

Memorandum



Date: January 7, 2016

To: Those Listed Below

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez", written over a light blue horizontal line.

Subject: Appointment of Selection Committee for Miami-Dade Transit Department Request to Advertise for Professional Services for Additional Elevators at Dadeland North Metrorail Station - Project No. A15-MDT-01

In accordance with Implementing Order 3-34, I am hereby appointing those listed below as members to the Selection Committee for Miami-Dade Transit Department Request to Advertise for *Professional Services for Additional Elevators at Dadeland North Metrorail Station - Project No. A15-MDT-01*.

Selection Committee

Cristina Amores, Internal Services Department, (Non-Voting Chairperson)

Julia Sanchez, Miami-Dade Transit Department

Malka Rodriguez, Miami-Dade Transit Department

Tyrone Browne, Miami-Dade Aviation Department

Shannon Alissa Penaloza, PortMiami

Jose Rodriguez, Public Housing and Community Development Department

Sergio Negreira, Miami-Dade Aviation Department (Alternate)

Dalia Abrahante, 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, 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: Alice N. Bravo, Director, Miami-Dade Transit Department
Emilio T. Gonzalez, Director, Miami-Dade Aviation Department
Juan Kuryla, Director, PortMiami
Michael Liu, Executive Director, Public Housing and Community Development Department
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

**SELECTION COMMITTEE
MIAMI-DADE TRANSIT DEPARTMENT
PROFESSIONAL SERVICES FOR ADDITIONAL ELEVATORS AT
DADELAND NORTH METRORAIL STATION
PROJECT NO. A15-MDT-01**

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Cristina Amores (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-4259
Julia Sanchez Professional Engineer	MDT	2005	Hispanic Female	Bachelor of Science in Civil Engineering	Professional Engineer	786-469-5259
Malka Rodriguez Construction Manager 3	MDT	1999	Hispanic Female	Bachelor of Science in Construction Management	Certified General Contractor	786-469-5308
Tyrone Browne Project Manager	MDAD	1987	Black Male	Master of Business Administration, Bachelor of Architecture	---	305-876-0529
Shannon Alissa Penaloza Principal Planner	PortMiami	2006	White Female	Bachelor of Architecture/ Master of Architecture in Urban Design	LEED AP (Accredited Professional); LEED New Construction Accredited Professional	305-329-4035
Jose Rodriguez Construction Manager 3	PHCD	1992	Hispanic Male	Bachelor's Degree in Architecture	Registered Architect; General Contractor	786-469-4120
Sergio Negreira Construction Manager (Alternate)	MDAD	1995	White Male	Bachelor and Master's Degree in Electrical Engineering	Certified State of Florida General Contractor	305-869-3559
Dalia Abrahante Construction Manager 2 (Alternate)	WASD	1994	Hispanic Female	Bachelor of Architecture	Registered Architect	786-268-5266