

City of Isle of Palms
Request for Proposals (RFP 2026-07)
“Recodification of City Code”

1. Requirement. The City of Isle of Palms (“City”) is soliciting proposals from qualified firms to provide professional municipal code recodification services. The selected firm shall provide all labor, materials, technical expertise, editing, legal formatting, indexing, and related professional services necessary to produce a professionally recodified municipal code in electronic and printable formats compatible with the City's existing code-hosting platform.

2. Background. The City of Isle of Palms is a South Carolina municipality operating under the laws of the State of South Carolina and the City’s Procurement Code. The City’s Code of Ordinances is currently hosted online and includes ordinances adopted over multiple years. The City desires to modernize and comprehensively recodify the Code to improve organization, usability, consistency, legal clarity, public accessibility, and administrative efficiency.

The City anticipates entering into an agreement with a qualified firm experienced in municipal codification and recodification services for South Carolina local governments.

3. Objectives. The objectives of this project include:

1. Comprehensive review of the City’s existing Code of Ordinances;
2. Incorporation of all ordinances adopted since the last codification update;
3. Elimination of obsolete, repealed, superseded, duplicative, or conflicting provisions;
4. Reorganization and renumbering of provisions where appropriate;
5. Standardization of formatting, definitions, style, and references;
6. Ensure the City has a user-friendly searchable electronic code;
7. Ensure the City has a user-friendly searchable database of all scanned copies of historical ordinances to expand and replace the page found here:
<https://www.isleofpalms.gov/ordinances>
8. Preparation of editorial notes, cross-references, tables, and indexes;
9. Compliance with applicable South Carolina statutory requirements;
10. Provision of ongoing supplementation services following completion of the recodification project.

4. Scope of work and services. The selected contractor shall provide, at a minimum, the following services:

A. Initial Review and Project Assessment

The contractor shall:

1. Review the City’s existing Code of Ordinances;
2. Identify and review ordinances adopted but not yet codified;
3. Identify inconsistencies, duplications, conflicts, and obsolete provisions;
4. Identify provisions requiring clarification, renumbering, or reorganization;

5. Meet with City staff and the City Attorney as necessary to establish project goals and schedule, review cycles, comment deadlines and response deadlines;
6. Finalize the recurring in progress review schedule (IPR) envisioned in Section B below.

B. Legal Editing and Recodification

The contractor shall:

1. Prepare a comprehensive recodification draft that enables City staff to view recommended changes;
2. Edit ordinances for format, grammar, numbering, consistency, punctuation, and style;
3. Correct typographical and formatting errors;
4. Standardize terminology and references;
5. Prepare editor's notes and statutory references where appropriate;
6. Recommend organizational improvements;
7. Identify apparent conflicts with state law or internal inconsistencies for City review.
8. Conduct bi-weekly updates to and with the City to keep the City abreast of progress and allow the City staff to answer questions the contractor may have.

The contractor shall not make substantive legal changes without City authorization.

C. Code Organization and Indexing

The contractor shall:

1. Reorganize titles, chapters, articles, and sections where necessary;
2. Prepare updated tables of contents;
3. Create comprehensive indexes and cross-references;
4. Provide disposition and derivation tables;
5. Provide a method for the reader to see scanned versions of all available historical ordinances.

D. Electronic Publishing Compatibility with Current Host

The contractor shall perform all work so that:

1. All files and deliverables are in formats compatible with the City's selected code-hosting platform;
2. Searchable online access remains extant;
3. Mobile-compatible access remains extant;
4. Downloadable and printable formats remain extant;
5. Hyperlinked cross-references and state law references are enabled;
6. Accessibility compliance consistent with applicable standards.

The contractor shall perform all work so that the City Code is fully functional as currently hosted.

E. Updates to Committee / Council Leaders

The contractor shall:

1. Attend at least three City committee level meetings. One will precede initiation of work, one at the midpoint and one to present the final draft. Virtual attendance is acceptable. These updates to City committee members will provide opportunities for direction and guidance from elected leaders.
2. Be prepared to attend other public meetings as requested.

F. Deliverables

Deliverables shall include:

1. Draft recodified Code in portable format (Preferably MS Word);
2. Redline or change-tracking version identifying revisions;
3. Final recodified Code in electronic format;
4. Electronic files suitable for publication through the City's existing online code-hosting platform;
5. Printable PDF version;
6. Indexes, cross-reference tables, and disposition tables;
7. Ongoing supplementation services.

5. Ownership. All data, indexing, metadata, ordinance files, tables, scanned documents, and recodification work products shall become property of the City.

6. Contractor Qualifications. Proposers shall demonstrate:

1. Experience in providing codification services for municipalities;
2. Experience with South Carolina municipal codes preferred;
3. Familiarity with online hosted municipal code libraries;
4. Qualifications of personnel assigned to the project;
5. Ability to complete the project within the proposed timeline;
6. References from at least three municipal clients.

Preference may be given to firms with substantial experience recodifying coastal or similarly situated South Carolina municipalities.

7. Proposal contents and submittal instructions.

Consistent with Chapter 10 *Purchasing Procedures*, Section 1-10-5(3) *Methods of Source Selection-Request for proposals (RFP)* and Section 1-10-8 *Multi-term Contracts*, of the city code, the city is requesting proposals that speak to a firm's track record of "professional and technical qualifications" and "demonstrated competence and qualification."

By 2:00 PM on Wednesday, July 29, 2026, please provide a hard copy proposal by courier or mail to:

Douglas Kerr
City Administrator
City of Isle of Palms
1207 Palm Boulevard
Isle of Palms, South Carolina 29451

The proposal should include:

- A cover letter introducing the firm
- A description of the firm's qualifications to execute the proposal as written
- Examples of similar projects including references
- Description of methodology for conducting the project
- A description of the key project personnel and their expertise
- Detailed budget and cost breakdown;
- A proposed timeline to provide all the items described in the scope of services section of this request
- A description of proprietary issues the city should be aware of
- No more than 15 pages

EVALUATION PROCESS AND CRITERIA

The primary intent regarding the procurement of these services is to obtain what the City would consider to be the best package of products and services. This includes overall proposal suitability, a clear and organized proposal, price competitiveness, quality and timeliness of previous work performed.

Respondents will further be evaluated on their experience, qualifications, methodology and references. The City of Isle of Palms reserves the right to reject, in whole or in part, any proposal submitted which, in the judgment of the City, would not be in its best interest. The City also reserves the right to waive minor deficiencies or reject all proposals. Proposals will be evaluated based on the following criteria:

A. Experience and Expertise:

- Demonstrated experience in providing the services described within this request.
- Qualified staff with relevant expertise and certifications.

B. Methodology and Approach:

- Sound and appropriate methodology that provides a solution that meets the City's needs.
- Clear understanding of the project requirements and objectives.

C. Timeline and Deliverables:

- Realistic timeline for completing requisite compilation of information, review, studies, analysis, delivering, and implementing the deliverables described herein.
- Ability to meet project deadlines.

D. Cost:

- Competitive and reasonable pricing for the proposed recodification services.
- Value for money in terms of the quality and comprehensiveness of the deliverables.

E. References:

- Positive feedback and recommendations from previous clients.

Deadline for Submissions: The deadline for submission is 2:00 PM on Friday, 31 July 2026. Proposals will be received by mail or courier at 1207 Palm Boulevard, Isle of Palms, South Carolina 29451 in a sealed envelope. Sealed envelopes must be clearly marked “RFP 2026-07 – Recodification of City Code” and include one (1) hard copy.

It will be the responsibility of the proposers to verify receipt by the City. Proposals may be delivered by hand or by mail, but no proposal shall be considered which is not actually received by the City at the place, date and time appointed by the City and the City shall not be responsible for any failure, misdirection, delay or error resulting from the selection by any proposer of any means of delivery. All proposals submitted shall include a current e-mail address.

Proprietary and/or Confidential Information: Your proposal is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your proposal. All information that is to be treated as confidential and/or proprietary must be clearly identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as CONFIDENTIAL, in bold, in a font of at least 12-point type, in the upper right-hand corner of the page. All information not so denoted and identified will be subject to disclosure by the City.

Proposers acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the respondent or any member of the respondent’s organization as a result of, or arising out of, submitting a proposal, negotiating changes, or due to the City’s acceptance or non-acceptance of the proposal or the rejection of any and all proposals.

Proposers are responsible for submission of accurate, adequate and clear descriptions of the information requests. Neither issuance of the RFP, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the City of Isle of Palms will commit the City to award a contract to any respondent even if all the requirements in the RFP have been met. Proposers must have or be able to procure an Isle of Palms Business License.