

Memorandum



Date: December 27, 2013

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 Seaport Department Request to Advertise for Architectural and Engineering Services for PortMiami Federal Inspection Facility - Project No. A13-SEA-03

In accordance with Implementing Order 3-34, I am hereby appointing those listed below as the Selection Committee for Miami-Dade Seaport Department Request to Advertise for Architectural and Engineering Services for PortMiami Federal Inspection Facility - Project No. A13-SEA-03

Selection Committee

Faith Samuels, ISD (Non-Voting Chairperson)

Juan Kuryla, Seaport

Elizabeth Ogden, Seaport

Frederick Wong, Jr., Seaport

Tyrone Browne, MDAD

Dalia Abrahante, WASD

Douglas Jorge, MDAD (Alternate)

Javier Salmon, MDT (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.

Selection Committee

A13-SEA-03

Page 2

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
Bill Johnson, Director, Seaport
Emilio Gonzalez, Director, MDAD
John Renfrow, Director, WASD
Ysela Llort, Director, MDT
Gary T. Hartfield, Division Director, ISD

Selection Committee

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**SELECTION COMMITTEE
MIAMI-DADE SEAPORT DEPARTMENT
ARCHITECTURAL AND ENGINEERING SERVICES
FOR PORTMIAMI FEDERAL INSPECTION FACILITY
PROJECT NO. A13-SEA-03**

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Faith Samuels (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-2774
Juan Kuryla Seaport Director Designee	Seaport	1989	Hispanic Male	Master of Business Administration	Professional Port Manager	305-375-4907
Elizabeth Ogden Chief of A/E Design Services	Seaport	1994	White Female	Bachelor of Science in Architecture	Registered Architect; Leadership in Energy and Environmental Design (LEED AP)	305-347-5521
Frederick Wong, Jr. Manager of Seaport Operations	Seaport	1994	Filipino Male	Bachelor of Business Management and Marketing	--	305-329-4058
Tyrone Browne Project Manager	MDAD	1987	Black Male	Master of Business Administration, Bachelor of Architecture	--	305-869-0529
Dalia Abrahante Construction Manager 2	WASD	1994	Hispanic Female	Bachelor of Architecture	Registered Architect	786-268-5266
Douglas Jorge Engineer 3 (Alternate)	MDAD	1981	Hispanic Male	Bachelor of Architecture	Registered Architect	305-869-7470
Javier Salmon Construction Manager 2 (Alternate)	MDT	2000	Hispanic Male	Bachelor of Science in Architecture	---	786-469-5266