



MEMORANDUM  
OFFICE OF THE MAYOR

CLERK OF THE BOARD  
2010 JUN 11 PM 2:59  
CLERK, CIRCUIT & COUNTY COURTS  
MIAMI-DADE COUNTY, FLA.  
#1

DATE: June 11, 2010

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



FROM: Honorable Carlos Alvarez  
Mayor

SUBJECT: Mayoral Appointment: Director of Office of Capital Improvements

Pursuant to the authority vested in me under the provisions of Section 2.02D of the Miami-Dade County Home Rule Charter, I am appointing Mr. George Navarrete to the position of Director of the Office of Capital Improvements (OCI).

Mr. Navarrete has more than 30 years of experience in the areas of project and construction management, almost all of it with Miami-Dade County. Before his appointment as OCI's assistant director in November 2008, he spent 22 years at Miami-Dade Transit, where he worked on a wide range of signature projects, including Metrorail and Metromover.

He also boasts excellent academic credentials, with a bachelor's degree in architecture and a master's degree in construction management from Florida International University. He has published several articles and lectured.

In his new position, Mr. Navarrete will continue OCI's unmitigated success in managing the Building Better Communities general obligation bond, as well as providing leadership and assistance on major capital projects across departments.

Please join me in congratulating George and wishing him success as he continues to play a leadership role in the County's capital development process.

Attachments

- c: Honorable Dennis C. Moss, Chairman  
and Members, Board of County Commissioners
- Honorable Joel Brown, Chief Judge, Eleventh Judicial Circuit of Florida
- Honorable Harvey Ruvlin, Clerk of the Courts
- Honorable Carlos J. Martinez, Public Defender
- Honorable Katherine Fernández-Rundle, State Attorney
- Honorable Pedro Garcia, Property Appraiser
- George M. Burgess, County Manager
- Robert A. Cuevas, Jr., County Attorney
- County Executive Office Staff
- Department Directors
- Dr. Eneida O. Roldan, President and Chief Executive Officer, Jackson Health System
- Robert Meyers, Executive Director, Commission on Ethics and the Public Trust
- Christopher Mazzella, Inspector General
- Charles Anderson, Commission Auditor

# Memorandum



**Date:** June 11, 2010

**To:** George Navarrete, Director  
Office of Capital Improvements

**From:** George M. Burgess  
County Manager

**Subject:** Charge Memo

Congratulations on your appointment as director of the Office of Capital Improvements (OCI). Although this new position represents an added level of responsibility and authority, I am gratified that we have identified a leader who has experience in the department, an appreciation for its history and a vision for its future. I expect you will continue making progress on the vital tasks that face OCI.

Your top priorities should include:

- Drafting and managing the next phases of the Building Better Communities General Obligation Bond Program, especially as we prepare for new bond sales in 2010 and 2011 in advance of a possible two-year gap. Success in this task will require close coordination with numerous stakeholders, including the Office of Strategic Business Management, user departments, municipal governments, outside groups and, of course, the Board of County Commissioners;
- Continuing tight management of the Economic Stimulus and Miscellaneous Construction Contract programs, which have been extended for an additional two years;
- Finalizing changes to the Architectural and Engineering selection process under the guidance provided by the Board and the County Executive Office;
- Revisiting our countywide capital development production controls. In these difficult economic times, it is more important than ever that major capital projects be closely monitored and tracked to ensure their efficient implementation. As part of this effort, you are to work with capital departments to set baseline milestone dates and track their progress using the Capital Improvements Information System (CIIS) and take the lead in finalizing standard language for construction and professional services contracts to be used countywide. The CIIS/CDP web integration project is an important element of this task;
- Completing Phase 1 of the Construction/Project Manager training classes;
- Conducting periodic quality control audits on capital improvement agenda items;
- Continuing to implement, track and monitor the Safe Neighborhood Parks program;
- Closing out the Quality Neighborhood Improvement Program;
- Providing guidance and assistance on special projects;
- Continuing to meet and foster goodwill with industry groups and garner their input on how we can attract more competitive bidding.

I have every confidence in your abilities to implement these directives and continue the records of success and progress that have marked both OCI's history and your development as a professional and leader in Miami-Dade County.

c: Honorable Carlos Alvarez, Mayor  
Ysela Llort, Assistant County Manager  
Jennifer Glazer-Moon, Special Assistant/Director, Office of Strategic Business Management

## **ACADEMIC BACKGROUND**

Florida International University  
B.S. Architectural/Construction Management - 1978

Florida International University  
Masters in Construction Management -1994.

## **EXPERIENCE HIGHLIGHTS**

### **Miami-Dade Office of Capital Improvement – (November 2008 to Present) – Assistant Director**

Responsible for monitoring, oversight and implementation of Miami-Dade County's \$2.9 billion General Obligation Bond program, the Safe Neighborhood Parks bond program, the Quality Neighborhood Improvement Program bonds and the Construction Division. Also responsible for the maintenance and upgrade of the Capital Improvements Information System, the oversight of the Construction Management Training and Miscellaneous Construction Contracts Programs and the Economic Stimulus Plan. In addition, responsibilities include the development of standard construction contract language to be implemented Countywide.

### **Miami-Dade Office of Capital Improvement – (May 2008 to November 2008) – Chief, Bond Programs and Construction Division**

Responsible for monitoring, oversight and implementation of Miami-Dade County's \$2.9 billion General Obligation Bond (GOB) program, the Safe Neighborhood Parks bond program, the Quality Neighborhood Improvement Program bonds and the Construction Division.

### **Miami-Dade Office of Capital Improvement – (July 2005 to May 2008) – Chief, GOB Office**

Responsible for monitoring, oversight and implementation of Miami-Dade County's \$2.9 billion General Obligation Bond (GOB) program.

### **Miami-Dade Transit Agency - (January 2004 to July 2005) – Acting Assistant Director, Planning & Development**

Responsible for planning, engineering, construction, project controls and contract administration for the implementation of the capital construction components of the People's Transportation Plan (PTP), a \$2.5 billion expansion of the existing rail system.

### **Miami-Dade Transit Agency - (September 2000 to January 2004) - Chief, Project Control**

Responsible for all scheduling, cost control, budgets, construction claims, contract administration and configuration management for the \$87 million Palmetto extension to Miami's Metrorail system and other transit capital projects.

### **Miami-Dade Park & Recreation - (May 1999 to September 2000) - Interim Assistant Director for Planning & Development**

Responsible for all planning, design and construction for the Parks department during the Safe Neighborhood Parks Bond capital program (\$200 million). Responsible for organizing group, developing a staffing plan, defining scopes-of-work and schedules for over 400 projects and

### **Miami-Dade Transit Agency - (April 1989 to May 1999) - Chief, Project Control**

Responsible for all scheduling, cost control, budgets, construction claims, contract administration and configuration management for the \$248 million extension to Miami's people mover system and other transit capital projects.

George Navarrete  
8961 Southwest 124 Street Miami, Florida 33176  
*Curriculum Vitae*

Morrison Knudsen Engineers - (October 1988 - April 1989) - Senior Cost and Scheduling Engineer  
Responsible for all scheduling for the \$580 million expansion to Interstate 95 in South Florida.

Metropolitan Dade County Transit Agency - (August 1984 - December 1986) - Manager, Project Control and Claims for Metro-Dade Transit  
Responsible for all project control duties for Miami's one billion dollar transit system. Also responsible for the administration of construction claims.

Metropolitan Dade County Transit Agency - (March 1984 - August 1984) - Contract Administrator  
Responsible for contract administration duties during the construction of Miami's one billion dollar Metrorail system.

Metropolitan Dade County Office of Transportation Administration - (February 1983 - March 1984) - Scheduling Engineer - Construction Phase  
Responsible for preparing, reviewing and updating construction schedules for Miami's one billion dollar Metrorail system.

Metropolitan Dade County Office of Transportation Administration - (February 1982 - February 1983) - Office Engineer  
Responsible for supervising the day-to-day operations of a construction field office engaged in building two Metrorail stations valued at over \$10 million in construction.

Kaiser Engineers (The Kaiser Transit Group J.V.) - (October 1978 - February 1982) - Project Architect  
Responsible for the coordination of the design of five Metrorail stations.

Kaiser Engineers (The Kaiser Transit Group J.V.) - (April 1978 - October 1978) - Scheduling Engineer - Design Phase  
Responsible for preparing, updating and reviewing schedules during the design phase of Miami's one billion-dollar Metrorail system.

## **REFERENCES**

Honorable Steven Leifman  
Associate Administrative Judge  
11<sup>th</sup> Judicial Circuit Court  
305-548-5394

Captain Carlos Dominguez  
Homeland Security Bureau  
Miami-Dade Police Department  
305-470-3900 office  
305-989-1185 cell

Dr. Irtishad Ahmad, Ph.D., P.E.  
Professor and Chairperson  
Department of Construction  
Management  
Florida International University  
305-348-3045

## **PUBLICATIONS**

*Scheduling Principles of the Miami Metromover Project*  
*Computer Scheduling and Construction Specs*  
*Resolving Claims with Network-based Scheduling Systems*  
*Project Management Principles of the Miami Metromover Extension Project*  
*Contemporaneous Development of Field Data: Transportation Construction Claims Defense*  
*Cost-Loaded CPM in Major Capital Projects*  
*The Use of Personal Digital Assistants in Construction (July 1999)*