

1 CITY OF COVINGTON
2 STATE OF LOUISIANA

3
4 ORDINANCE NUMBER 2021-20

5
6 AN ORDINANCE OF THE CITY OF COVINGTON AMENDING
7 THE COVINGTON CODE OF ORDINANCES CHAPTER 2
8 ADMINISTRATION, ARTICLE VI. PROFESSIONAL SERVICES
9 CONTRACTS, SECTION 2-209 SELECTION REVIEW PANELS
10 AND SECTION 2-210 SELECTION OF COMMUNITY PANEL
11 REPRESENTATIVES FOR PROFESSIONAL SERVICE
12 CONTRACTS OTHER THAN LEGAL SERVICES TO
13 RESTRUCTURE THE SELECTION REVIEW PANEL
14 COMPOSITION AND SELECTION PROCESS

15 WHEREAS, Professional Services consultants are selected via the Request
16 for Proposal (“RFP”) process in accordance with Louisiana State Bid Law and the
17 City of Covington’s purchasing policies; and

18 WHEREAS, responses to RFPs are evaluated and graded by a Selection
19 Review Panel to identify the most qualified consultant; and

20 WHEREAS, the City Council has held its public hearing in accordance with law;
21 and

22 WHEREAS, Section 2-209 and Section 2-210 outline the Selection Review
23 Panel composition and the process for identifying members of the Selection
24 Review Panel; and

25 WHEREAS, the Administration wishes to simplify the Selection Review
26 Panel composition and selection process to include the Department Head
27 overseeing the project or designee, a Mayoral appointee, and a Council Finance
28 Committee appointee, and

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30 NOW, THEREFORE, be it ordained by the City Council of the City of
31 Covington, at its regular session convened, that Chapter 2
32 Administration is amended to add Article VI as follows:

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Sec. 2-209. Selection Review Panels.

(a) Selection Review Panels are hereby established for the purpose of conducting an independent, objective evaluation of proposals for the provision of professional services. In addition to the members designated below, the Selection Review Panel, at its discretion, may permit other individuals to participate in discussions and deliberations, for the purpose of providing technical assistance in evaluating the proposals (“Technical Advisors”). These Technical Advisors, however, shall serve only in an advisory capacity and shall not participate in the actual scoring of such proposals.

(b) Selection Review Panel shall consist of three voting members ~~and two non-voting members as follows:~~

- ~~(1) Chief Administrative Officer, a non-voting member; and~~
- ~~(2) Department Director or Board or Agency Head requesting the professional services contract, a non-voting member; and~~
- ~~(3) Three community panel representatives, all voting members, at least two of whom have specialized knowledge or expertise in the relevant field of service.~~

- (1) The City Department Head overseeing the project or his/her designee
- (2) A Mayoral appointee with the knowledge of the subject matter
- (3) A Council appointee with knowledge of the subject matter

Sec. 2-210. Selection of Community Panel Representatives (CPR) for Professional Service Contracts other than Legal Services.

Upon publication of the request for proposal the Chief Administrative Officer shall notify, in writing, ~~various community sources such as the St. Tammany Chamber of Commerce and the Northshore Business Council who shall each submit five nominees to the Chief Administrative Officer to serve as a Community Panel Representative. The Mayor or his/her designee shall then select Community Panel Representatives from the list of nominees.~~ The **Community Panel Representative** must comply with all applicable state and local ethics laws, including, without limitation, those provisions that govern conflicts of interests. If, however, one or more of the members of the CPR Selection Group fail to nominate Community Panel Representatives within thirty (30) days of receipt of such notice, the Chief Administrative Officer shall have the option of nominating community members with the requisite expertise to serve as Community Panel Representatives for that project.

BE IT FURTHER ORDAINED that if any provision of this ordinance shall be held to be invalid, such invalidity shall not affect other provisions herein which can be given effect without the invalid provision and to this end the provisions of this ordinance are hereby declared to be severable.

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85 This ordinance having been submitted in writing, having been read by title
86 and adopted at a public meeting of the City Council of the City of Covington, State

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88 of Louisiana, was then submitted to an official vote as a whole, the vote thereon
89 being as follows.

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91 Moved for adoption as amended by _____, seconded by _____.

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93 YEAS:

NAYS:

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95 ABSTAIN:

ABSENT:

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97 PASSED AND ADOPTED this 2nd day of November, 2021.

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99

/s/ _____

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LARRY ROLLING
COUNCIL PRESIDENT

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/s/ _____

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JOANN D. RUCKER
COUNCIL CLERK

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108 Presented to the Mayor this 3rd day of November, 2021 at ____ o'clock A.M.

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/s/ _____

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JOANN D. RUCKER
COUNCIL CLERK

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115 Approved __or Vetoed__ by the Mayor on this 2ND day of November 2021.

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/s/ _____

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MARK R. JOHNSON
MAYOR

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122 Received from the Mayor this ____ day of November, 2021 at ____ o'clock __M.

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/s/ _____

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JOANN D. RUCKER
COUNCIL CLERK

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