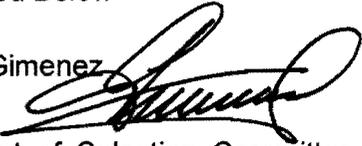


# Memorandum



**Date:** March 20, 2014

**To:** Those Listed Below

**From:** Carlos A. Gimenez  
Mayor 

**Subject:** Appointment of Selection Committee for Miami-Dade Water and Sewer Department Request to Advertise for Geographic Information Systems Utility Backlog - Project No. E13-WASD-07

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In accordance with Implementing Order 3-34, I am hereby appointing those listed below as the Selection Committee for Miami-Dade Water and Sewer Department Request to Advertise for Geographic Information Systems Utility Backlog - Project No. E13-WASD-07.

Selection Committee

Amy Cordova- Jimenez, ISD (Non-Voting Chairperson)  
Jose L. Lopez, WASD  
Maurice Jenkins, MDAD  
Martha Guerra, ITD  
Kerrith Fiddler, City of North Miami  
Adriana Castro, City of Miami Beach  
Jose G. Lopez, Village of Key Biscayne (Alternate)  
Steven Inclan, WASD (Alternate)

Technical Advisor

Alicia Grillo, WASD

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 for County employees) documenting the reason why you cannot participate. Only in cases of **dire** urgency may County employees 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.

In the event it is determined that an appointed Selection Committee member has a conflict of interest or in the event of a properly noticed excusal request, the alternate committee member may serve with the approval of the contracting Department's Deputy Mayor. The alternate will be named in accordance with the requirements of the vacancy created. No substitution of committee members shall be allowed after the first official meeting of the committee.

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  
John Renfrow, Director, WASD  
Emilio T. Gonzalez, Director, MDAD  
Angel Petisco, Director, ITD  
Gary T. Hartfield, SBD Division Director, ISD

Selection Committee

Amy Cordova-Jimenez, ISD (Non-Voting Chairperson)  
Jose L. Lopez, WASD  
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Kerrith Fiddler, City of North Miami  
Adriana Castro, City of Miami Beach  
Jose G. Lopez, Village of Key Biscayne (Alternate)  
Steven Inclan, WASD (Alternate)

Technical Advisor

Alicia Grillo, WASD

**SELECTION COMMITTEE  
MIAMI-DADE WATER AND SEWER DEPARTMENT  
GEOGRAPHIC INFORMATION SYSTEMS UTILITY BACKLOG**

**PROJECT NO. E13-WASD-07**

<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>Contact Information</b>
Amy Cordova-Jimenez (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-3022 ameliac@miamidadegov
Jose L. Lopez Computer Service Manager	WASD	1990	Hispanic Male	Bachelor of Science Computer Science; Bachelor's in Biology and Chemistry	---	786-552-8334 JLL@miamidadegov
Maurice Jenkins Director/ISD & Telecommunications	MDAD	1988	Black Male	Bachelor of Business Administration in Computer Information Systems	---	305-876-0934 MJENKINS@miami- airport.com
Martha Guerra Systems Support Manager	ITD	1981	Hispanic Female	Bachelor of Arts in Mathematics	Geographic Information System's Professional (GISP)	305-596-8398 mrg@miamidadegov
Kerrith Fiddler Assistant Public Work Director	City of North Miami	---	Black Male	Master's in Construction Management; Bachelor's in Architecture; currently pursuing second Bachelor's in Civil Engineering	General Contractor; Plumbing Contractor; Distribution Systems Operator Class 3; Floodplan Manager; Roofing Contractor	305-244-8781 Kfiddler@northmiamifl.gov
Adriana Castro Interim GIS Manager	City of Miami Beach	---	Hispanic Female	Master of Science in Management Information Systems; Bachelor in Geography	--	305-673-7000 ext. 06247 adrianaacastro@miamibeachfl. gov
Jose G. Lopez Owner Representative for Special Projects (Consultant) (Alternate)	Village of Key Biscayne	--	Hispanic Male	Master of Science in Chemical Engineering; Master of Science in Civil Environmental ;Bachelor of Science in Chemical Engineering	Chemical Engineering and Civil Sanitary	305-365-7581 jlopez@keybiscayne.fl.gov
Steven Inclan Sr. Systems Analyst Programmer (Alternate)	WASD	1989	Hispanic Male	Bachelor's in Management Information Systems; Minor in Computer Science	---	786-552-8331 STI@miamidadegov
<b>TECHNICAL ADVISOR</b>						
Alicia Grillo GIS Quality Assurance Supervisor	WASD	2001	Hispanic Female	High School	--	786-552-8314 AVARO@miamidadegov