

Memorandum



Date: July 21, 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 a Continuing Service Contract for Engineering and Design Related Professional Services under the Florida Department of Transportation Safe Routes to School Local Agency Program - Project No. E15-PWWM-06

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 a *Continuing Service Contract for Engineering and Design Related Professional Services under the Florida Department of Transportation Safe Routes to School Local Agency Program - Project No. E15-PWWM-06*.

Selection Committee

Julie Whiteside, Internal Services Department (Non-Voting Chairperson)

Teresa Novakovic, Public Works and Waste Management Department

David Hays, Public Works and Waste Management Department

Aiah Yassin, Florida Department of Transportation

Marlin Brinson, Parks, Recreation and Open Spaces Department

Carlos Roa, Metropolitan Planning Organization

Helen Brown, Regulatory and Economic Resources Department (Alternate)

Victor Fernandez-Cuervo, Water and Sewer 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
- Jack Kardys, Director, Parks, Recreation and Open Spaces Department
- Jesus Guerra, Interim Executive Director, Metropolitan Planning Organization
- Lester Sola, Director, Water and Sewer Department
- Tara C. Smith, Director, Internal Services Department
- Gary T. Hartfield, Division Director, Small Business Development, Internal Services Department

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Victor Fernandez-Cuervo, Water and Sewer Department (Alternate)

**SELECTION COMMITTEE
PUBLIC WORKS AND WASTE MANAGEMENT DEPARTMENT
CONTINUING SERVICE CONTRACT FOR ENGINEERING AND DESIGN RELATED
PROFESSIONAL SERVICES UNDER THE FLORIDA DEPARTMENT OF TRANSPORTATION
SAFE ROUTES TO SCHOOL LOCAL AGENCY PROGRAM
PROJECT NO. E15-PWWM-06**

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Julie Whiteside (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-1559
Teresa Novakovic Plans Preparation Section Head	PWWM	2007	Hispanic Female	Master of Science in Civil Engineering	Professional Engineer	305-375-4044
David Hays Engineer	PWWM	2005	White Male	Bachelor of Science in Civil Engineering	Professional Engineer	305-375-1019
Aiah Yassin District Local Program Administrator	FDOT	---	White Female	Master's Degree in Urban and Regional Planning	---	305-470-5485
Marlin Brinson Professional Engineer	PROS	2013	Black Male	Master of Science in Engineering	Professional Engineer	305-755-7836
Carlos Roa Transportation Systems Manager	MPO	1989	Hispanic Male	Master's Degree in Urban Planning, Bachelor of Science in Civil Engineering	---	305-375-4507
Helen Brown Principal Planner (Alternate)	RER	1985	White Female	Master's Degree in Public Administration	---	305-375-2835
Victor Fernandez-Cuervo Senior Professional Engineer (Alternate)	WASD	1991	Hispanic Male	Master of Business Administration, Master's Degree in Industrial Engineering, Bachelor's Degree in Mechanical Engineering	Professional Engineer	786-268-5310