

Memorandum



Date: October 16, 2014
To: Those Listed Below
From: Carlos A. Gimenez
Mayor 
Subject: Appointment of Selection Committee for Miami-Dade PortMiami Request to Advertise for Management Financial Consulting and Bond Engineering Services - Project No. E14-SEA-01R

In accordance with Implementing Order 3-34, I am hereby appointing those listed below as the Selection Committee for Miami-Dade PortMiami Request to Advertise for Management Financial Consulting and Bond Engineering Services - Project No. E14-SEA-01R.

Selection Committee

Amy Cordova-Jimenez, ISD (Non-Voting Chairperson)
Miriam Abreu, PortMiami
Kevin Lynskey, PortMiami
Gyselle Pino, PortMiami
Frances Morris, WASD
Charles Parkinson, Finance
Angela Boreland, MDFR (Alternate)
Vladimir Murad, WASD (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: Edward Marquez, Deputy Mayor/ Director, Finance
Lester Sola, Director, ISD
Juan Kuryla, Director, PortMiami
Bill Johnson, Director, WASD
David C. Downey, Fire Chief, MDFR
Gary T. Hartfield, Division Director, SBD/ISD

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**SELECTION COMMITTEE
PORTMIAMI
MANAGEMENT FINANCIAL CONSULTING AND BOND ENGINEERING SERVICES
PROJECT NO. E14-SEA-01R**

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Amy Cordova-Jimenez (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-3022
Miriam Abreu Assistant Port Director	PortMiami	1995	Hispanic Female	Bachelor of Business Administration	Certified Public Accountant	305-347-4819
Kevin Lynskey Assistant Port Director	PortMiami	1994	White Male	Master of International Affairs	--	305-347-5503
Gyselle Pino Chief	PortMiami	1991	Hispanic Female	Master of Business Administration	CPPB	305-347-4833
Frances Morris Assistant Director	WASD	1994	Black Female	Bachelor's in Accounting	--	786-552-8104
Charles Parkinson Bond Analyst	Finance	1990	White Male	Master of Arts in Economics, Bachelor of Arts in Business Administration	---	305-375-5873
Angela Boreland Financial Resources Manager (Alternate)	MDFR	2001	Black Female	Master in Finance	---	786-331-4637
Vladimir Murad Controller (Alternate)	WASD	2007	Haitian- Arabic Male	Law Degree	Certified Public Accountant	786-552-8001