

# Memorandum



**Date:** May 22, 2012

**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 Metropolitan Planning Organization Request to Advertise (RTA) for General Planning Consultant Support – Project No. E12-MPO-02.

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In accordance with Administrative Order 3-34, I am hereby appointing those listed below as the Selection Committee for Miami-Dade Metropolitan Planning Organization Request to Advertise for General Planning Consultant Support – Project No. E12-MPO-02.

Selection Committee

Faith Samuels, ISD (Non-Voting Chairperson)

Jesus Guerra, MPO

David Henderson, MPO

Kelly Cooper, CITT

Robert Pearsall, MDT

Curlene Thomas, FDOT

Lana Moorey, PWWM (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) with 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 lobbyist and/or consultants. Selection Committee members are reminded that in accordance with the Cone of Silence Ordinance 98-106, they 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  
Irma San Roman, Interim Director, MPO  
Charles Scurr, Executive Director, CITT  
Ysela Llort, Director, Transit  
Kathleen Woods-Richardson, Director, PWWM  
Jack Osterholt, Director, SPEED  
Mario Goderich, Assistant Director, Business Affairs/SPEED

Selection Committee

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**SELECTION COMMITTEE  
MIAMI DADE METROPOLITAN PLANNING ORGANIZATION  
REQUEST TO ADVERTISE  
GENERAL PLANNING CONSULTANT SUPPORT**

**E12-MPO-02**

<b>Committee Member/ Title</b>	<b>Department</b>	<b>Start Year With County</b>	<b>Ethnicity/ Gender</b>	<b>Education</b>	<b>Professional License(s)/ Certification(s)</b>	<b>Telephone #</b>
Faith Samuels (Non-Voting Chairperson)	---	---	---	---	---	---
Jesus Guerra Transportation System Analyst	MPO	1993	Hispanic Male	Masters in Civil Engineering	P.E.	305-375-4507
David Henderson Bicycle/Pedestrian Specialist	MPO	1999	White Male	Masters in Urban and Regional Planning	A.I.C.P	305-375-4507
Kelly Cooper Manager of CITT Fiscal Analysis & Administration	CITT	2002	Black Male	Bachelor of Science in Electrical Engineering	None	305-375-3275
Robert Pearsall Chief Service Planning	MDT	1974	White Male	Masters in Business Administration	None	786-469-5163
Curlene Thomas Transportation Planner	FDOT	1999	Black Female	Bachelor of Science Professional/Master Degree	None	305-470-5408
Lana Moorey Senior Professional Engineer (Alternate)	PWWM	1994	White Female	Bachelor of Science in Civil Engineering	P.E.	305-375-2863