

# Codification, Supplementation, Electronic and Internet Hosting Services for the Santa Fe City Code 1987

RFP '15/43/P

Date: 06/24/15

Listed below are the questions that have been raised concerning the aforementioned RFP.

1. Should the City Charter be included in the project?  
**Yes, the Charter is included in the first volume of the Code books.**
2. Since we will not be seeking state residence preferences, we would like to know if the following forms are still required to be attached to the proposal response, or will it be sufficient to include a statement waiving any preference pursuant to these certifications:
  - Local Preference Certification Form
  - Resident Veterans Preference Certification**If you are not seeking the above resident preferences, then there is no need to attach the forms or include a statement waiver.**
3. Do you require that a signed copy of the Professional Services Agreement (with the cost fields left blank) be included in the proposal response?  
**No, the Professional Services agreement is only a sample contract.**
4. Is the City interested in considering options for related codifications services not specified in the Scope of Services?  
**Not at this time.**
5. What materials will be provided by the City? Will the City provide the existing code in addition to all ordinances?  
**An electronic version of the current code, which would have all ordinances incorporated through the most recent supplement is available on line.**
6. Is there any task contained in Section 5 of the Scope of Services that is not contained in Section 3?  
**Section 3 is referring to the number of supplement copies that need to be provided. Section 5 is referring to what the contractor shall do after incorporation of ordinances.**
7. Does the City want 20 supplements (one for each copy of the code) or 5 supplements?  
**Five supplements and one reproducible supplement.**
8. For Section 6 of the scope of services, does the City want the codifier to provide history notes for every section of the code or just the ones that are supplemented?  
**The current history are already noted; Contractor would provide history notes for future ordinances/supplements.**
9. Does the City want a recodification of the code, supplement service or both?  
**Supplement service.**

10. Scope of Services # 2 Are you asking for a republication of 20 replacement copies of the two volume code as updated? **Yes** Will you start over with Supplement 1 after the republication?  
**No, we will not start over with supplement 1.**
11. Scope of services # 3 You are asking for a republication of 20 copies of the two volume code set and only 5 copies of future supplements. Will the city consider receiving 20 copies of future supplements?  
**No, we would only require 5 copies of future supplements and “one (1) reproducible set” that the City would reproduce, as needed.**
12. Scope of Services #11 How many public subscribers are there to the General Ordinances? Can the subscriber name, address, number of subscriptions and cost for subscription for each subscriber be provided? This information is very important when determining cost of services.  
**There are approximately five members of the public who purchase supplements on a regular basis.**  
**We do not have the subscriber names, since the recipients request copies through the publisher.**
13. Scope of Services #11 How many public subscribers are there to the Land Development Code? Can the subscriber name, address, number of subscriptions and cost for subscription for each subscriber be provided? This information is very important when determining cost of services.  
**See #3, above.**
14. Scope of Services # 10 Will the City accept this data to be provided on a flash drive or to be sent via download email?  
**Number #10 requires a CD; however, a flash drive or an email may be possible.**
15. How many pages are in the General ordinances excluding Chapter XIV?  
**904**
16. How many pages are in Chapter XIV, Land Development Code?  
**571**
17. What is the current type size, 10 point, 11 point or 12 point?  
**Volume 1 – 12 pt**  
**Volume 2 – 11 pt**
18. What is the cost for each volume of the code through the most current supplement to the public?  
**Because the Code is available online, at no cost, there have not been any requests to purchase the Code volumes.**
19. What is the cost for an annual subscription to each of the volumes?  
**There are no annual subscriptions – because the cost of the supplements change, depending on the size of the supplement.**
20. How many ordinances has the City averaged each year over the last 5 years that amend the code? **Twenty-six**