Memorandum

MIAMI-DADE COUNTY

Date: September 26, 2013

To: Those Listed Below

From: Carlos A. Gimenez
Mayor

Subject: Appointment of Selection Committee for Miami-Dade Water and Sewer Department Request to Advertise (RTA) for Design-Build Services for Gravity Sewer Interceptors for the Master Pump Station No. 3 – Project No. DB13-WASD-01

In accordance with Administrative Order 3-34, I am hereby appointing those listed below as the Selection Committee for Miami-Dade Water and Sewer Department Request to Advertise (RTA) for Design-Build Services for Gravity Sewer Interceptors for the Master Pump Station No. 3 – Project No. DB13-WASD-01

Selection Committee
Faith Samuels, ISD (Non-Voting Chairperson)
Issac Smith, WASD
Vivian Forhat-Diaz, RER
Timothy Albury, Florida Department of Transportation – District 6
Jeovanny Rodriguez, City of Miami
Michael Bailey, City of Cooper City Utilities Department
James D. Englehardt, University of Miami (Alternate1)
Rey Abreu, WASD (Alternate 2)

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.

In the event it is determined that an appointed Selection Committee member has a conflict of interest or in the event of a properly noticed excusal request, the alternate committee member may serve with the approval of the contracting Department's Deputy Mayor. The alternate will be named in accordance with the requirements of the vacancy created. No substitution of committee members shall be allowed after the first official meeting of the committee

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
Jack Osterholt, Deputy Mayor/Director, RER
Veronica Clark, Assistant to the Director, RER/Small Business Development

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Jeovanny Rodriguez, City of Miami
Michael Bailey, City of Cooper City Utilities Department
James D. Englehardt, University of Miami (Alternate 1)
Rey Abreu, WASD (Alternate 2)

SELECTION COMMITTEE
MIAMI-DADE WATER AND SEWER DEPARTMENT
REQUEST TO ADVERTISE
DESIGN-BUILD SERVICES FOR
GRAVITY SEWER INTERCEPTORS FOR THE MASTER PUMP STATION NO. 3

Project no. DB13-WASD-01

Committee Member/ Title	Department	Start Year With County	Ethnicity / Gender	Education	Professional License(s)/ Certification(s)	Contact Information
Faith Samuels (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-2774 fty@maimidade.gov
Isaac Smith Manager, Construction Services	WASD	1990	Black Male	Bachelor of Science in Mechanical Engineering	Engineer in Training	786-268-5196 Ismit01@miamidade.gov
Vivian Forhat-Diaz SBD Construction Project Manager	RER	2001	Hispanic Female	Bachelor of Science Engineering	Engineer in Training; General Contractor	305-375-4441 forhat@maimidade.gov
Timothy Albury District Design Support Engineer	Florida Department of Transportation – District 6	---	White Male	Bachelor of Science in Civil Engineering	Professional Engineer	305-470-5262 Tim.albury@dot.state.fl.us
Jeovanny Rodriguez Assistant Director - CIP	City of Miami	---	Hispanic Male	Bachelor of Science – Civil Engineering	Professional Engineer	305-416-2180 jeovannyrodriguez@miamigov.com
Michael Bailey Utilities Director/City Engineer	City of Cooper City Utilities Department	---	White Male	Bachelor of Science in Mechanical Engineering	Professional Engineer	954-434-5519 bailmj@att.net
James D. Englehardt Professor (Alternate1)	University of Miami	---	White Male	Ph.D – Civil Environmental Engineering; Master of Science in Agricultural Engineering	Professional Engineer	305-666-1952 jenglehardt@miami.edu
Rey Abreu Manager (Alternate 2)	WASD	1981	Hispanic Male	Bachelor of Science in Civil Engineering	---	786-268-5289 Rjabr01@miamidade.gov