

Memorandum



Date: December 8, 2011
To: Those Listed Below
From: Carlos A. Gimenez
Mayor
Subject: Appointment of Selection Committee for Internal Services Department -
Project No. A11-OCI-01 (**Substitution #1**)

Please be advised that due to the retirement of Mr. Bert Maura and conflicting assignments of Mr. Tyrone Browne, I am hereby activating the alternate, Mr. Edward Villareal and appointing Mr. Franklin Stirrup to replace the aforementioned individuals for the subject committee. I am also appointing Ms. Aundria Blatch of Internal Services Department as an alternate.

If you have any questions, please contact Ms. Veronica Clark, Assistant to the Director at (305) 375-4770.

Attachment

c: Lester Sola, Director, ISD
Jose Abreu, Director, MDAD
Mario Goderich, Interim Assistant Director, SPEED
Kathleen Woods-Richardson, Director, PWWMD
Bill Johnson, Director, Seaport
William Bryson, Fire Chief, MDFRD
Jack Osterholt, Deputy Mayor/Interim Director, SPEED

Selection Committee

Amelia M. Cordova-Jimenez, ISD (Non-Voting Chairperson)
Edward Villareal, MDFRD
Franklin Stirrup, MDAD
Ileana Quintana, SPEED
Leandro J. Ona, PWWMD
Elizabeth Ogden, Seaport
Aundria Blatch, ISD (Alternate)

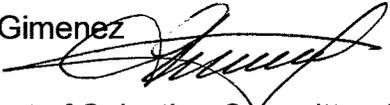
**SELECTION COMMITTEE
INTERNAL SERVICES DEPARTMENT
CONSTRUCTION INSPECTION SERVICES**

PROJECT NO. A11-OCI-01

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Amelia M. Cordova-Jimenez (Non-Voting Chairperson)		---	---	---	---	
Edward Villareal Construction Manager 1	MDFRD	1996	Hispanic Male	Bachelor of Architecture	General Contractor Building Inspector	786.331.4509
Franklin Stirrup Project Manager	MDAD	1991	Black Male	Masters in Civil Engineering	P.E.; General Contractor	305.876.7922
Ileana Quintana Construction Project Manager	SPEED	2006	Hispanic Female	Bachelor of Science Civil Engineering	State License General Contractor	305.375.3148
Leandro J., Ona Chief, Highway Division	PWWMD	2002	Hispanic Male	Bachelor of Science Civil Engineering	P.E.	305.375.1909
Elizabeth Ogden Chief of Construction Management	Seaport	1993	White Female	Bachelor of Architecture	R.A.	305.347.5521
Aundria Blatch Engineer 2 (Alternate)	ISD	2006	Black Female	Bachelor of Science Electrical Engineering	---	305.375.1125

Memorandum



Date: November 21, 2011
To: Those Listed Below
From: Carlos A. Gimenez
Mayor 
Subject: Appointment of Selection Committee for Internal Services Department -
Project No. A11-OCI-01

In accordance with Administrative Order 3-34, I am hereby appointing those listed below as the Selection Committee for Internal Services Department for Construction Inspection Services – Project No. A11-OCI-01:

Selection Committee

Amelia M. Cordova-Jimenez, ISD (Non-Voting Chairperson)
Bert Maura, MDAD
Tyrone Browne, MDAD
Ileana Quintana, SPEED
Leandro J. Ona, PWWMD
Elizabeth Ogden, Seaport
Edward Villareal, MDFRD (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) with 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 lobbyist and/or consultants. Selection Committee members are reminded that in accordance with the Cone of Silence Ordinance 98-106, they 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
Jose Abreu, Director, MDAD
Mario Goderich, Interim Assistant Director, SPEED
Kathleen Woods-Richardson, Director, PWWMD
Bill Johnson, Director, Seaport
William Bryson, Fire Chief, MDFRD
Jack Osterholt, Deputy Mayor/Interim Director, SPEED

Selection Committee

Amelia M. Cordova-Jimenez, ISD (Non-Voting Chairperson)
Bert Maura, MDAD
Tyrone Browne, MDAD
Ileana Quintana, SPEED
Leandro J., Ona, PWWMD
Elizabeth Ogden, Seaport
Edward Villareal, MDFRD (Alternate)

**SELECTION COMMITTEE
INTERNAL SERVICES DEPARTMENT
CONSTRUCTION INSPECTION SERVICES**

PROJECT NO. A11-OCI-01

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Amelia M. Cordova-Jimenez (Non-Voting Chairperson)		---	---	---	---	
Bert Maura Chief, CIP Contracts	MDAD	1980	Hispanic Male	Masters of Architecture	R.A.	305.876.7035
Tyrone Browne Chief of Design	MDAD	1987	Black Male	Masters of Business Administration	None	305.876.0529
Ileana Quintana Construction Project Manager	SPEED	2006	Hispanic Female	Bachelor of Science in Civil Engineering	State License General Contractor	305.375.3148
Leandro J., Ona Chief, Highway Division	PWWMD	2002	Hispanic Female	Bachelors in Civil Engineering	P.E.	305.375.1909
Elizabeth Ogden Chief of Construction Management	Seaport	1993	White Female	Bachelor of Architecture	R.A.	305.347.5521
Edward Villareal Construction Manager 1 (Alternate)	MDFRD	1996	Hispanic Male	Bachelor of Architecture	General Contractor Building Inspector	786.331.4509