

Memorandum

MIAMI-DADE
COUNTY

Date: April 30, 2013

To: Those Listed Below

From: Carlos A. Gimenez
Mayor



Subject: Appointment of Selection Committee for Miami-Dade Cultural Affairs Department Request to Advertise (RTA) for A/E Services for Three Cultural Facilities – Project No. A12-CUA-02.

In accordance with Administrative Order 3-34, I am hereby appointing those listed below as the Selection Committee for Miami-Dade Cultural Affairs Department Request to Advertise (RTA) for A/E Services for Three Cultural Facilities – Project No. A12-CUA-02.

Selection Committee

Amy Cordova, ISD (Non-Voting Chairperson)

Patrick Brown, ISD

Michael Spring, CUA

Javier Siut, CUA

Maria Nardi, PROS

Mercedes Sosa, MDT

Vivian Alfonso, Seaport (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
Jack Kardys, Director, PROS
Ysela Llorca, Director, MDT
Bill Johnson, Director, Seaport
Jack Osterholt, Deputy Mayor/Director, RER
Mario Goderich, Assistant Director, Business Affairs/RER

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**SELECTION COMMITTEE
MIAMI-DADE CULTURAL AFFIARS DEPARTMENT
REQUEST TO ADVERTISE
A/E SERVICES FOR THREE CULTURAL FACILITIES**

Project no. A12-CUA-02

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Amelia Cordova-Jimenez (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-3022
Patrick Brown Construction Manager 3	ISD	1990	Black Male	Master of Science in Construction Management	General Contractor	305-375-5788
Michael Spring Director	CUA	1983	White Male	Associates of Arts	None	305-375-5049
Javier Siut Assistant Manager	CUA	2010	Hispanic Male	Associate's Degree	None	305-547-5414 (ext. 226)
Maria Nardi, Chief Planning Research Division	PROS	2004	Hispanic Female	Master of Landscape Architecture, Bachelor of Arts in Architecture	None	305-755-7831
Mercedes Sosa Manager	MDT	2000	Hispanic Female	B.S. in Engineering	General Contractor	786-469-5271
Vivian Alfonso Architect 1 (ALTERNATE)	Seaport	2008	Hispanic Female	Bachelor in Architecture	None	305-347-5520