# CITY OF COVINGTON
# STATE OF LOUISIANA

## ORDINANCE NUMBER 2021-20

## AN ORDINANCE OF THE CITY OF COVINGTON AMENDING THE COVINGTON CODE OF ORDINANCES CHAPTER 2 ADMINISTRATION, ARTICLE VI. PROFESSIONAL SERVICES CONTRACTS, SECTION 2-209 SELECTION REVIEW PANELS AND SECTION 2-210 SELECTION OF COMMUNITY PANEL REPRESENTATIVES FOR PROFESSIONAL SERVICE CONTRACTS OTHER THAN LEGAL SERVICES TO RESTRUCTURE THE SELECTION REVIEW PANEL COMPOSITION AND SELECTION PROCESS

**WHEREAS,** Professional Services consultants are selected via the Request for Proposal ("RFP") process in accordance with Louisiana State Bid Law and the City of Covington's purchasing policies; and

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

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

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

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

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

**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 than 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.

This ordinance having been submitted in writing, having been read by title and adopted at a public meeting of the City Council of the City of Covington, State of Louisiana, was then submitted to an official vote as a whole, the vote thereon being as follows.

Moved for adoption as amended by Botsford, seconded by Ludwig._____.

YEAS:6 NAYS: 0

ABSTAIN: 0 ABSENT: 1

PASSED AND ADOPTED this 9th day of December, 2021.

/s/_____
LARRY ROLLING
COUNCIL PRESIDENT

/s/_____
JOANN D. RUCKER
COUNCIL CLERK

Presented to the Mayor this 10th day of December, 2021 at 10:30 o'clock A.M.

/s/_____
JOANN D. RUCKER
COUNCIL CLERK

Approved _X_ or Vetoed ___by the Mayor on this 10th day of December 2021.

/s/_____
MARK R. JOHNSON
MAYOR

Received from the Mayor this 10th day of December, 2021 at 2:00 o'clock P.M.

/s/_____
JOANN D. RUCKER
COUNCIL CLERK