



## MEMORANDUM

**Agenda Item 15(C)2**

---

To: Honorable Chairman Dennis C. Moss, and  
Members, Board of County Commissioners

Date: March 16, 2010

From: Harvey Ruvin, Clerk  
Circuit and County Courts

Subject: Appointment of Linda Forrest,  
Jason K. Barket, and  
Samuel Lee Gilmore, Jr.  
to serve as members of the  
Community Small Business  
Enterprise Advisory Board

Diane Collins, Acting Division Chief  
Clerk of the Board Division

*Diane Collins*

---

It is recommended that the Board consider the following nominees to serve as members of the Community Small Business Enterprise Advisory Board:

**Nominee**

Jason K. Barket  
Linda Forrest  
Samuel Lee Gilmore, Jr.

**Organization**

Underground Contractors Association of South Florida  
Contractors Resource Center  
Allied Minority Contractors

In accordance with Section 10-33.02 of the Miami-Dade County Code, the aforementioned organizations shall recommend a member to the Board of County Commissioners to serve on the CSBE Advisory Board. The Department of Small Business Development has submitted the names of Messrs. Barket and Gilmore and Ms. Forrest as qualified candidates to fill vacant seats where the terms of the previous members have expired.

The memorandum from the Department of Small Business Development, recommendation letters from each organization and the resume of each nominee have been attached for your review.

DC/sm  
Attachments

# Memorandum



**Date:** February 11, 2010

**To:** Shania Moore, Boards Coordinator  
Clerk of the Board

**From:** Sheri McGriff, Division Director  
Business Support Services Division  
Department of Small Business Development

**Subject:** Appointment of Community Small Business Enterprise (CSBE) Advisory Board Member

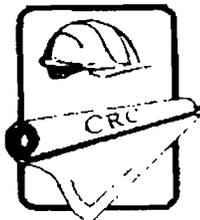
---

Attached please find correspondence from the Contractors Resource Center, Inc. (CRC) wherein they recommend Ms. Linda Forrest, President for Poinciana Development Group, Inc., to represent CRC on the Community Small Business Enterprise (CSBE) Advisory Board. It is respectfully requested that the Board of County Commissioners take action on this item at their next Commission meeting.

Should you have any questions or need additional information, please contact me at 305-375-3123. Thank you in advance for your prompt attention to this matter.

Attachments

c: Penelope Townsley, Director, Department of Small Business Development



# CONTRACTORS RESOURCE CENTER, INC.

"The Contractors Network of Information"

January 26, 2010

Ms. Laurie Johnson  
Small Business Development  
Miami-Dade County  
111 N.W. 1<sup>st</sup> Street, 19<sup>th</sup> Floor  
Miami, Florida 33126

Re: Substitution of Name to the CSBE Advisory Board

Dear Ms. Johnson:

We are submitting the name of **Ms. Linda Forrest** to represent the Contractors Resource Center (CRC) on the CSBE Advisory Board. Ms. Forrest is a permanent resident of Miami-Dade County and is a member of the CRC Advisory Council.

Thank you for your assistance with this matter.

Sincerely,

Elsie K. Hamler  
President

## Linda Forrest

305-469-5806

[lforrest@pdaroup.biz](mailto:lforrest@pdaroup.biz)

**Education:** A.A.S., Architecture, Onondaga Community College, Syracuse, New York, **1985**

**Licenses:** General Contractor, State of Florida, **1990**  
Standard Inspector, State of Florida, **2001**  
Standard Plans Examiner, State of Florida, **2002**  
LEED AP, **2009**  
Stormwater, Erosion, and Sedimentation Control Inspector, **2009**

Before founding her own firm in 1991, Ms. Forrest was a Project Manager with CRSS. She has over 20 years experience in the construction industry, majority of which has been in the South Florida area. Ms. Forrest has worked on a wide variety of projects, including public agencies, commercial and private. As President of Poinciana Development Group, Inc., her responsibilities include:

- daily operation of firm including continuing client contact, administrative, project procurement, and management;
- Management of consulting contracts to provide varied professional services to various agencies & contractors, supervised a consulting staff of 15.
- Completion of over 200 commercial & residential construction projects, obtaining and supervising subcontractors, inspecting all work in place to assure compliance to contract documents and applicable codes.

### **Recently Awarded Projects:**

**Continuing General Contractor 2009 - 2010**, Miami Dade College, Miami, FL

### **Recently Completed Projects:**

**\$6.2 Billion Capital Improvement Program**, Miami Dade County Aviation Department, JV Partner member of Dade Aviation Consultants, Miami FL – Contract Completion 12/08  
Management of cost, schedule, safety and quality for all projects under MIA's Capital Improvement Program through planning, programming, design review, construction and implementation of operation.

**\$60 Million Adrienne Arsht Center for the Performing Arts**, Performing Arts Trust, CM consultant for Safety, Project Management, CAD Coordination, Document Control and Scheduling for Miami's largest performing arts center and second largest in the United States. New construction of Ballet Opera House (seats 2,400) and Concert Hall (seats 2,200) connected by pedestrian bridge over major thoroughfare Biscayne Blvd.

**\$20 Million Sugar Hill Apartments**, Urban League of Greater Miami, Project Management Consultant for Construct Two Group, for Renovation of 12 apartment buildings; 132 units total; New construction of management building & laundry facility and new site configuration.

**\$600,000, Various Projects**, City of Opa-Locka, Renovation/Conversion of Existing Library Building to Administrative Complex housing several city departments. Renovation of operational Police Station completed in 3 months.

**Experience: \$52.6 million Federal Bureau of Prisons Metropolitan Detention Center, CRSS Constructors, Inc.** Miami, Florida.

Responsible for document management and tracking & recording all correspondence, including contract drawings, shop drawings, calculations, and as-builts. Documenting and screening of contractor requests for information for use in time extension and/or monetary increase claims. Preparation of project correspondence logs for use by FBOP and CRSS staff.

**\$16 million Miami International Airport Miscellaneous Construction Contract, CRSS Constructors, Inc.** Miami, Florida. Project Manager.

Responsibilities included preparation of bid documents and contract documents, supervision and coordination of subcontractors and field personnel, overall project scheduling & and project cost management. Prepared weekly reports to inform owner of project status. Conducted project meetings with the client, architects, engineers and subcontractors. Various accomplishments achieved during this program were the development of the base structure of the minority participation program including bidding procedures, oversaw construction of two prototype U.S. Customs Rover Command Centers, coordination of the renovation/facelift of Concourse 'C', and upgrade of the airport life safety system.

**Quipp Systems Inc.,** Miami, Florida. Mailroom Systems Designer.

Responsibilities included preparation of mechanical and architectural layouts; cost estimating of mailroom systems, and preparation of proposals and sales presentations.

**Eastern Microwave Inc.,** Syracuse, New York. CAD Draftsperson.

Updated and transferred all company telecommunication stations to new computer filing system required by the FCC. Responsible for record drawings of telecommunication repeater stations, record drawings of tower azimuths, and satellite dish locations, design coordination and drafting of telecommunication equipment in use.

**New York State Department of Transportation,** Syracuse, NY  
Transportation Construction Inspector.

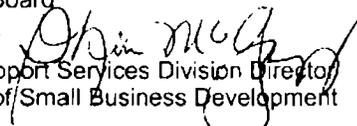
Responsibilities included field correspondence between NYS and its contractors, tracking of material quantity expenditures, maintaining and updating monthly project estimate. On this project, Ms. Forrest designed and implemented computerized method of tracking of material use for field offices.

# Memorandum



**Date:** January 15, 2010

**To:** Shania Moore, Boards Coordinator  
Clerk of the Board

**From:** Sheri McGriff   
Business Support Services Division Director  
Department of Small Business Development

**Subject:** Appointment of Community Small Business Enterprise (CSBE) Advisory Board Member

---

Attached please find correspondence from the Underground Contractors Association of South Florida, Inc. (UCA) wherein they recommend Mr. Jason Barket, Branch Manager for HD Supply Waterworks, to represent the UCA on the Community Small Business Enterprise (CSBE) Advisory Board. It is respectfully requested that the Board of County Commissioners take action on this item at their next Commission meeting.

Should you have any questions or need additional information, please contact me at 305-375-3123. Thank you in advance for your prompt attention to this matter.

Attachments

c: Penelope Townsley, Director, Department of Small Business Development



**UNDERGROUND CONTRACTORS ASSOCIATION**  
**of South Florida, Inc.**  
3730 Coconut Creek Pkwy, Suite 101 Coconut Creek, FL 33066  
(954) 575-0110 \* FAX (954) 575-5627

*pg 1 of 3*  
*JCM/KC*

Jennifer Mancini, Executive Director

January 8, 2010

Ms. Alice Hidalgo-Gato, Division Director  
Department of Business Development  
Miami-Dade County  
111 NW 1<sup>st</sup> Street, 19<sup>th</sup> Floor  
Miami, FL 33128-1906  
Fax: (305) 375-3160

**Re: CSBE Advisory Board Appointment**

The Underground Contractors Association of South Florida (UCA) recommends that Mr. Jason Barket be appointed for a term on the Miami Dade County CSBE Advisory Board.

Mr. Barket is a bilingual underground utility, construction management professional with a proven track record in the management of the Miami-Dade County branch office for a leading distributor of underground utility supplies, HD Supply Waterworks. He is an experienced government project consultant, account manager and project estimator. He served as Project Manager, Superintendent and Inspector of Water & Sewer projects. He is consistently recognized for effective and efficient project management, superior customer service skills and extensive knowledge of water, sewer, drainage and geotechnical material.

I am confident in Jason's ability to represent our industry on the CSBE Advisory Board and believe that his attached resume deems him qualified to serve.

Sincerely,

*Richard L. Berg*

Richard L. Berg  
President, UCA of South Florida

JOF7

**JASON K. BARKET**

9361 SW 125 TERRACE • MIAMI, FLORIDA 33176

PHONE: 786-282-3474 • E-MAIL: JASON.BARKET@HDSUPPLY.COM

A bilingual underground utility, construction management professional with outstanding sales experience and proven track record in the management of a tri-county branch office for leading distributor of underground utility supplies, HD Supply Waterworks. Experienced government project consultant, account manager and project estimator. Served as Project Manager, Superintendent and Inspector of Water & Sewer projects. Consistently recognized for effective and efficient project management, superior customer service skills and extensive knowledge of water, sewer, drainage and geotechnical material.

**2/08 to Current – Branch Manager, HD Supply Waterworks**

Successfully relocated 2 multimillion dollar facilities, inventory, staff and logistics to one central facility. Continue to generate positive results through economic decline. Supervise and manage 14+ employees. Consult and provide material and services for projects with FDOT, FPL, Miami-Dade Water and Sewer, Florida Keys Aqueduct Authority, Army Corp of Engineers and Federal Government. Worked on several ARRP (stimulus) projects.

International Initiative – part of the management team responsible for leading HD Supply Waterworks' international expansion. Extensive market research and development for water and sewer development in Central America and the Caribbean including Puerto Rico. Consulted on and estimated projects in the Bahamas, Turks and Caicos, Puerto Rico, Honduras, Panama, Costa Rica, Nicaragua and Angola, Africa.

**6/04 to 2/08 – Account Manager, HD Supply Waterworks**

Served as Account Manager for Miami Dade, Broward and Monroe County customers. Achieved several sales milestones and was recognized with the Silver Sales award in 2004, the Crystal Award in 2005 and the Platinum Award in 2006. Current sales and profit numbers for 2007 are Platinum Award level.

Played large roll in establishing and developing Branch 046. Handled day to day managerial activities including inventory, customer accounts, shipping and human resources during the first two years. Doubled the sales of previous years. Created new customer relationships and was able to increase market share by 30%.

**4/02 to 6/04 – Sales Manager/Salesman, A & B Pipe and Supply**

Oversaw the utilities department. Coordinated all purchasing, sales and shipping for Water, Sewer and Drainage material. Supervised department personnel and human resources. Posted record sales for the department. Managed marketing activities including advertising and events management.

**6/01 to 3/02 – Director of Construction Operations, Rebull & Associates/SRS Construction**

Involved with the construction division since its inception. Served as the company consultant for utility projects. Assisted in the coordination of all construction projects as Project Manager.

Responsible for all estimating, take offs and proposals for the construction division. Showed profits on all projects awarded. Served as material consultant on the Miami Dade Airport Reconstruction Project in 2000.

3 of 3

**1/00 to 6/01 – Sales Representative, Hughes Supply Inc.**

Served as Outside Sales Representative for Utilities Division. Estimated, purchased and sold Water, Sewer and Drainage material to area customers. Directly communicated with Miami-Dade Water and Sewer (WASA) over specifications and material. Worked with engineers on material specs and project coordination.

**10/98 to 1/00 – Director of Sales, Underground Utility Sector, A & B Pipe and Supply**  
Responsible for all underground utility purchasing, sales, inventory, deliveries, specification and collections. Assisted in developing a sales program involving budget levels, sales quotas, inventory regulations and terms and condition agreements. Participated in the Muller Utilities class and several sales programs.

Managed the integration of the Eclipse System into existing operating system. Served as information technology instructor for employees to learn new computer system operations.

**EDUCATION, DEGREES AND CERTIFICATES**

Florida International University  
M.S. Program – Engineering & Construction Management  
School of Engineering  
Graduation Expected 2010

University of Central Florida, Orlando FL  
B.S. Marketing / Business Administration  
School of Business Administration  
June 1998

Advance Online Institute IACET  
OSHA 10-Hour Construction Course  
July 2001

United States Coast Guard  
Merchant Marine OUPV Captain (100 ton)  
February 2000

Coral Gables High School Graduate

# Memorandum



**Date:** February 11, 2010

**To:** Shania Moore, Boards Coordinator  
Clerk of the Board

**From:** Sheri McGriff, Division Director  
Business Support Services Division  
Department of Small Business Development 

**Subject:** Appointment of Community Small Business Enterprise (CSBE) Advisory Board Member

---

Attached please find correspondence from the Allied Minority Contractors Association (AMCA) wherein they recommend Mr. Samuel Gilmore, Jr., President for Overnight Success Construction, Inc., to represent AMCA on the Community Small Business Enterprise (CSBE) Advisory Board. It is respectfully requested that the Board of County Commissioners take action on this item at their next Commission meeting.

Should you have any questions or need additional information, please contact me at 305-375-3123. Thank you in advance for your prompt attention to this matter.

Attachments

c: Penelope Townsley, Director, Department of Small Business Development

# Allied Minority Contractors Association

*South Florida Chapter of the National Association of Minority Contractors*

January 26, 2010

Ms. Laurie Johnson  
Small Business Development  
Miami-Dade County  
111 N.W. 1<sup>st</sup> Street, 19<sup>th</sup> Floor  
Miami, FL 33126

Re: Appointment to CSBE Advisory Board

Dear Ms. Johnson:

We are pleased to submit Mr. Samuel Gilmore, Jr. to represent Allied Minority Contractors Association on the CSBE Advisory Board. Mr. Gilmore is a permanent resident of Miami-Dade County. He is the Vice President of the Association.

Your assistance with this matter is greatly appreciated.

Sincerely,



Frank Telford  
President

3171 Northwest 57 Street  
Miami, Florida 33142  
Phone (305)638-9503

## Samuel Lee Gilmore, Jr.

**Professional Skills** Estimating construction jobs; general contracting; and mechanical engineering.

**Education**

1978 United States Air Force Academy Colorado Sps, CO  
**Bachelors of Science in Engineering Mechanics**

1981 University of Michigan Colorado Sps, CO  
**Masters' in Public Administration**

1990  
Licensed State Certified General Contractor

1994  
Licensed Miami-Dade County General Contractor

2007  
Licensed Customs Broker

**Professional experience**

1988 - Present Overnight Success Construction, Inc. Miami, FL  
**President**  
Responsible for estimating jobs; overseeing field workers; calculating financial statements info; input vendor information and bills; facilitate construction management and commercial construction training.

1983 - 1988 Pan American Airlines Miami, FL  
**Co-Pilot**  
Assisted in the inspections and flight travel of commercial aircraft.

1981 - 1988  
**B52H Aircraft Commander**  
Aircrew commander of nuclear warfare weapon system

**Awards received**

**Black Lawyer's Association - Community Service Award**

**Contractors' Resource Center - Small Business Award**

**Inspirationally Yours Motivational Services, Inc. - "Man of Year Award"**

**Greater Miami Chamber of Commerce - 1<sup>st</sup> Runner Up, Business of the Year**

---