

Memorandum



Date: December 13, 2013

To: Those Listed Below

From: Carlos A. Gimenez
Mayor 

Subject: Appointment of Selection Committee for Miami-Dade County Homeless Trust
Request to Advertise for Design of a new Domestic Violence Center-
Project No. A12-HT-01

In accordance with Implementing Order 3-34, I am hereby appointing those listed below as the Selection Committee for Miami-Dade County Homeless Trust Request to Advertise for Design of a new Domestic Violence Center- Project No. A12-HT-01

Selection Committee

Amy Cordova-Jimenez, ISD (Non-Voting Chairperson)
Ivon Mesa, CAHSD
Jose Rodriguez, PHCD
Kimberly Green, HT
Rosa C. Figarola, Esq., Eleventh Judicial Circuit Court of Florida
Ronald Frazier, Registered Architect
Terrell T. Ellis, HT (Alternate)
Lissette Martinez, PHCD (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) 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 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 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: Lester Sola, Director, ISD
Lucia Davis-Raiford, Director, CAHSD
Hilda Fernandez, Executive Director, HT
Gregg Fortner, Director, PHCD
Sandra Lonergan, Court Administrator, Eleventh Judicial Circuit of Florida
Gary T. Hartfield, Division Director, ISD

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**SELECTION COMMITTEE
MIAMI-DADE COUNTY HOMELESS
DESIGN SERVICES FOR A NEW DOMESTIC VIOLENCE CENTER
PROJECT NO. A12-HT-01**

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Amy Cordova-Jimenez (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-3022
Ivon Mesa Director, Coordinated Victims Assistance Center	CAHSD	1993	Hispanic Female	Master in Public Administration	---	305-285-5906
Jose Rodriguez Construction Manager 3	PHCD	1992	Hispanic Male	Bachelor of Architecture	Registered Architect; General Contractor	786-469-4120
Kimberly Green Contracts Officer	HT	1986	White Female	Master of Business Administration; Bachelor's in Psychology	---	305-375-5877
Rosa C. Figarola, Esq County Court Judge	11 th Judicial Circuit Court	1999	Hispanic Female	Juris Doctorate	Florida Bar; Federal Bar	305-638-6521
Ronald Frazier	--	---	Black Male		Registered Architect	305-588-2459
Terrell T. Ellis Lead Contract Officer (Alternate)	HT	1992	Black Female	Bachelor's in Sociology	--	305-375-3388
Lissette Martinez (Alternate)	PHCD	1998	Hispanic Female	Master of Science in Architecture	Registered Architect	786-469-4127