

Memorandum



Date: February 3, 2014

To: Those Listed Below

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez", written over the printed name and title.

Subject: Appointment of Selection Committee for Miami-Dade Cultural Affairs Department Request to Advertise for A/E Services for the Westchester Cultural Arts Center- Project No. A13-CUA-01

In accordance with Implementing Order 3-34, I am hereby appointing those listed below as the Selection Committee for Miami-Dade Cultural Affairs Department Request to Advertise for A/E Services for the Westchester Cultural Arts Center- Project No. A13-CUA-01

Selection Committee

Amy Cordova-Jimenez, ISD (Non-Voting Chairperson)

Carolina Alfonso, CUA

Alissa Turtleaub, PROS

Alberto Latorre, Alberto Latorre Architecture

Monica Vazquez, Rene Gonzalez Architect, Inc.

Malik Benjamin, Florida International University

Marilyn R. Nepomechie, Florida International University (Alternate)

Alejandro Rodriguez, ISD (Alternate)

You are directed to assist me in the selection process considering the factors delineated in the solicitation. If you are unable to participate in the selection process, contact this office through Small Business Development (SBD) by memorandum from your department director documenting the reason why you cannot participate. Only in cases of **dire** urgency may you be excused from participation.

Each Selection Committee member shall be responsible for evaluating, rating and ranking the proposals based on the criteria and procedure contained in the solicitation. The Selection Committee will meet to review the written proposals. If required, the Selection Committee will select firms to make oral presentations to the Selection Committee at a properly noticed public hearing. If proposers are invited to make oral presentations, the Selection Committee may re-rate and re-rank the proposals based upon the written documents combined with the oral presentation. You may utilize staff of the issuing department and the using agency to conduct a preliminary review of the proposals for responsiveness. All requests for responsiveness determinations shall be made in writing by the issuing department to the County Attorney's Office.

The alternate committee member will serve only in the event of an approved substitution. No substitution of committee members shall be allowed after the first official meeting of the committee. The Internal Services Department (ISD) may substitute the chairperson to ensure the appropriate level of staffing expertise as deemed necessary to accommodate the needs of this solicitation.

Upon completion of the evaluation process, the Selection Committee Chairperson shall prepare and submit a memorandum to include a narrative of the evaluation and justification of the recommended firm(s) and attach supporting documentation which MUST include the following information:

Name of firm(s)
Quality Rating Score
Price
Adjusted Score (if applicable)
Committee's Overall Ranking

This report should be submitted to me through ISD for review and consideration.

As a matter of administrative policy and to maintain a fair and impartial process, all individuals appointed to the Selection Committee (including the Chairperson) and staff are instructed to refrain from discussing the solicitation with prospective lobbyists and/or consultants. Selection Committee members are reminded that in accordance with the Cone of Silence Ordinance 98-106, there are restrictions on communications regarding the solicitation with potential proposers, service providers, lobbyists, consultants, or any member of the County's professional staff. Violation of this policy could lead to termination of County service.

All questions must be directed to the staff contact person designated by the issuing department.

c: Lester Sola, Director, ISD
Michael Spring, Director, CUA
Jack Kardys, Director, PROS
Gary T. Hartfield, SBD Division Director, ISD

Selection Committee

Amy Cordova-Jimenez, ISD (Non-Voting Chairperson)
Carolina Alfonso, CUA
Alissa Turteltaub, PROS
Alberto Latorre, Alberto Latorre Architecture
Monica Vazquez, Rene Gonzalez Architect, Inc.
Malik Benjamin, Florida International University
Marilys R. Nepomechie, Florida International University (Alternate)
Alejandro Rodriguez, ISD (Alternate)

**SELECTION COMMITTEE
MIAMI-DADE CULTURAL AFFAIRS DEPARTMENT
A/E SERVICES FOR THE WESTCHESTER CULTURAL ARTS CENTER**

PROJECT NO. A13-CUA-01

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Amy Cordova-Jimenez (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-3022
Carolina Alfonso Construction Projects Manager	CUA	2006	Hispanic Female	Masters in Construction Management; Bachelor of Architecture;	LEED AP Building Design and Construction Certified Professional	305-375-3671
Alissa Turteltaub Park Planner III	PROS	2002	White Female	Master of Science	---	305-755-7952
Alberto Latorre	Alberto Latorre Architecture	---	Hispanic Male	Bachelor's in Architecture	Registered Architect	786-312-4860
Monica Vazquez	Rene Gonzalez Architect, Inc.	---	Hispanic Female	Masters in Architecture	---	305-762-5895
Malik Benjamin Instructor	Florida International University	---	Black Male	Master of Computing & Design; Master of Urban Design; Bachelor of Architecture	---	786-372-0522
Marilyn R. Nepomechie Associate Professor (Alternate)	Florida International University	---	Hispanic Female	Master of Architecture	Architect	305-348-1887
Alejandro Rodriguez Architect 4 (Alternate)	ISD	2008	Hispanic Male	Master of Business Administration; Bachelor of Architecture	Registered Architect; Certified General Contractor; LEED Accredited Professional	305-375-5965

SELECTION COMMITTEE PARTICIPATION INFORMATION
PROJECT NO. A13-CUA-01

Committee Member/ Title	Entity	Ethnicity Gender	Education/ Certifications	Presently Employed by Architecture Firm	Formerly Employed by Architecture Firm
Amy Cordova-Jimenez (Non-Voting Chairperson)	ISD	N/A	N/A	N/A	N/A
Carolina Alfonso Construction Projects Manager	CUA	Hispanic Female	Masters in Construction Management; Bachelor of Architecture;	N/A	N/A
Alissa Turteltaub Park Planner III	PROS	White Female	Master of Science	N/A	N/A
Alberto Latorre	Alberto Latorre Architecture	Hispanic Male	Bachelor's in Architecture ; Registered Architect	Yes; Alberto Latorre Architecture	Yes; Corzo Castella, Carball, Thompson, Salman and Associates for 13 years
Monica Vazquez	Rene Gonzalez Architect, Inc.	Hispanic Female	Master's in Architecture	Yes; Rene Gonzalez Architect, Inc. No	Yes; Jorge Azze, PA
Malik Benjamin Instructor	Florida International University	Black Male	Master of Computing and Design; Master of Urban Design; Bachelor of Architecture		-Touzet Studio, Design Team Member May 2005 - May 2006 -Little Haiti Housing Association, Consultant June 2006 – September 2006 -Pascual, Perez, Kiliddjian & Associates, Urban Design Consultant January 2005 - May 2005 -de la Guardia Victoria Architects and Urbanists, Architectural Intern January 2004 - May 2005
Marilyn R. Nepomechie Associate Professor (Alternate)	Florida International University	Hispanic Female	Master's in Architecture; Registered Architect	Yes; owner of Marilyn R. Nepomechie Architect ; Professor of Architecture at FIU	Yes; owner of Marilyn R. Nepomechie Architect ; Professor of Architecture at FIU
Alejandro Rodriguez Architect 4 (Alternate)	ISD	Hispanic Male	Master of Business Administration; Bachelor of Architecture; Registered Architect; Certified General Contractor; LEED Accredited Professional	N/A	N/A