

# Memorandum



**Date:** June 5, 2015

**To:** Those Listed Below

**From:** Carlos A. Gimenez  
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez", written over a faint circular stamp.

**Subject:** Appointment of Selection Committee for Miami-Dade Transit Department Request to Advertise for Design Build Services for the Quail Roost Park & Ride Project No. DB14-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 *Design Build Services for the Quail Roost Park & Ride Project No. DB14-MDT-01*.

Selection Committee

Amelia Cordova-Jimenez, Internal Services Department (Non-Voting Chairperson)  
Eva Kunath, Miami-Dade Transit Department  
Javier Salmon, Miami-Dade Transit Department  
Tammy Welch, Regulatory and Economic Resources Department  
S. Alissa Penaloza, PortMiami  
Victor Fernandez-Cuevo, Water and Sewer Department  
Delfin Molins, Public Works and Waste Management Department (Alternate)  
Adelfa Martinez, Parks, Recreation and Open Spaces (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: Alina T. Hudak, Deputy Mayor and Public Works and Waste Management Department Director  
Jack Osterholt, Deputy Mayor and Regulatory and Economic Resources Department Director  
Ysela Llorca, Director, Miami-Dade Transit Department  
Juan Kuryla, Director, PortMiami  
Lester Sola, Director, Water and Sewer Department  
Jack Kardys, Director, Parks, Recreation and Open Spaces  
Tara C. Smith, Director, Internal Services Department  
Gary T. Hartfield, Small Business Development Division Director, Internal Services Department

Selection Committee

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Eva Kunath, Miami-Dade Transit Department  
Javier Salmon, Miami-Dade Transit Department  
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S. Alissa Penaloza, PortMiami  
Victor Fernandez-Cuevo, Water and Sewer Department  
Delfin Molins, Public Works and Waste Management Department (Alternate)  
Adelfa Martinez, Parks, Recreation and Open Spaces (Alternate)

**SELECTION COMMITTEE  
MIAMI-DADE TRANSIT DEPARTMENT  
DESIGN BUILD SERVICES FOR THE QUAIL ROOST PARK & RIDE  
PROJECT NO. DB14-MDT-01**

<b>Committee Member/ Title</b>	<b>Department</b>	<b>Start Year With County</b>	<b>Ethnicity/ Gender</b>	<b>Education</b>	<b>Professional License(s)/ Certification(s)</b>	<b>Telephone #</b>
Amelia Cordova-Jimenez (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-3022
Eva Kunath Engineer 3	MDT	1993	Hispanic Female	Bachelor of Science in Mechanical Engineering	Engineering Intern	786-469-5554
Javier Salmon Construction Manager 2	MDT	2000	Hispanic Male	Bachelor of Science in Architecture, Construction Management	---	786-469-5266
Tammy Welch Engineer 3	RER	1996	Black Female	Bachelor of Science in Agricultural Engineering	---	305-372-6562
S. Alissa Penalosa Principal Planner	PortMiami	2006	White Female	Bachelor's Degree in Architecture; Master's Degree in Architecture /Urban Design	Leed AP (Accredited Professional); LEED New Construction Accredited Professional	305-329-4035
Victor Fernandez-Cuevo Senior Professional Engineer	WASD	1991	Hispanic Male	Master of Business Administration, Masters in Industrial Engineering, Bachelors in Mechanical Engineering	Professional Engineer	786-268-5310
Delfin Molins Engineer 3 (Alternate)	PWWM	2003	Hispanic Male	Bachelor of Science in Civil Engineering	---	305-372-6684
Adelfa Martinez Construction Manager 2 (Alternate)	PROS	1989	Hispanic Female	Bachelor's Degree Architecture	---	305-755-7815