

LETTER OF INTEREST – CODE PUBLICATION

April 22, 2022

Ms. Barb Fear
Township Clerk
3530 Gannon Rd.
Howell, MI 48855

via email: bfearclerk@gmail.com

Ms. Fear:

Thank you for your interest in Municode's publication options for the Township's existing ordinances. This proposal will provide you with the scope of services and costs for creating a model Code based on your existing legislation. Upon your approval and formal adoption of the Code, you can simply email all newly adopted legislation to Municode and we will provide supplement services on the schedule of your choice. We will host the new Code on our MunicodeNEXT website and continue to maintain the Code on your behalf.

For clients without an official Code of Ordinances, we offer either full legal codification services or Code Publication services. Full codification services result in a Code that has undergone a thorough Legal Review by a Municode attorney to ensure it is free of internal conflicts and inconsistencies and conforms to State Laws. Our Code Publication service is an economic alternative that does not include attorney review yet results in a model Code that is organized by subject matter, allows room for logical growth and expansion, and serves as a founding document for future legislative additions and/or amendments.

Our Supplement team includes 14 teams of Legal Editors and Proofreaders who are dedicated to providing the most accurate and timely supplement service possible. Our code hosting platform, MunicodeNEXT, is the nation's most advanced, accessible and intuitive website for government codes – allowing your staff and citizens to have access to your current code and all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated and a powerful search engine capable of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more.

Municode is extremely excited to announce that we have recently joined forces with CivicPlus, the nation's premier provider of integrated government technology solutions! CivicPlus shares our vision of strengthening democracy by connecting municipalities with their citizens in new, powerful, and meaningful ways. At the forefront of our development strategy is the integration of Municode's codification services with CivicPlus's website and agenda management solutions.

Once the quote is approved we will provide you with an official Statement of Work to review and sign. Please contact Legal Account Manager Lafaye Kiely (lkiely@civicplus.com, 850-692-7118) if you have any questions regarding this proposal! It would be our pleasure to be of service to Cohoctah Township.

Sincerely,



Steffanie W. Rasmussen
Vice President of Client Services - Municode
Director of Legal/Services - CivicPlus
Phone: 800-262-2633 ext. 1148
srasmussen@civicplus.com

PUBLICATION QUOTATION SHEET

Give your municipality a fresh start. Consolidate your existing legislation to create a model Code for your review and formal adoption. Transition your new Code to the most advanced suite of web/mobile services available in the nation: **MunicodeNEXT**. Submit newly adopted legislation for supplementation on the schedule of your choice.

Code Publication and Database Conversion (Excludes Zoning) \$5,950¹

Based upon our review of your legislation, we estimate a final Code publication of approximately 250 single column pages in 10-point font. An economic alternative to codification, a publication is considered a "partial" codification devoid of legal services. The estimated timeframe for completion of the project is within 5 to 8 months, barring any delay occasioned in your return of proofs or formal adoption of the new Code.

Includes:

- ★ Code Publication, based on an estimated 250 10-point font single column pages
- ★ Conversion to Municode's full-service database
- ★ Creation of preliminary pages (title page, officials' page, and preface)
- ★ Creation of a consistent style, Table of Contents and Index
- ★ Incorporation of Graphics² & tabular³ matter
- ★ Inclusion of adopted legislation after June 2022, per page added/amended \$20⁴
- ★ Editing and proofreading
- ★ Proofs provided for your review
- ★ 3 printed copies with binders and divider tabs
- ★ Sample adopting ordinance

We will provide you with a Style Checklist and work with you to determine the desired font and format of the republished Code

Project is based on the font size & pages below – please only select one:

Font Size Single Column: 10-point (250) 11-point (283) 12-Point (313)

Binder Color: Semi-Bright Black Dark Blue Green Burgundy

INK STAMPING COLOR:

- Gold
- Silver

Optional Services

- Gender Neutralization of Code \$250
- Archival OrdBank, per ordinance \$10⁵

Items not included in base cost

- ★ Pages over 250 10-point, single column pages per page (or equivalent) \$26
- ★ Freight Actual
- ★ State sales tax If applicable
- ★ Post your code on MunicodeNEXT See selections on page 4

Payments for publication project

- ★ Execution of Agreement \$2,975
- ★ Delivery Balance

¹ Provided the material is in an editable electronic format. Complex or form-based graphics may be subject to an additional conversion cost. You will be notified in advance upon review should this occur.

² Includes printing all copies.

³ Tabular matter is defined as tables, algebraic formulas, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

⁴ Legislation added to the project must be received prior to the established cutoff date. Following the delivery of the final Code draft for client proofing, any extensive changes requested in the Code content, and/or any material added to the Code that was not previously contemplated, will be subject to an additional Proof Update fee. Proofs not returned within 45 days may be subject to a proof update fee, if applicable.

⁵ Post historical ordinances to your online OrdBank repository, filed in annual folders and linked in the Code's history notes. Applicable ordinances to be provided by the municipality.

SUPPLEMENTATION QUOTATION SHEET

Supplement Service⁶ (select the desired schedule).

- Full Service – General Code without Zoning:** \$1,200 annually
Schedule limited to Annual, Semi-Annual, Tri-Annual or Quarterly supplements.
 - Electronic supplements not available under the standard modelSchedule can be increased to Monthly, on demand or monthly electronic supplementation for additional fee. Quote upon request.

- Zoning Ordinance - \$700 annually**
Schedule limited to Annual, Semi-Annual, Tri-Annual or Quarterly supplements.

Annual rate above includes:

- ★ Annual fee includes the supplementation of legislation permanent and general in nature. Omitted legislation is not included in annual fee.
- ★ Acknowledgement of material
- ★ Editorial work
- ★ Proofreading
- ★ Updating the index
- ★ Updating online code upon completion of each supplement
- ★ Printing⁷ 3 copies per “print” schedule elected
- ★ Freight for supplements
- ★ Images, Graphics & tabular matter.

Annual rate above excludes:

- ★ Additional copies, reprints, binders and tab orders
- ★ Legal work, creation of fee schedules, gender neutral review/implementation, external linking
- ★ Codifying complete replacement of complex subject matter such as, but not limited to, Zoning (or equivalent). This work is subject to a one-time editorial conversion fee and an increase in the annual supplement rate and online hosting fee(s). Quote provided upon receipt of material.
- ★ Codifying a newly adopted full Chapter/Title/Appendix. This may be subject to a one-time additional editorial fee and an increase in the annual supplement rate and online hosting fee(s). Material to be reviewed upon receipt.
- ★ Codifying a newly adopted term change legislation. This may be subject to a one-time additional editorial fee. Material to be reviewed upon receipt.
- ★ The addition of Manuals, Policies, Procedures, Comprehensive Plans, Land Use, Unified Codes, Zoning (or equivalent). Quotation upon request.
- ★ Online Code hosting and online features, see the following page.

Additional elections will be added to the annual Supplement Service fee:

- | | |
|---|----------------|
| <input type="checkbox"/> Code in WORD (DOCX) (sent via email download) | \$200 annually |
| <input type="checkbox"/> Adobe PDF of the complete code (sent via email download) | \$200 annually |
| <input type="checkbox"/> Adobe PDF of each supplement (sent via email download) | \$200 annually |
| <input type="checkbox"/> State Law Linking | \$350 annually |
| o Initial one-time set up fee at \$75/hour | |

Invoices for Supplements will be submitted annually.

Additional services added throughout the term will be pro-rated then added to the annual fee.

The annual billing month will be established upon completion of the project.

⁶ All services under this contract can be increased annually by 5% starting year 3 of service. Sales tax will be applied where applicable.

⁷ Color printing and an increase in the desired number of supplement hard copies will result in an increase in the annual fee.

ONLINE CODE HOSTING QUOTATION SHEET (MunicodeNEXT)

Online features can be purchased on an a la carte basis, or through our budget-friendly, feature-rich MyMunicode bundle for the best value. Please visit our online library of nearly 3,800 codes on MunicodeNEXT [here](#). Please check the appropriate box (es) to indicate your selection:

STANDARD ONLINE CODE HOSTING

- Online Code = MunicodeNEXT**, annually **\$500**
Mobile friendly site. Full functionality and optimal screen resolution on all devices. In-line images & scrolling tables & charts. Narrow, Pinpoint & Advanced (including Boolean) Searching. Previous and Hit buttons, Persistent breadcrumb trail. Print or Save as formatted WORD (DOCX). Google Translate supports over 90 languages. Social Media/Email. Share links to sections via email, Facebook, Twitter, etc. Post public notes, external links or documents within the contents of your online Code to keep your citizens informed of current issues pertinent to specific sections of your Code.

OPTIONAL SERVICES

- CodeBank** annually **\$150**
Permanent online collection of previous versions of the code.
- CodeBank Compare + eNotify**⁸ annually **\$250**
Compare any two versions of your online code (starting with the first Municode supplement). Notify provides readers email updates each time the code is updated.
- OrdBank** annually **\$200**
Permanent online collection of ordinances with hyperlinks from history notes, supplement history table, and code comparative table to ordinances. This service applies to amendatory (included) ordinances only.
- OrdBank + OrdLink** annually **\$350**
Provides hyperlinks from newly adopted amendatory legislation to sections of the code to be amended.
- MuniPRO** Service annually (*sample Ordinance Service*) **\$295**
Search nearly 4,000 codes/ordinances in our online library. Attach notes to codes and drafts of new legislation.
- Custom Banner** one-time fee **\$250**
Customize MunicodeNEXT to match the look of your website.
- MuniDocs**⁹ annually, upgraded self-loading capabilities **\$350**¹⁰
Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-loading to the MuniDocs platform!

My Municode - Value Pricing!

- MyMunicode** annually. **\$995**¹¹
Includes MunicodeNEXT (Online Code), OrdBank, CodeBank, CodeBank Compare + eNotify, MuniPRO, and Custom Banner
- Add **OrdLink** to the MyMunicode bundle for only **\$150** annually!

⁸ Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

⁹ Your MuniDocs files can also serve as storage for archived ordinances within the MuniDocs platform. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online Code. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at municodeords@civicplus.com.

¹⁰ Includes up to 25GB data storage. Quote for additional document storage is available upon request.

¹¹ Total value if each item were to be purchased a la carte would be approximately \$1,395 per year with participation in our OrdBank service.

SCOPE OF SERVICES

Code Publication

With Code Publication services, relevant language is extracted from ordinances or existing code, and then placed into a model table of contents, resulting in a numbered code that is organized, flexible, and adaptable. The publication project will not include Legal Review by a Municode attorney. We strongly recommend the final Code draft be reviewed by your Legal counsel before your approval and formal adoption of the Code. Municode will provide a sample adopting ordinance for this purpose. A second set of proofs will be assessed an additional fee if elected.

We will work with you to confirm the desired formatting and style of the Code. We will create the preliminary pages, Index and Table of Contents; add any uncodified newly adopted legislation at the per page supplement rate quoted; create any applicable history notes; provide a comparative table of ordinances and integrate all applicable photographs, maps, diagrams, charts and tables into the Code. Proofs will then be provided for your review. Following the approval of the proofs, we will provide 3 printed Code copies in 3-post leatherette binders, stamped with the Clients name on the front and spine of each binder. Upon our receipt of the formal adopting ordinance, the Code will be posted online via MunicodeNEXT in fully robust HTML format.

We will handle 100% of the publishing of your Code. The publication process includes editing, page composition, proofreading, indexing, and delivering the information as printed and/or electronic copy. When we publish your Code, it will be composed to eliminate short pages, pages with blank backs and oddly numbered (point) pages. Chapters will be reserved for future legislative topics. The anticipated time frame for the conversion and publication project is **2 to 3 months**, excepting any delays in our receipt of materials or your return of proofs. Municode will supplement the new Code on the schedule of your choice as new legislation is adopted.

The process includes:

- ★ Initial Code Publication;
- ★ Conversion to our full-service codification database;
- ★ Inclusion of adopted legislation can be added at the per page supplement rate quoted;
- ★ Creation of preliminary pages (title page, officials' page, and preface);
- ★ Editing & proofreading;
- ★ 10-point Times New Roman font, single column format, unless otherwise instructed;
- ★ Incorporation of maps, diagrams, charts and tables;
- ★ Preparation of Table of Contents and Index
- ★ Proofs provided for your review;
- ★ Sample adopting ordinance
- ★ Posting your new Code on MunicodeNEXT;
- ★ Providing printed copies and any electronic versions specified in the format of your choice (WORD, PDF), as elected on the quotation sheet.

The process does not include:

- ★ Legal Review by an attorney

Supplementation Services

Municode's supplementation process has been designed for timeliness, efficiency, simplicity and most of all, for our customers' convenience. Supplements can be provided on the schedule of your choice, as there is no additional cost for more (or less) frequent supplementation. In addition to printed supplements, we can deliver the updates in Word, PDF and/or Folio formats.

We pride ourselves on a turnaround time of **40 to 45 days for printed supplements** and can provide "always up to date" **electronic update services within 15 days** at the same per page rate quoted for printed supplements. With printed supplementation, the online Code is updated within **3 days** after shipping the supplement, and there is no additional fee for this service. A recent analysis of our printed supplement Services indicated an editorial error rate of less than .1%, which is made possible by our attention to detail, ongoing

communication with our clients, and strict quality control checks to ensure we continue to produce the best printed and electronic supplements available in our industry. Any errors attributable to Municode during the preparation, printing and maintenance of the Code will be corrected at no cost. The printed supplement process is outlined as follows:

Supplementation Process:

1. Receipt of new legislation will be acknowledged within 24 hours. Our production support team will record the adoption date, effective date and ordinance number(s) and ensure that all necessary exhibits, tables and graphics are included. You will be advised promptly if any pertinent information is missing from your submission. Your material will then be immediately forwarded to our Supplement team for codification. If our OrdBank service is elected (advance legislation service), the legislation will be posted online within 48 hours as a PDF under “Adopted Legislation not yet codified” at this time.

2. Editorial Review – Our editorial team will review all ordinances received to determine whether the ordinance should be included in your Code; where the ordinance should be placed; whether the ordinance conflicts with your existing Code format; what material should be removed from your existing Code; whether history notes will be added; what tables will be updated and whether the Table of Contents in the front of the Code and at the Chapter/Title level should be amended. If any significant errors or numbering issues are noted, your editor will contact you for clarification. No substantive changes to your legislation will be made by our editorial team, however minor typographical errors will be corrected as part of the supplement process. Should the editorial, legal and/or proofreading team find discrepancies in your ordinances, we will communicate with you to ensure that the ordinances are correct and consistent with the existing Code.



3. Indexing – If an Index is elected, your supplement will now be sent to our indexing team, where all new legislation is indexed and cross-referenced in all appropriate locations.
4. Proofreading – The proofreader assigned to your editorial team will then examine your supplement line by line to ensure editorial accuracy, Code hierarchy and layout and to confirm that your supplement is grammatically correct and free of errors in spelling and capitalization. Your supplement is examined again line by line to ensure that the improvements made by the editorial team were thorough and accurate. During this process, the original ordinance is compared again with the newly added text to further ensure editorial accuracy.
5. Posting the supplement online (MunicodeNEXT) – After your supplement has been completed, your online Code will be updated within 1 to 3 days and any electronic products requested will be provided. You will receive notification that the website has been updated via email. If CodeBank Compare + eNotify service is elected, citizens will be notified each time the online Code is updated. When your Code is updated on MunicodeNEXT, all internal cross-reference links are updated. With our OrdBank feature, each history note will be linked to the ordinance that amended the respective section.
6. Printing and Shipping – We will print, cut, 3 hole-punch, insert divider tabs (if elected) and ship your supplement to you quarterly unless otherwise instructed. You can change your supplement schedule at any time, and there is no additional charge for more frequent supplementation. *Instruction Sheet:* With each printed supplement, we will furnish a page of instructions for removal of the obsolete pages and insertion of the new pages; as well as a *Checklist* of up-to-date pages with each supplement.

Online Code Hosting (MunicodeNEXT)

Our code hosting platform, MunicodeNEXT (<https://library.municode.com>) was created and is continuously enhanced and improved by our in-house team of Internet Technology professionals. MunicodeNEXT includes Standard and Premium features (see **Attachment A**), all of which are designed to provide a wide variety of additional capabilities for the research and navigation of your code, as well as for preserving its history. Our newest free online feature, *Public Notes*, will enable you to add external links within the contents of your online Code (such as links to Zoning maps, Fee Schedules, Council Meetings, the Clerk's office, etc.) or to post public notes or documents in the online Code to inform your citizens about current issues pertinent to specific sections of your Code.

MunicodeNEXT is extremely user-friendly and requires no special training or login information. A variety of video tutorials are offered, and we can host a personalized training webinar for you and your staff to demonstrate our online features and capabilities before your new Code goes "live" online. Our MuniDocs feature enables you to upload related documents online alongside the Code in fully searchable format. Electronic viewing statistics are available upon request on the schedule of your choice. Our MuniPro feature provides the ability to search over 3,800 online Codes in our library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.

Our powerful search engine allows users to enter simple or advanced searches and supports Boolean operators, stemming, wildcards, proximity searches, and a global synonym list. Users can easily search the code using keywords or phrases, and can print, download and/or email any portion of your code. Search terms can be applied to the entire code or narrowed to search only within specific chapters or sections. Our recent website upgrade allows users to sort results by relevance or book order! Our collapsible Table of Contents, continuous next-hit feature and internal and external hyperlinking and cross-referencing features simplify and enhance the navigation of your online code, allowing your staff and citizens the capability of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more.

With MunicodeNEXT advanced features, your staff and citizens need only click the link provided on your municipality's website to access your full Code of Ordinances. They not only have access to your complete and current Code of Ordinances, but to all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated, and the ability to translate your code into over 100 languages via **Google Translate**, which is included at no additional charge.

MunicodeNEXT is designed with accessibility in mind. Our application is fully responsive, ensuring all features are available on appropriately sized desktop, tablet, and smartphone viewports. Designed to provide easy access and an intuitive interface, it is extremely well-suited for use on tablets and mobile devices running iOS or Android. With delivery available in Word, PDF or Folio format, the Code can be viewed and researched offline.

The User Interface and all HTML content viewed via our MunicodeNEXT web application is WCAG 2.1 Level AA compliant. While we take several steps to improve the accessibility of PDF documents uploaded to the MunicodeNEXT platform, we cannot guarantee full ADA compliance of PDF documents. If a fully ADA compliant PDF document is uploaded to our MunicodeNEXT platform, it will remain compliant while stored in our system. For each PDF document that is uploaded to our platform, we OCR scanned PDFs; set document title, primary language, and other PDF metadata fields; and automatically create a base level of tags to be used by screen readers.

Our tech stack includes HTML5 & CSS3, Javascript (AngularJS), and a RESTful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, macOS®: Safari™ 5.0 or later, and Chrome 18 or later. We host MunicodeNEXT in Microsoft's Azure Government secure cloud environment and guarantee an SLA of 99.95% uptime. SSL encryption is used by default to secure access to the site and the entire platform is backed up to multiple geographic locations within the Azure Government cloud ecosystem.

MunicodeNEXT Premium Feature Summary (See Attachment A for screenshots and full details)

We recommend our bundled feature option, MyMunicode for the most transparent and feature rich code possible. MyMunicode includes annual online hosting and maintenance service with CodeBank, CodeBank Compare + eNotify, OrdBank, MuniPro and a custom online code banner to match the City's logo or website. Our MuniPRO feature allows you to search nearly 3,800 codes in the Municode library for sample ordinances, save frequently used or complex searches, create notes to attach to any publication and draft and edit new ordinances internally. Constituents and staff can search the Code by keywords or phrases, and print or email at the section, article and chapter level of the online Code. Our newest free online feature, *Public Notes*, will enable you to add external links within the contents of your online Code (such as links to Zoning maps, Fee Schedules, Council Meetings, the Clerk's office, etc.) or to post public notes or documents in the online Code to inform your citizens about current issues pertinent to specific sections of your Code. A summary of our Premium features is provided below.

- ★ **CodeBank** will enable you to have instant access to past versions of your code after each supplementation.
- ★ **CodeBank Compare + eNotify** provides you with the ability to select a past version of your online code and compare it to any other version of the code each time the code is updated. The differences will be shown via Highlights (added materials) or Strikethrough (deleted material).
- ★ **eNotify** allows users to enroll to receive an email notification each time your online code is updated. A "modified," "removed" or "added" badge is shown within the online table of contents to alert users of recently amended sections of your code.
- ★ **OrdBank** will create one click access to every ordinance via linked history notes. Ordinances are permanently stored online in the OrdBank repository and filed in annual folders. Applies to included (amendatory) ordinances.
- ★ **OrdLink** will create highlights within your online code to help users identify what amendatory ordinances have been recently adopted and what code sections have been amended.
- ★ **MuniPRO** allows you to search nearly 4,000 codes in the Municode library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.
- ★ **MuniDocs** has recently been upgraded to allow clients to upload a wide variety of .rtf, .doc, .docx, and .pdf documents to browse and search alongside the code. Uploading is as simple as dragging and dropping the document from your computer into the upload dialog box on the improved administrator dashboard, where previously uploaded documents can also be managed. When uploaded, users can choose from a wide list of predefined document types, including minutes, agendas, resolutions and more. These documents are immediately converted to PDF and indexed for search, organized in nested folders – allowing the public to browse and search them immediately.