845-8340 until 6:00 p.m. on August 30, 2024. The Town will make every effort to provide an email response to emails received within five (5) business days. Whenever responses to inquiries constitute a modification or addition to the original RFP, the reply will be made in the form of an addendum to the Request for Proposal, a copy of which will be forwarded via email.