

Memorandum



Date:

To: Those Listed Below

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez", written over a horizontal line.

Subject: Appointment of Selection Committee for Miami-Dade Aviation Department Request to Advertise for Inspection Services and Environmental Oversight - Project No. E14-MDAD-02

In accordance with Implementing Order 3-34, I am hereby appointing those listed below as members to the Selection Committee for Miami-Dade Aviation Department Request to Advertise for *Inspection Services and Environmental Oversight - Project No. E14-MDAD-02*.

Selection Committee

Fernando Ponassi, Internal Services Department (Non-Voting Chairperson)

Gustavo Leal, Miami-Dade Aviation Department

Guillermo Garcia, Miami-Dade Aviation Department

Rena Chen, Water and Sewer Department

Lana Moorey, Public Works and Waste Management Department

Herb Balfour, Regulatory and Economic Resources Department

Julia Sanchez, Miami-Dade Transit Department (Alternate)

Amado Gonzalez, Public Works and Waste Management Department (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, please contact the Mayor's office through Gary Hartfield, Director of the Small Business Development Division in the Internal Services Department 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 from the issuing department and the issuing 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 Selection Committee. The Internal Services Department may substitute the Selection Committee 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 the Internal Services Department 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: Alina T. Hudak, Deputy Mayor and Public Works and Waste Management Department Director
- Jack Osterholt, Deputy Mayor and Regulatory and Economic Resources Department Director
- Emilio T. Gonzalez, Director, Miami-Dade Aviation Department
- Lester Sola, Director, Water and Sewer Department
- Ysela Llort, Director, Miami-Dade Transit Department
- Tara C. Smith, Director, Internal Services Department
- Gary T. Hartfield, Division Director, Small Business Development, Internal Services Department

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Julia Sanchez, Miami-Dade Transit Department (Alternate)
Amado Gonzalez, Public Works and Waste Management Department (Alternate)

**SELECTION COMMITTEE
MIAMI-DADE AVIATION DEPARTMENT
INSPECTION SERVICES AND ENVIRONMENTAL OVERSIGHT
PROJECT NO. E14-MDAD-02**

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Fernando Ponassi (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-3965
Gustavo Leal Chief, Environmental Engineering System	MDAD	2003	Hispanic Male	Bachelor of Science in Civil Engineering & Environmental Engineering	Advanced Environmental Auditor	305-876-7796
Guillermo Garcia Engineer 3	MDAD	1994	Hispanic Male	Bachelor of Science in Civil Engineering	Certified General Contractor	305-869-4111
Rena Chen Senior Professional Engineer	WASD	1998	Asian Female	Ph.D. in Civil Engineering, Master's Degree in Environmental Engineering, Master's Degree in Information Technology	Project Management Professional (PMP) P.E., Environmental Engineer in the Specialty of Water Supply and Wastewater	786-268-5275
Lana Moorey Senior Professional Engineer	PWWM	1994	White Female	Bachelor of Science in Civil Engineering	Professional Engineer	305-375-2863
Herb Balfour Chief, Environmental Education and Communication Office	RER	1987	Black Male	Bachelor of Science in Geology	---	305-372-6422
Julia Sanchez Professional Engineer (Alternate)	MDT	2005	Hispanic Female	Bachelor of Science Civil Engineering / Structural Engineer	Professional Engineer	786-469-5259
Amado Gonzalez Environmental Resources Projects Supervisor (Alternate)	PWWM	1989	Hispanic Male	Bachelor of Science in Environmental Studies	---	305-514-6675