

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorize the City Manager to Execute a Contract with Code Publishing Company for Municipal Code Codification Services in an Amount Not to Exceed \$50,000
<b>DEPARTMENT:</b>	City Manager's Office
<b>PRESENTED BY:</b>	Jessica Simulcik Smith, City Clerk's Office
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

The *Shoreline Municipal Code* is published in both hard-copy and online formats. Code books are supplemented with newly passed ordinances on a quarterly basis, and the online code is updated as soon as ordinances take effect. The City contracts with a firm to provide codification services, and since 1997, Code Publishing Company has held the contract.

As the City's purchasing policies require that services go out to bid once the cumulative cost of service provided by a contracted firm exceeds \$50,000, a Request for Proposals (RFP) was issued on October 8, 2015 for Municipal Code Codification Services. As a result of this process, the City's current provider, Code Publishing Company, has been selected as the preferred service provider.

The action before the City Council tonight is authorization for the City Manager to award a service contract to Code Publishing Company for municipal code codification services commencing on January 1, 2016 and ending December 31, 2020 not to exceed a maximum of \$50,000 for the agreement term. The contract scope of work is outlined in Attachment A.

**RESOURCE/FINANCIAL IMPACT:**

The City Clerk's Office budgets \$10,000 annually for codification services. Over the last three full years, on average, the City has spent \$9,210 each year on codification services. The total five year contract is not to exceed \$50,000.

**RECOMMENDATION**

Staff recommends that Council move to authorize the City Manager to execute a contract for municipal code codification services with Code Publishing Company in an amount not to exceed \$50,000.

Approved By:            City Manager **DT**    City Attorney **MK**

## **BACKGROUND**

RCW 35A.21.130 grants the City authority for compilation, codification, and revision of ordinances as governed by the provisions of RCW 35.21.500 through 35.21.570. In 1997, the City contracted with Code Publishing Company to codify its ordinances, and on June 9, 1997, Council passed Ordinance No. 129 adopting all its ordinances as edited and published by Code Publishing Company as the official code of the City, known as the *Shoreline Municipal Code* (SMC).

Since then, the City has held a contract with Code Publishing Company to provide on-going updates to the SMC both in hard-copy and online formats. Code books are supplemented with newly passed ordinances on a quarterly basis, and the online code is updated as soon as ordinances take effect.

## **DISCUSSION**

### **Request for Proposals**

As the City's purchasing policies require that services go out to bid once the cumulative cost of service provided by a contracted vendor exceeds \$50,000, an RFP was issued on October 8, 2015 for Municipal Code Codification Services (RFP #8363). Staff formed a Scoring Team consisting of the City Clerk, CMO Management Analyst, Permit Services Manager, and Records Coordinator to review the proposals from each firm. The City received responses from two firms: Municipal Code Codification Services and Code Publishing Company.

The Scoring Team reviewed the proposals and scored each firm on the following criteria:

- Approach,
- Cost, and
- Statement of Experience and Support.

Based on the criteria, Municipal Code Codification Services scored 88.5, and Code Publishing Company scored 91.5. As a result, Code Publishing Company has been selected as the preferred service provider. The City has been very satisfied with the services provided by Code Publishing Company over the years and is confident in its ability to execute the terms of the new contract going forward.

### **Proposed Service Contract Scope of Work**

The service agreement being negotiated is a five year contract commencing on January 1, 2016 and ending December 31, 2020 not to exceed a maximum of \$50,000 for the agreement term. The services to be performed, and their associated costs, are outlined in Attachment A.

## **RESOURCE/FINANCIAL IMPACT**

The City Clerk's Office budgets \$10,000 annually for codification services. Over the last three full years, on average, the City has spent \$9,210 each year on codification services. The total five year contract is not to exceed \$50,000.

## **RECOMMENDATION**

Staff recommends that Council move to authorize the City Manager to execute a contract for municipal code codification services with Code Publishing Company in an amount not to exceed \$50,000.

## **ATTACHMENTS**

Attachment A – Code Publishing Company Scope of Work

**CODE PUBLISHING COMPANY #8363  
SCOPE OF WORK**

**1. Shoreline Municipal Code (SMC) Analysis, Review, and Update**

- a. Incorporate Ordinances/Editing. The individual/firm shall review ordinances and insert all amendments into their proper places in the SMC text. The amended provisions will be removed and the new provisions inserted. Titles, Chapters, Subchapters, or Sections of the SMC that are repealed in their entirety will retain their number, and legislative history; only the text will be removed.
- b. Update Related Parts. All history notes, tables, cross-references and index entries shall be updated to reflect the new material.
- c. Update Map, Diagram, Chart and Table Pages. The individual/firm shall update map, diagram, chart and table pages to reflect new material.
- d. Proofreading. The individual/firm shall proofread all materials for accuracy. The individual/firm is responsible for the typographical correctness of the SMC. Wording errors which are discovered after delivery of SMC or supplements shall be corrected on the next supplement date at no charge to the City.
- e. Corrections. Any changes made in ordinance text by Vendor shall first be approved by the City. The Vendor shall submit a list of proposed changes with an explanation as to why Vendor believes the correction is necessary.

**2. Online Updates & Hosting Services**

- a. Hosting. Individual/firm shall provide reliable 24/7 hosting services for the online SMC, as well as provide easy and logical navigation of online content.
  - Individual/firm shall provide appropriate backup and recovery of hosted materials.
  - Individual/firm shall demonstrate a robust hosting architecture, including a redundant data center architecture.
- b. Turnaround Time. As adopted ordinances are submitted to the individual/firm, the individual/firm shall process the changes to the online SMC within five (5) working days of adoption.
- c. Search. Individual/firm shall offer robust search capabilities for the online SMC including search by keyword and phrase, and full Boolean search.
- d. Access. Individual/firm shall provide a link to the online SMC for inclusion on the City's website.
- e. Branding. Individual/firm shall allow the online SMC to be branded with the City of Shoreline header.

- f. Viewing/Printing/Saving. Online service shall provide the user with the option of viewing, printing, and saving the SMC by title, chapter, or section, and in a variety of formats including MS Word, HTML, and PDF. Online service shall also provide bookmarking options, as well as selective printing options which allow for non-sequential printing and viewing of sections.
- g. Licensing. No license shall be required for the browse and search options and all online features must be free to all users.
- h. Other Formats. Online SMC shall also be available in mobile-friendly format.

3. Traditional Print Supplement Services

The individual/firm shall provide on-going updates to the SMC for the City, on a quarterly schedule. The City, at its sole discretion, may change the supplement interval at any time from quarterly to an "as-needed" basis. Prior to beginning a regularly scheduled supplement, the individual/firm will contact the City to confirm that the individual/firm has received all the necessary ordinances. The individual/firm's editors shall prepare each supplement by completing the following steps:

- a. Publish Supplement Pages. The revised pages shall be typeset to match the style and format of the SMC.
- b. Index and Tables. The individual/firm shall maintain a general alphabetical subject index, referencing each section of the SMC. The individual/firm shall use the terminology of the City's ordinances, common synonyms and local terminology provided by the City. The index should be specifically designed to remain accurate after the SMC is supplemented, with minimal reprinting.
- c. Insertion Guide. Each supplement shall include a page with instructions for inserting the new pages and removing obsolete ones.
- d. Electronic Copy of SMC. After each supplement the individual/firm shall make available in PDF format the current supplement and entire updated SMC to the City.

Upon termination of the contract, the individual/firm shall provide to the City electronic copies of the SMC.

4. Cost Schedule – See Attachment A

## COST SCHEDULE

### Online Updates and Hosting Services:

Editorial	\$21.45 per page
Annual Internet Hosting Fee	\$350.00 per year
Print/Save Selections, SHARE, scrolling table headers, links to State code citations, OrdSearch, links to uncodified ordinances	Included

### Traditional Print Supplement Services:

Editorial	Included with online
Graphics, Maps, Tables, Diagrams	\$15.00 per page
Printing and Shipping	\$0.10 per impression
PDF File for In-House Printing/Archival	Included

### Included Services:

Telephone Support	No charge
Subscription Service	No charge
Sample Ordinance Service	No charge
Archival (full code and supplements, PDF files and HTML files)	No charge