

Memorandum



Date: August 30, 2016

To: Those Listed Below

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez". The signature is fluid and cursive, with a large, prominent initial 'C'.

Subject: Appointment of Selection Committee for Miami-Dade Aviation Department Request to Advertise for Terminal Optimization Program – Project Support – Project no. A16-MDAD-02

In accordance with Implementing Order 3-34, I am hereby appointing those listed below as members to the Selection Committee for Miami-Dade Aviation Department Request to Advertise for *Terminal Optimization Program – Project Support – Project no. A16-MDAD-02*.

Selection Committee

Pablo Valin, Internal Services Department (Non-Voting Chairperson)
Aida Bao-Garciga, Miami-Dade Aviation Department
Enrique Perez, Miami-Dade Aviation Department
Isabel Padron, Department of Transportation and Public Works
Jules Durand, Water and Sewer Department
Deborah Silver, Department of Solid Waste Management
Ivan Marroquin, Parks, Recreation and Open Spaces Department (Alternate)
Victoria Valdez, PortMiami (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, please 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 may serve in the event of an approved substitution. An updated memorandum will be forwarded confirming the utilization of the alternate member as a voting member. 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: Alina T. Hudak, Deputy Mayor and Solid Waste Management Department Director
- Emilio T. Gonzalez, Director, Miami-Dade Aviation Department
- Alice N. Bravo, Director, Department of Transportation and Public Works
- Lester Sola, Director, Water and Sewer Department
- Jack Kardys, Director, Parks, Recreation and Open Spaces Department
- Juan Kuryla, Director, PortMiami
- Tara C. Smith, Director, Internal Services Department
- Gary T. Hartfield, Division Director, Small Business Development, Internal Services Department

Selection Committee

- Pablo Valin, Internal Services Department (Non-Voting Chairperson)
- Aida Bao-Garciga, Miami-Dade Aviation Department
- Enrique Perez, Miami-Dade Aviation Department
- Isabel Padron, Department of Transportation and Public Works
- Jules Durand, Water and Sewer Department
- Deborah Silver, Department of Solid Waste Management
- Ivan Marroquin, Parks, Recreation and Open Spaces Department (Alternate)
- Victoria Valdez, PortMiami (Alternate)

**SELECTION COMMITTEE
MIAMI-DADE AVIATION DEPARTMENT
REQUEST TO ADVERTISE
TERMINAL OPTIMIZATION PROGRAM – PROJECT SUPPORT SERVICES
PROJECT NO. A16-MDAD-02**

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Pablo Valin (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-2852
Aida Bao-Garciga Chief of Facilities Design	MDAD	1985	Hispanic Female	Associates Degree in Science and Interior Design; Bachelor of Architecture	Certified General Contractor, Registered Interior Designer; Real Estate Salesman	305-869-1622
Enrique Perez Chief of Construction	MDAD	1991	Hispanic Male	Bachelor of Science in Electrical Engineering; Bachelor of Science in Engineering Technology; Master of Business Administration	Professional Engineer; Certified General Contractor	305-869-3659
Isabel Padron Chief of Design and Engineering	DTPW	1995	Hispanic Female	Master of Science in Engineering	Professional Engineering	786-469-5260
Jules Durand Special Projects Unit Supervisor	WASD	1993	Black Male	Bachelor of Science in Industrial Engineering/ Project Management	---	786-268-5176
Deborah Silver DSWM Business Architect	DSWM	1986	White Female	Bachelor of Business Administration; Master 's Degree in City Planning	Planning	305-375-2790
Ivan Marroquin Architect 3 (Alternate)	PROS	2003	Hispanic Male	Master of Architecture	Registered Architect	305-755-7858
Victoria Valdez Architect (Alternate)	PortMiami	2006	Hispanic Female	Bachelor of Architecture	LEED Green Associate	305-347-3239