Memorandum

MIAMI-DADE COUNTY

Date: January 19, 2011

To: Those Listed Below

From: George M. Burgess
County Manager

Subject: Evaluation/Selection Committee for the Miami-Dade Transit Department for Design-Build Services for the Metromover Bicentennial Park Station Rehabilitation
Project No. DB10-MDT-02 ARRA PTP

In accordance with Administrative Order 3-34, I am hereby appointing those listed below as the Selection Committee for the Miami-Dade Transit Department for Design-Build Services for the Metromover Bicentennial Park Station Rehabilitation - Project No. DB10-MDT-02 ARRA PTP

Selection Committee
Mike Ramos, OCI, Non-Voting Chairperson
George Maldonado, MDT
Steve Chayt, MDT
Rong Zhugh, MDWASD
Karen Cheney, MDPR
Franklin Stirrup, MDAD
Charlotte Horne, GSA (Alternate #1)
Amando Acosta, PWD (Alternate #2)

The Selection Committee will meet to review written or printed material regarding the qualifications of each of the certified firms as it relates to the requirements defined in the advertised document. If required, the Selection Committee will select several candidate firms meeting the published criteria, to make oral presentations at a properly noticed public hearing to the full Selection Committee.

The Selection Committee shall be responsible for evaluating, rating and ranking the proposals by each Committee member, based on the criteria and procedure contained in the advertised document. The Evaluation/Selection Committee will first evaluate and rank responsive proposals on the Technical (Quality) criteria. If responsive proposers are invited to make oral presentations, the 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 to the technical requirements. All requests for specific determinations shall be made in writing to the County Attorney's Office.

You are directed to assist me in the selection process considering the factors delineated in the advertised document. These factors may include methodology and management approach, qualifications and experience of principals and staff, financial stability, proposer's past performance of similar scope and size, proposer's detailed plans to meet the objectives of each task, activity, etc., pursuant to any schedule, proposer's previous County experience, history and experience of the firm or individual(s), understanding of the project and the County's objectives, responsiveness to the established requirements, and Cost/Revenue (normally separate and sealed). When the document requires the proposer to provide cost/revenue in a separate sealed envelope, cost/revenue will be considered separately and after the other criteria have been evaluated.

If you are unable to participate in the Selection process, contact this office through Small Business Development (SBD) by memorandum documenting the reason why you cannot participate. Only in cases of **dire** urgency may you be excused from participation.

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 Department of Procurement Management's (DPM) RFP Unit may substitute the chairperson to ensure the appropriate level of staffing expertise as deemed necessary to accommodate the needs of this solicitation.

Following the oral presentation, or upon completion of the review process, the Committee shall prepare and submit a memorandum to include a narrative of the evaluation and justification of the top recommended firm(s) based upon the reasoning and mathematical formula, if utilized, and attach supporting documentation and a summary sheet 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 SBD for review and consideration for further recommendation to the Board of County Commissioners.

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. Committee members are reminded that in accordance with the Cone of Silence Ordinance 98-106, they are prohibited from having any communication with potential respondents and/or their representatives. Violation of this policy could lead to termination.

All questions must be directed to the staff contact person(s) designated by the issuing department.

c: Harpal Kapoor, Director, MDT
George Navarrete, Director, OCI
Wendi Norris, Director, GSA
Jack Kardys, Director, MDPR
John Renfrow, Director, MDWASD
Esther Calas, Director, PWD
Penelope Townsley, Director, SBD

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SELECTION COMMITTEE
MIAMI-DADE TRANSIT DEPARTMENT
DESIGN-BUILD SERVICES FOR THE METROMOVER
BICENTENNIAL PARK STATION REHABILITATION

PROJECT NO. DB10-MDT-2 ARRA PTP

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional Licenses/ Certifications	Telephone #
Mike Ramos Non-Voting Chairperson	OCI	--	--	--	--	(305) 375-5215
George Maldonado Construction Manager 2	MDT	1990	Hispanic Male	A.A.S. Electrical Engineering	State of Florida Building Contractor License	(786) 469-5325
Steve Chayt Manager/Facilities Maintenance	MDT	2002	White Male	M.S. Environmental Science; B.S. Mechanical Engineering	New York State Engineer in Training	(305) 884-7522
Rong Zhugh Manager, Engineering Design	MDWASD	1994	Asian Male	Master of Science in Mechanical Engineering, Bachelor of Science in Applied Mechanics	P.E.	(786) 268-5238
Karen Cheney Landscape Architect 2	MDPR	1993	White Female	Master of Landscape Architecture, Bachelor of Arts in Landscape Architecture	R.L.A.	(305) 755-7922
Franklin Stirrup Project Manager	MDAD	1991	Black Male	Masters in Civil Engineering, Bachelors in Civil Engineering	P.E., Certified General Contractor	(305) 876-7922
Charlotte Horne Operations Manager (Alternate #1)	GSA	1986	Black Female	Master of Public Administration, Bachelor of Science in Communications	None	(305) 375-3231
Amando Acosta Engineer 1 (Alternate #2)	PWD	1979	Hispanic Male	Associate of Arts	General Engineering Contractor, Engineering Intern Tech	(305) 592-3115