

Request for Proposals

Ordinance Codification Services

Town of Shepherdstown, WV

The Town of Shepherdstown is requesting proposals for recodification, ongoing maintenance, and web hosting services for the Town Code of Ordinances.

The Town of Shepherdstown will accept sealed proposals for the project which are submitted by 4:00 p.m. ET on Friday, November 21, 2025. See the submittal information below for more details.

Bidder Qualifications

Bidders must have significant experience and competence in codifying municipal ordinances including the following information about their qualifications:

- 1) References, including contact information, from municipalities within the State of West Virginia, and others from the States of Virginia or Maryland where similar projects have been completed.
- 2) A list of representative active clients including those located in the State of West Virginia.
- 3) The average turnaround time for routine updates to published Code codification.
- 4) Background information about the bidder and the name and resume / qualifications statement and contact information for the project lead and for individuals (staff members and others) who would work on the Town of Shepherdstown ordinance codification project. All legal researchers and editors must have demonstrated experience codifying municipal ordinances.

Scope of Services

The Town of Shepherdstown is requesting proposals for the re-codification of its Town Charter and ordinances; on-line hosting of the updated confiscation; and updates to new and amended ordinances over a 12-month period, as described below.

Task #1: Initial Re-Codification of Town of Shepherdstown Charter and Ordinances

The bidder must:

- 1) Review the Town of Shepherdstown Charter and all ordinances and properly incorporate all relevant ordinances and other information into the Code.
- 2) Develop written documentation about each ordinance and its disposition.
- 3) Develop and recommend an organizational and numbering system for the Code. The Town of Shepherdstown must have final approval of the organizational and numbering system.
- 4) Produce a report on all conflicts or inconsistencies within the Town of Shepherdstown's Town Charter, its Ordinances and applicable West Virginia State Statutes. (The bidder must provide an example of the format of this report(s) of findings as part of its proposal.)
- 5) Make changes to text of the Town Code to effect uniformity of style and to correct typographical and spelling errors, grammar and usage. Substantive changes to the text shall not be made. Any suggestions for additions or changes to local ordinances, policies and rules will be submitted to Amy Boyd, Town Clerk.
- 6) Submit a legal manuscript of the re-codified Code for the Town's review. Any recommendations will be submitted to, and discussed with, Amy Boyd, Town Clerk.
- 7) Conduct one or more meetings with Town of Shepherdstown leaders and staff to review the legal manuscript. The conference(s) may be via telephone or another virtual format.
- 8) Provide the Town of Shepherdstown with a draft copy of the Re-codified code for review and edits prior to publication.
- 9) Prepare and publish a comprehensive, detailed index of the re-codified Code with the final publication. (The bidder must provide an example of the proposed index format as part of its proposal.)
- 10) Provide five (5) copies of the re-codified Code printed in an 8-1/2 x 11-inch, single column page format.
- 11) Provide materials to assist the leaders and staff of the Town of Shepherdstown in the adoption of the recodified Code as the official body of law of the Town.

Task #2: Online Presentation of Town of Shepherdstown Charter and Ordinances

The bidder must host the Re-Codified Town of Shepherdstown Charter and Ordinances on the bidder's internet server so that municipal staff and constituents can access and use the Code online with any electronic device using the Internet.

The bidder must:

General Features --

- 1) Provide reliable 24/7 hosting services for the Town of Shepherdstown Code online.
- 2) Ensure the on-line display of the Code aligns with design features of the Town of Shepherdstown's website (shepherdstown.gov).
- 3) Provide easy and logical navigation of the online Code for use by staff and the public.
- 4) Post online searchable copies of any new and amended ordinances (that is, ordinances developed in the future that will be codified later).
- 5) Maintain back-up copies of the online Code on a secure and reliable server.
- 6) Enable the members of the public who have slower internet connections to access offline or alternative versions of the Code.
- 7) Display full-quality graphics and tables with searchable captions, as needed.

Enable Municipal staff to use / implement such features as --

- 1) User training included but not limited to conference calls or similar platforms.
- 2) Identify and view user statistics.
- 3) View online archived versions of the Code.
- 4) Download the Code in an editable Microsoft word format (or similar format).
- 5) Access a database of local ordinances to identify sample ordinances from across the nation.

Enable the public to perform such functions as --

- 1) Search the Town's ordinances by key words and phrases.
- 2) Print and/or share any of the Town's ordinances with others.

Task 2a: Maintenance of the Town of Shepherdstown Ordinance Services

The bidder must maintain and keep the Town of Shepherdstown Ordinances up to date, including by incorporating new ordinances and amended ordinances into the Code within a reasonable number of weeks after passed by the Town of Shepherdstown Mayor and Town

Council. The bidder must provide the average turnaround time for publishing new or updated ordinances.

Requirements for Each Ordinance Update --

The bidder must:

- 1) Determine the proper location among the codified ordinances for displaying the new or amended ordinance within the Code.
- 2) Using the standard style conventions, internal sectional organizational hierarchy, and numbering system to match the Code.
- 3) Correct any misspellings and grammar issues so that the online electronic Code remains searchable.
- 4) Confirm the accuracy of the internal and statutory references; and suggest updates as needed.
- 5) Review the new or amended ordinance text for wording and internal conflicts.
- 6) Maintain the ordinance integrity and improve the presentation of the material to ensure accessibility.
- 7) Notify the Town of Shepherdstown of any issues and concerns and collaborate with the Town on a resolution.
- 8) Compose or update supporting documents and related Code documents, including the Table of Contents, Index, General References, Editor's Notes and other such information.
- 9) Develop instructions so that individuals who use paper copies of the Code can update their code.
- 10) Update the online Code with each supplement.

Price

The bidder must provide its prices for the overall project and for each of the individual Tasks and subtasks. The proposed price for the project shall reflect the total cost to the Town of Shepherdstown for the codification project.

The Price component must include following:

- 1) Base Price for the codification service of the Town Charter and all ordinances:
 - a) Base Price for all components except the Planning and Zoning Chapters
 - b) Base Price for the Planning and Zoning Chapters only.
- 2) Price for development and maintenance of the Code in online format.
- 3) Price for the Code Update Service (annual cost).
- 4) Payment Schedule for the overall project.

- 5) Project Timeline (estimated project timeline including estimated time for the Town’s review and each stage of the project).

Overall Background Information

Details about the Town of Shepherdstown’s current municipal ordinances

- The ordinances include the Town Charter which was created in 1867 and has been amended at least four times including in 1882, 1988, 1909, and 1941.
- The Code was last codified in 1981.
- The current version of the Code as displayed for the public is located here: [Official Website of Shepherdstown, WV - Codified Town Ordinances](#).
- The entire Code is available for download in Word format via [Dropbox](#). However, Town staff have reviewed the downloadable files to ensure its accuracy. The Town does not assert that the downloadable version of the Town Code is complete or accurate.
- The Code includes components the text of which are reproduced from other sources, such as sections of Title 9, “Planning and Zoning;” and Title 13, “International Property Maintenance Code.”

Background Information on the Request for Proposals

Questions concerning the project and requirements should be directed at Amy Boyd, Town Clerk.

The Town of Shepherdstown will accept sealed proposals until 4:00 p.m. ET on November 21, 2025.

The Town of Shepherdstown will consider pricing and overall quality and timeliness of the proposed project when making its selection of a contractor for this project. The Town may request bidders to provide demonstrations of their products and services.

Submittal of Bids

Please submit one (1) original and four (4) paper copies of the complete proposal no later than 4:00 p.m. ET November 21, 2025, to the following address:

Amy Boyd
Town Clerk
Town of Shepherdstown
P.O. Box 248
104 North King Street
Shepherdstown, WV 25443

Please use this address for email submission:

clerk@shepherdstown.gov