

RFP Codification Q & A

1. You mention 300 Ordinances & 200 resolutions that need to be codified. What would be the estimated page count that applies to ordinances/resolutions of a general and permanent nature that are to be included in the new Code, rather than non-amendatory ordinances/resolutions that are typically omitted from the codification process?
 - a. 1,500-2,000 pages
2. Does the City wish the Zoning Ordinance to be included in the codification project, or does the City prefer to be quoted a codification cost with and without the Zoning Ordinance included?
 - a. The City does want the Zoning Ordinance included in the project.
3. Would the city like us to include a quote for in-house Code maintenance utilizing our Self-Publishing Software service to create ordinances and update the code independently an in-house?
 - a. Yes, the city would be interested in a quote for this service.
4. Has the Code been codified in the past? If yes, how long ago? Has it ever been recodified? Including a complete legal review of the entire code.
 - a. No, our ordinances and resolutions have not been codified.
5. What format are the Ordinances/Resolution currently in?
 - a. They are available in PDF and some Ordinances adopted since 2005 are also available in Word.
6. Paragraph – your proposed solution must be capable. The wording seems to get a little mixed up. The part about default passwords seems to trail off. What was the intent of the comment?
 - a. The last sentence in this paragraph should have ended with the word “system”. Please strike “shall be changed implementation”.
7. Does the city have a current code book? If so, how many and do you wish to maintain that same number of books going forward under this proposal.
 - a. The city does not currently have a code book. We would like to have 4 printed copies and maintain that number in the future.
8. Is your current code single or dual column? And do you wish it to remain that way under this proposal?
 - a. We do not have a current code, so we would be interested in looking at both single and dual column options. Whichever version we choose, we would keep that format in the future.
9. How do you prefer to receive the RFP responses? How many copies?
 - a. Please submit two copies of your proposal via Mail or other delivery service to: City of Scio, Attn: Cathy Martin, Scio Administrative Assistant, 38957 NW 1st Avenue, PO Box 37, Scio, OR 97374