Memorandum

MIAMI-DADE COUNTY

Date: April 26, 2011

To: Those Listed Below

From: Alina T. Hudak
County Manager

Subject: Request for Evaluation/Selection Committee for the Seaport Department for Cruise Terminals D and E Improvements – OCI Project No. A11-SEA-01

In accordance with Administrative Order 3-34, I am hereby appointing those listed below as the Selection Committee for the Seaport Department for Cruise Terminals D and E Improvements – OCI Project No. A11-SEA-01:

Selection Committee
Amelia Cordova-Jimenez, OCI (Non-Voting Chairperson)
Juan Kuryla, Seaport
Elizabeth Ogden, Seaport
Peter Smith, MDAD
Ytiel Lopez, GSA
Marie Denis, Cultural Affairs
Marina Blanco-Pape, WASD (Alternate #1)
Julio Navarro, GSA (Alternate #2)

The Selection Committee will meet to review written or printed material regarding the qualifications of each of the certified firms as it relates to the requirements defined in the advertised document. If required, the Selection Committee will select several candidate firms meeting the published criteria, to make oral presentations at a properly noticed public hearing to the full Selection Committee.

The Selection Committee shall be responsible for evaluating, rating and ranking the proposals by each Committee member, based on the criteria and procedure contained in the advertised document. The Evaluation/Selection Committee will first evaluate and rank responsive proposals on the Technical (Quality) criteria. If responsive proposers are invited to make oral presentations, the 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 to the technical requirements. All requests for specific determinations shall be made in writing to the County Attorney's Office.

You are directed to assist me in the selection process considering the factors delineated in the advertised document. These factors may include methodology and management approach, qualifications and experience of principals and staff, financial stability, proposer's past performance of similar scope and size, proposer's detailed plans to meet the objectives of each task, activity, etc., pursuant to any schedule, proposer's previous County experience, history and experience of the firm or individual(s), understanding of the project and the County's objectives, responsiveness to the established requirements, and Cost/Revenue (normally separate and sealed). When the document requires the proposer to provide cost/revenue in a separate sealed envelope, cost/revenue will be considered separately and after the other criteria have been evaluated.

If you are unable to participate in the Selection process, contact this office through Small Business Development (SBD) by memorandum documenting the reason why you cannot participate. Only in cases of **dire** urgency may you be excused from participation.

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 Department of Procurement Management's (DPM) RFP Unit may substitute the chairperson to ensure the appropriate level of staffing expertise as deemed necessary to accommodate the needs of this solicitation.

Following the oral presentation, or upon completion of the review process, the Committee shall prepare and submit a memorandum to include a narrative of the evaluation and justification of the top recommended firm(s) based upon the reasoning and mathematical formula, if utilized, and attach supporting documentation and a summary sheet 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 SBD for review and consideration for further recommendation to the Board of County Commissioners.

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. Committee members are reminded that in accordance with the Cone of Silence Ordinance 98-106, they are prohibited from having any communication with potential respondents and/or their representatives. Violation of this policy could lead to termination.

All questions must be directed to the staff contact person(s) designated by the issuing department.

c: George Navarrete, Director/OCI
Bill Johnson, Director/Seaport
Jose Abreu, Director/MDAD
Wendi Norris, Director/GSA
Michael Springs, Director/Cultural Affairs
John Renfrow, Director/WASD
Esther Calas, Director/PWD
Penelope Townsley, Director/SBD

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EVALUATION/SELECTION COMMITTEE
SEAPORT DEPARTMENT
CRUISE TERMINALS D AND E IMPROVEMENTS

OCI PROJECT NO. A11-SEA-01

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional Licenses/ Certifications	Telephone #
Amelia Cordova-Jimenez Non-Voting Chairperson	OCI	---	---	---	---	(305) 375-2036
Juan Kuryla Deputy Port Director	Seaport	1989	Hispanic Male	Masters of Business Administration	PPM	(305) 347-4907
Elizabeth Ogden Chief of Design Services	Seaport	1994	White Female	Bachelor of Science, Architecture	R.A., LEED AP	(305) 347-5521
Peter Smith Construction Manager 2	MDAD	1989	Black Male	Bachelor of Science in Construction Management	None	(305) 876-7809
Ytiel Lopez Construction Manager 2	GSA	1993	White Male	Bachelor of Science in Management	Certified AC	(305) 375-2890
Marie Denis CUA Construction Project Manager	Cultural Affairs	2000	Hispanic Female	Bachelor of Architecture	None	(305) 375-4981
Marina Blanco-Pape Chief, Water Management Division (Alternate #1)	WASD	1989	Hispanic Female	Masters in Mechanical Engineering, Bachelors in Architecture (Professional Degree)	P.E.	(305) 372-6950
Julio Navarro Construction Manager 3 (Alternate #2)	GSA	1996	Hispanic Male	Associate of Arts	General Contractor, Building Inspector, Plans Examiner	(305) 375-1921