

Memorandum



Date: June 11, 2015

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 Public Works and Waste Management Department Request to Advertise for Florida Department of Transportation Local Agency Program Compliance Services for Various Safe Route to Schools Projects Project No. E15-PWWW-05

In accordance with Implementing Order 3-34, I am hereby appointing those listed below as members to the Selection Committee for Miami-Dade Public Works and Waste Management Department Request to Advertise for *Florida Department of Transportation Local Agency Program Compliance Services for Various Safe Route to Schools Projects Project No. E15-PWWW-05*.

Selection Committee

Myrelie Colon, Internal Services Department (Non-Voting Chairperson)
Oscar Rubio, Public Works and Waste Management Department
Felix J. Hernandez, Public Works and Waste Management Department
Barbara Espino, Florida Department of Transportation
Ana Finol, Miami-Dade Aviation Department
Marlin Brinson, Parks, Recreation and Open Spaces Department
Brian Trujillo, Water and Sewer Department (Alternate)
Marta March, Regulatory and Economic Resources 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, 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
- Jack Kardys, Director, Parks, Recreation and Open Spaces Department
- Lester Sola, Director, Water and Sewer Department
- Tara C. Smith, Director, Internal Services Department
- Gary T. Hartfield, Small Business Development Division Director, Internal Services Department

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Marta March, Regulatory and Economic Resources Department (Alternate)

**SELECTION COMMITTEE
PUBLIC WORKS AND WASTE MANAGEMENT DEPARTMENT
FLORIDA DEPARTMENT OF TRANSPORTATION LOCAL AGENCY PROGRAM COMPLIANCE
SERVICES FOR VARIOUS SAFE ROUTE TO SCHOOLS PROJECTS
PROJECT NO. E15-PWWM-05**

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Myrelie Colon (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-2038
Oscar Rubio Construction Manager 3	PWWM	1989	Hispanic Male	Bachelor of Science in Civil Engineering	General Engineer	305-592-8925 ext.278
Felix J. Hernandez Roadway Construction Engineer	PWWM	1999	Hispanic Male	Bachelor of Science in Civil Engineering		305-592-8925 ext.279
Barbara Espino District Construction Manager & Construction LAP Coordinator	FDOT	---	Hispanic Female	Bachelor of Science Degree	---	305-640-7405
Ana Finol Construction Manager 3	MDAD	1998	White Female	Bachelor of Science in Civil Engineering	Professional Engineer; Certified General Contractor; Miami-Dade General Engineer Contractor	308-876-8310
Marlin Brinson Professional Engineer	MDPR	2013	Black Male	Master of Science Degree	Professional Engineer	305-755-7836
Brian Trujillo Professional Engineer (Alternate)	WASD	1993	Hispanic Male	Bachelor's Degree in Engineering	Professional Engineer	786-552-5286
Marta March Engineer 2 (Alternate)	RER	2008	Hispanic Female	Bachelor of Science in Engineering	---	305-372-6929