Memorandum

MIAMI-DADE COUNTY

Date: February 3, 2014

To: Those Listed Below

From: Carlos A. Gimenez
Mayor

Subject: Appointment of Selection Committee for Miami-Dade PortMiami Department Request to Advertise for Civil Infrastructure Engineering Services - Project No. E13-SEA-01

In accordance with Implementing Order 3-34, I am hereby appointing those listed below as the Selection Committee for Miami-Dade PortMiami Department Request to Advertise for Civil Infrastructure Engineering Services - Project No. E13-SEA-01

Selection Committee
Faith Samuels, ISD (Non-Voting Chairperson)
Andrew Burgess, ISD
Isa Nunez, PortMiami
Allan Mairena, PortMiami
Lana Moorey, PWWM
Louis Lopez, MDAD
Ivan Vega, ISD (Alternate)
Daniel Mondesir, 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.

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, PortMiami
Alina T. Hudak, Deputy Mayor/ Interim Director, PWWM
Emilio T. Gonzalez, Director, MDAD
Ysela Llort, Director, MDT
Gary T. Hartfield, SBD Division Director, ISD

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SELECTION COMMITTEE
MIAMI-DADE SEAPORT DEPARTMENT
CIVIL INFRASTRUCTURE ENGINERING SERVICES
PROJECT NO. E13-SEA-01

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
Andrew Burgess Energy Management Specialist	ISD	2003	Black Male	Bachelor of Science in Mechanical Engineering	Professional Engineer	305-375-1825
Isa Nunez Chief of Engineering Services	PortMiami	2013	Hispanic Female	Master of Business Administration; Bachelor of Science in Civil Engineering	Professional Engineer	305-329-4034
Allan Mairena Professional Engineer	PortMiami	2009	Hispanic Male	Bachelor of Science in Electrical Engineering	Professional Engineer	305-347-4916
Lana Moorey Senior Professional Engineer	PWWM	1994	White Female	Bachelor of Science in Civil Engineering	Professional Engineer	305-375-2863
Louis Lopez Sr. Aviation Infrastructure	MDAD	2004	Hispanic Male	Bachelor of Science in Electrical Engineering	---	305-876-7084
Ivan Vega Sr. Professional Engineer (Alternate)	ISD	2002	Hispanic Male	Bachelor in Electrical Engineer	Professional Engineer	305-375-3303
Daniel Mondesir Construction Manager 3 (Alternate)	MDT	1995	Black Male	Bachelor's in Electrical Engineering	---	786-469-5267