Memorandum

MIAMI-DADE COUNTY

Date: March 20, 2013

To: Those Listed Below

From: Carlos A. Gimenez
Mayor

Subject: Appointment of Selection Committee for Miami-Dade Park, Recreation and Open Spaces Department Request to Advertise (RTA) for Miami Metro Zoo, Florida Exhibit – Project No. CM12-Park-01 GOB. **(REVISED)**

In accordance with Administrative Order 3-34, I am hereby appointing those listed below as the Selection Committee for Miami-Dade Park, Recreation and Open Spaces Department Request to Advertise (RTA) for Miami Metro Zoo, Florida Exhibit – Project No. CM12-Park-01 GOB.

Selection Committee
Faith Samuels, ISD (Non-Voting Chairperson)
Maggie Tawil, PROS
Eric Stephens, PROS
Robert Stebbins, WASD
Frank Aira, PWWM
Franklin Stirrup, MDAD
Ileana Quintana, RER
Daniel J. Licciardi, Zoological Society of Florida
Jose Luis Posada, 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
John Renfrow, Director, WASD
Bill Johnson, Director, Seaport
Kathleen Woods-Richardson, Director, PWWM
Jack Kardys, Director, PROS
Jack Osterholt, Deputy Mayor/Director, RER
Mario Goderich, Assistant Director, Business Affairs/RER

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SELECTION COMMITTEE
MIAMI-DADE PARKS, RECREATION AND OPEN SPACES DEPARTMENT
REQUEST TO ADVERTISE
FOR
MIAMI METRO ZOO, FLORIDA EXHIBIT
Project no. CM12-PARK-01 GOB

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Faith Samuels (Non-Voting Chairperson)	---	---	---	---	---	305-375-2774
Maggie Tawil Chief, Design & Development	PROS	1991	Hispanic Female	Bachelor of Science in Civil Engineering	P.E.	305-755-7932
Eric Stephens Zoo Director	PROS	1979	White Male	Bachelor of Science in Park and Recreation Administration	---	305-251-5400
Robert Stebbins, Jr. Construction Manager	WASD	1996	White Male	High School Diploma	General Contractor	786-469-2060
Frank Aira Manager	PWWM	1994	Hispanic Male	Bachelor of Science in Civil Engineering	P.E.	305-375-2093
Franklin Stirrup Project Manager	MDAD	1991	Black Male	Master of Science in Civil Engineering/ Bachelors in Civil Engineering	P.E. General Contractor	305-876-7922
Ileana Quintana Construction Project Manager	RER	2006	Hispanic Female	Bachelor of Science in Civil Engineering	General Contractor/ General Engineering Contractor	305-375-3148
Daniel J. Licciardi Executive Vice President	Zoological Society of Florida	1990	White Male	Masters Degree in Sports Administration	General Contractor	305-332-8153
Jose Luis Posada Architecture & Planning Manager (ALTERNATE)	Seaport	1998	Hispanic Male	Bachelor of Arts in Architecture	R.A.	305-347-4909