



MEMORANDUM

Agenda Item No. 15(C)(1)

TO: Honorable Chairman Jean Monestime and
Members, Board of County Commissioners

DATE: April 5, 2016

FROM: Harvey Ruvin, Clerk
Circuit and County Courts

SUBJECT: Appointment of Virginia
Mirabal to serve as a member
of the Small Business
Enterprise Construction
Advisory Board

Christopher Agrippa, Director
Clerk of the Board Division

It is recommended that the Board consider the appointment of Ms. Virginia Mirabal to serve as a member of the Small Business Enterprise (SBE) Construction Advisory Board.

In accordance with Section 10-33.02 of the Miami-Dade County Code, the Board of County Commissioners shall appoint a certified SBE Construction Firm to serve on the SBE Construction Advisory Board. The Department of Small Business Development has submitted the name of Ms. Virginia Mirabal, as recommended by the SBE Construction Advisory Board, as a qualified candidate to fill a vacant seat.

The memorandum from Mr. Gary Hartfield, Small Business Development, Division Director, and Ms. Mirabal's resume are attached for your review.

CA/dmcb
Attachment

Memorandum



Date: March 15, 2016

To: Daysha McBride, Boards Coordinator
Clerk of the Board

From: Gary Hartfield, Director
Small Business Development Division

Subject: Appointment of Small Business Enterprise (SBE) Construction Advisory Board Member

A handwritten signature in blue ink, appearing to be "G. Hartfield", written over the "From:" field.

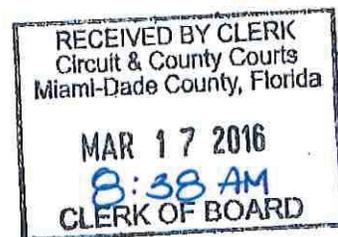
The Small Business Enterprise Construction Advisory Board unanimously recommended during its January 19, 2016 meeting, that Ms. Virginia Mirabal, owner of Primary Construction & Management Team, LLC, a certified SBE Construction firm, be appointed for the seat reserved for a certified CSBE. Attached is a copy of Ms. Mirabal's resume.

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 305-375-1111. Thank you in advance for your prompt attention to this matter.

Attachments

c: Gary Hartfield, Director, Small Business Development





Carlos A. Gimenez, Mayor

Internal Services Department
Small Business Development
111 NW 1 Street, 19th Floor
Miami, Florida 33128
T 305-375-3111 F 305-375-3160

Board Application Form

1. Candidate Name Virginia Mirabal
Mailing Address 7000 S. W. 57th Street
City Miami State FL Zip 33143
Home Phone 305-301-9458 Work Phone 305-301-9458 Email virginiamirabal@bellsouth.net

2. Miami-Dade County Commission District 7

3. Current position/employer Munilla Construction Management

4. Relevant Experience and/or Employment. Please attach resume.

5. Please list area(s) of expertise/contribution you feel the nominee can make to further the mission of the SBE A/E Advisory Board.

I have assisted with the management and implementation of the Miscellaneous Construction Contracts Program at Miami International Airport for the past 24 years. In the capacity of CSBE Program Manager, my duties are to ensure that the CSBE Ordinance and its IO are adhered to as well as all other County ordinance, rules and regulations. I have been attending and reporting to the CSBE Advisory Board for the past 15 years and my experience and knowledge of the past and current small business programs makes me a worthy candidate. I am elated that I was recommended by Board and I would love to serve as a member.

6. List prior experience serving as a Board member for other non-profit organizations.

- Board Member and Co-Founder of the CSBE Association Inc. since 2007
- Member of the CSBE Prompt Payment TaskForce Team

7. Please share any other information you feel important for consideration of your application to serve as an A/E Advisory Board member.

I have been an advocate for all small business enterprises most of my professional career participating in several associations. Additionally, I am co-owner of Primary Construction and Management Team, LLC, a SBE/Construction general contractor company.

Delivering Excellence Every Day

RESUME

NAME: VIRGINIA MIRABAL

CONTACT: Phone: 305-301-9458 (Cell), 305-869-4563 (Office), 305-663-3280 (Home)
E-mail: virginiamirabal@bellsouth.net
7000 S.W. 57th Street, Miami, FL 33143

OBJECTIVE: Experienced professional and self-motivated team player capable of individual discretion and judgment. Motivated and seeking to serve as a permanent employee or member to satisfy and fulfill all duties in any and all of my future endeavors.

SUMMARY OF QUALIFICATIONS Twenty four years of experience in the implementation and management of small business county program at Miami International Airport (Miscellaneous Construction Contracts Program). The program has resulted in the award of over \$200 Million Dollars' worth of new construction, renovations, and repair work to small business enterprise firms in Miami-Dade County. Experienced with County Ordinance, Rules, and Regulations.

EXPERIENCE:

03/12-Present	Munilla Construction Management (MCM) (MCC-8)
04/07 to 03/13	Mike Gomez Construction Management Corp. (MCC-7)
04/03 to 04/07	TGSV Enterprises Inc. (MCC-6)
04/97 to 04/03	DACRA/DMI//MG Joint Venture (MCC-5)
04/93 to 04/97	TGSV/C2M/Sterling Joint Venture (MCC-4)
09/91 to 04/93	Gerrits/Urban Joint Venture (MCC-3)

As CSBE Program Administrator, my duties include:

- Gather and report statistical data and other information as required.
- Work with all County Departments to oversee the implementation of the Small Business Development program.
- Ensure that bid notices and requests for proposals are available to as many SBE/Construction firms as possible.
- Identify contracts and procurements to assure that proper contract measures goals are included in solicitations.
- Advise County management personnel on the SBE Program's progress toward achieving recommended goals and identify ways to improve administration of the Program.
- Participate in pre-bid and informational outreach meetings.
- Advise MDAD management on SBE matters and achievement.
- Provide SBE's with information and assistance in preparing bids, obtaining bonding, financing, and insurance.
- Acts as a liaison with the County's CSBE Advisory Board, Reporting to the Board per scheduled meetings.
- Assure that that contractors are paid in accordance with Prompt Payment Ordinance.
- Provides outreach to CSBEs and community organizations.

EXPERIENCE (Cont.)

In support of Project Managers and the Program in general, my duties include:

- Organize and attend community outreach events, conferences, and continuing education sessions and other meetings.
- Disseminate continuing education requirements. Prepare handouts and presentations and serve as recording secretary at conferences and board meeting.
- Ensuring and monitoring compliance of Small Business employment goals.
- Ensuring and monitoring compliance with payment of required wages and assuring prompt payments of sub-consultants, vendors and contractors.
- Attend weekly project meetings, take notes and prepare minutes of meeting.
- Keep log of non-compliant work and follow up corrective activities.
- Arrange meetings with the Owner and A/E to review Pay Requisitions.
- Keep track of Requests for Information, submittals and bulletins by compiling and updating logs to assure proper response by the A/Es and Owner.
- Prepare and track approval of subcontract agreements, work orders and change orders.
- Maintain Work Orders and Change Orders logs.
- Call for inspections as requested by Project Manager.
- Submit plans to Building Department, follow up review process, coordinate with A/E and expedite approval process.
- Assist cost estimators and schedulers in preparation of reports.

OFFICE MANAGER/EXECUTIVE SECRETARY

1/81 to 9/90 TROPIGAS INTERNATIONAL, Coral Gables Fl.

Responded to inquiries and drafted correspondence on behalf of upper management. Received and handled complaints and requests concerning Company activities. Relieved upper management of details which did not require their personal attention. Coordinated and scheduled appointments, meetings, speaking engagements, travel arrangements and other commitments. Prepared office operating budgets and supervised clerical subordinates

OWNER/CORPRATE SECRETARY – Primary Construction & Management Team, LLC
Twenty Five percent ownership. A construction management company certified with Miami Dade County as a **Small Business Enterprises/Construction firm, Certification No. 13372.**

EDUCATION: 9/76 to 6/79 Graduated Port Chester High School, Port Chester, New York
9/79 to 12/80 Westchester Community College, Valhalla, New York.

SKILLS: Strong written and oral communications English and Spanish communications skills. Proficient in Word, Excel, PowerPoint, Outlook, Access, QuickBooks and Sage Timberline. Proficient in shorthand. Notary Public – State of Florida