

CARROLL COUNTY, ILLINOIS

REQUEST FOR PROPOSALS (RFP) 2027 COUNTY CODE CODIFICATION

I. INTRODUCTION

Carroll County, Illinois is requesting proposals from qualified firms specializing in municipal and county code codification services. The purpose of this Request for Proposals (RFP) is to obtain information regarding available codification services, project approaches, estimated timelines, and preliminary pricing to assist the County in budgeting and planning for a potential comprehensive codification project during Fiscal Year 2027.

This RFP is intended to gather information and budgetary estimates. Issuance of this RFP does not obligate Carroll County to award a contract or proceed with a codification project.

II. COUNTY BACKGROUND

Carroll County is a rural county located in northwestern Illinois with a population of approximately 15,000 residents. The County maintains numerous ordinances and regulatory provisions governing zoning, building regulations, public health, county administration, roads and infrastructure, and other governmental functions.

The County is evaluating the feasibility of consolidating, organizing, and publishing its ordinances into a comprehensive, searchable County Code available through the County website. The goal is to create a codified ordinance system that can be efficiently maintained and updated on an ongoing basis.

III. PROJECT OBJECTIVES

The County seeks information regarding services that would:

1. Compile and organize County ordinances into a unified code.
2. Review ordinances for consistency, duplication, conflicts, and obsolete provisions.
3. Evaluate chapter and numbering structure.
4. Create a professionally formatted and searchable County Code.
5. Improve public accessibility and transparency.
6. Provide options for future ordinance supplementation and maintenance.
7. Provide online code hosting and public access capabilities.
8. Assist County staff with adoption and implementation of the codified code.

IV. SCOPE OF SERVICES

The County requests that proposers provide information regarding the following services.

A. Initial Code Review and Analysis

The selected firm should:

- Review all ordinances, amendments, resolutions (as applicable), and related legislative documents provided by the County.
- Determine which ordinances should be incorporated into the County Code.
- Identify duplicate, conflicting, obsolete, or superseded provisions.
- Identify outdated statutory references where applicable.

- Provide recommendations regarding organization and structure of the code.

B. Legal and Editorial Review

The selected firm should:

- Conduct a comprehensive editorial review.
- Correct typographical, formatting, grammatical, and numbering inconsistencies.
- Recommend non-substantive revisions necessary to improve clarity and uniformity.
- Provide a legal memorandum or report identifying potential conflicts, inconsistencies, and areas requiring County review prior to adoption.

C. Codification and Organization

The selected firm should:

- Create a comprehensive chapter and section numbering system.
- Organize ordinances into logical titles, chapters, and sections.
- Prepare cross-references and historical references where appropriate.
- Develop tables of contents and indexing systems.
- Incorporate ordinance history and amendment references.

D. Draft Review Process

The selected firm should:

- Provide one or more draft versions of the proposed code for County review.
- Participate in review meetings with County staff.
- Incorporate County-approved revisions.
- Provide a final codified manuscript for consideration and adoption.

E. Final Deliverables

Please identify available options and associated costs for:

- Digital code manuscript.
- Searchable PDF format.
- Printed code books and binders.
- Online code hosting.
- Mobile-friendly access.

F. Ongoing Maintenance Services

Please provide information and pricing regarding:

- Annual supplementation services.
- Ordinance update services.
- Online publishing updates.
- Subscription or hosting fees.
- Training for County staff.

V. INFORMATION TO BE PROVIDED BY PROPOSERS

Proposals should include:

Firm Qualifications

- Company history and background.
- Years providing codification services.
- Number of county or municipal clients served.
- Experience working with Illinois counties and municipalities.
- Description of legal editorial staff and project team.

Integration of Artificial Intelligence

The proposal should describe if and how emerging technologies, including Artificial Intelligence (A.I.), will be incorporated into the codification process to improve efficiency, accuracy, consistency, and long-term maintenance. At a minimum, respondents should identify potential applications of A.I., such as ordinance analysis, organization, cross-reference validation, formatting, indexing, search optimization, and quality assurance, while also describing the measures that will be taken to ensure all legal content is reviewed and verified by qualified professionals prior to publication.

References

Provide at least three (3) governmental references, preferably including Illinois counties or municipalities, for projects of similar size and scope.

Project Approach

Provide a narrative describing:

- Proposed methodology.
- Expected project timeline.
- County staff responsibilities.
- Vendor responsibilities.
- Quality control procedures.

Online Hosting Capabilities

Describe available online code hosting services, including:

- Search functions.
- Mobile accessibility.
- Historical archive capabilities.
- Public access features.
- ADA accessibility compliance.

VI. PRELIMINARY PRICING REQUEST

The County recognizes that the final project scope may vary and requests budgetary pricing estimates only.

Please provide estimated pricing for:

Service	Estimated Cost
Initial Codification Project	\$ _____
Legal Review and Analysis	\$ _____
Online Hosting (Annual)	\$ _____
Annual Supplementation	\$ _____
Training and Implementation	\$ _____
Other Optional Services	\$ _____

Please identify:

- Any assumptions used in developing the estimate.
- Additional fees that may apply.
- Multi-year pricing options.
- Government cooperative purchasing options, if available.

VII. TENTATIVE SCHEDULE

Milestone	Date
RFP Issued	07/25/2026
Questions Due	08/31/2026
Responses Due	09/21/2026
Review of Proposals	OCT 2026
Budget Planning Discussion	OCT / NOV 2026
Potential Project Initiation	JAN 2027

VIII. COUNTY CONTACT

Questions and proposals shall be submitted to:

Jeremy Hughes, GIS Director
 Carroll County, Illinois
 301 North Main Street
 Mount Carroll, Illinois 61053
 Phone: (815) 244-0254
 Email: mapping@carrollcountyil.gov

IX. RESERVATION OF RIGHTS

Carroll County reserves the right to reject any or all proposals, waive informalities, request additional information, negotiate with one or more respondents, and discontinue the process at any time. Submission of a proposal does not create any contractual obligation on the part.

The cost estimates, budgetary pricing, or preliminary proposals submitted in response are intended solely to assist Carroll County in project planning and budget development of a future codification project. Submission of a response shall not be construed as a formal bid, offer, or contractual commitment by the respondent.