



Request for Proposals

Codification and Online Web Hosting of the Unified Development Ordinances (UDO)

Overview

The _____ invites qualified firms to submit proposals for consulting services to develop an online version of the _____ Unified Development Ordinances (UDO), which will then be hosted on the consultant's website. The UDO includes regulations related to zoning and land use; subdivision of land; historic preservation; and environmental protection. This is part of a multi-year project to improve the user-friendliness of the UDO. The new now will include text in various colors, charts, tables, graphics, and images. We are looking for a consultant who is able to develop and host an online version of the code which maintains the established look of the document, while being easy for users to navigate. Additional graphics will also be developed for the UDO concurrently with this online codification process, via a separate RFP process.

Project Intent

The primary objective of this online codification project will be to develop an online version of the UDO which will retain the look and feel of the print version of the UDO. This online document will need to include many hyperlinks to various sections of the document, as well as links to external publications and web pages. The web-based ordinance will need to be legible and easy to use on personal computers, tablets, cell phones, and other devices of varying screen sizes. The document will need to have a robust search function, and be visually appealing. The selected consultant will work with staff and external stakeholders to ensure the final online UDO satisfies expectations.

Staff desires a consultant who will have the ability to host the ordinance in perpetuity and to make amendments to the digital, online UDO as needed in future years. Consultants are expected to detail their proposed annual UDO web hosting fee and their fee for future amendments to the online UDO as part of their RFP submittal.

The consultant will work directly with _____ staff throughout development of the online codification and web hosting process. The consultant is also responsible for satisfying internal and external stakeholder input expectations.

Scope of Services

Staff anticipates a ____-month timeline for the following scope of services, which was developed to provide guidance and communicate _____ expectations.



Project Management

The consultant will manage all technical aspects of the online UDO codification and web hosting process. The consultant will hold in-person meetings with internal stakeholders and with external stakeholders to solicit comments regarding the desired features of the online UDO. After developing the online UDO, the consultant will hold an in-person meeting(s) with external stakeholders to allow them to comment on the test version of the online UDO. The consultant will provide monthly email or telephone reports to the _____ staff on project progress, summaries of activities, and any obstacles.

Deliverables

The following items are to be provided to staff as part of this project:

- A complete digital, online version of the UDO meeting internal and external expectations, capable of being hosted on the consultant's website in perpetuity (for an agreed upon annual fee).

Proposal Format

The proposal package should be limited to _____ pages not including _____ forms, and must be submitted via email in PDF format and must include each of the following items:

1. A letter of intent describing the consultant's interest in this project. This letter must identify a contact person for questions during the review process and provide contact information including telephone number, e-mail, and postal addresses.
2. A scope of work summary as it pertains to the tasks addressed in this document. The summary should elaborate on the process by which each of the tasks will be completed.
3. A proposed schedule for the project, including project milestones. The project schedule shall also provide a detailed chart showing the percentage of total available work time devoted to the project by each key member of the project team.
4. Previous experience and examples of similar reports or plans prepared by the office where the work will be performed, giving the name of the client and brief description of the project, dates work was completed, special project considerations, etc. Please also include a current client contact with phone number for each project. Limit projects to the last five relevant projects completed by the firm.
5. Organizational chart of the project team including any subconsultants to be assigned to the project along with their respective assignments/responsibilities. The list of key individuals should include those who are expected to be significantly involved with the project along with a brief statement as to each individual's expected role(s). The consultant will submit resumes of key individuals outlining their qualifications as it pertains to this proposal. Each resume should include key projects each member has worked on within the past ten years that are similar to the project for which you are proposing.
6. Percentage of the project work to be done in your firm's local office and percentage of subconsulting work anticipated. Provide the total number of employees at your local office. If there is a "corporate" office, provide its location and the total number of employees in the company.
7. A proposed budget showing project costs broken out by task and the total project cost

8. Provide the amounts of professional liability and general liability insurance carried by the firm.

Evaluation Criteria/Selection Process

The _____ selects firms to provide professional services based on the demonstrated competence and qualifications provided for a fair and reasonable fee. A detailed scope of services (broken down by specific milestone events/deliverables) with associated fees is expected to be included in this Codification and Online Web Hosting proposal submission.

Evaluation of proposals will be performed by a team consisting of staff from the _____ Departments. The proposals will be evaluated on the firm's ability to meet the requirements of this RFP.

Evaluation criteria will include the following:

1. Scope of work and project schedule;
2. Previous relevant experience preparing and hosting online development ordinances;
3. Stakeholder outreach element of this proposal;
4. Value of proposed product in relation to proposal cost; and
5. Qualifications and availability of team members and staff assigned to the project.

