

Memorandum



Date: October 16, 2015

To: Those Listed Below

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez".

Subject: Appointment of Selection Committee for Miami-Dade Police Department Request to Advertise for Design-Build Services for the new Miami-Dade Police Department Academy Building - Project No. DB15-ISD-01

In accordance with Implementing Order 3-34, I am hereby appointing those listed below as members to the Selection Committee for Miami-Dade Police Department Request to Advertise for *Design-Build Services for the new Miami-Dade Police Department Academy Building - Project No. DB15-ISD-01*.

Selection Committee

Fernando Ponassi, Internal Services Department (Non-Voting Chairperson)
Michael Alvarez, Miami-Dade Police Department
Alice Arguelles, Vizcaya Museum and Gardens
Patrick Brown, Internal Services Department
Julio J. Navarro, Public Works and Waste Management Department
Jess Linn, Regulatory and Economic Resources Department
Victoria Valdez, PortMiami (Alternate)
Tyrone Browne, Miami-Dade Aviation Department (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
- Emilio T. Gonzalez, Director, Miami-Dade Aviation Department
- Joel M. Hoffman, Executive Director, Vizcaya Museum and Gardens
- Juan Kuryla, Director, PortMiami
- Tara C. Smith, Director, Internal Services Department
- Gary T. Hartfield, Division Director, Small Business Development, Internal Services Department

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**SELECTION COMMITTEE
MIAMI-DADE POLICE DEPARTMENT
DESIGN-BUILD SERVICES FOR THE NEW MIAMI-DADE POLICE DEPARTMENT ACADEMY
BUILDING
PROJECT NO. DB15-ISD-01**

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Fernando Ponassi (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-3965
Michael Alvarez Administrative Officer 3	MDPD	2002	Hispanic Male	Bachelor of Science in Finance	---	305-715-5000
Alice Arguelles Construction Manager 3	Vizcaya	1992	Hispanic Female	Bachelor of Science in Construction Management	Certified General Contractor	305-860-8449
Patrick Brown Construction Manger 3	ISD	1990	Black Male	Master of Science in Construction Management Bachelor of Science in Construction Management Associates of Royal Chartered Institute of Builders	State of Florida Licensed General Contractor	305-375-5788
Julio J. Navarro Construction Manager 3	PWWM	1996	Hispanic Male	Associate of Arts Degree	General Contractor, Building Inspector, Plans Examiner	305-592-8925
Jess Linn Principal Planner	RER	2003	White Male	Master's Degree in Architecture	---	305-375-8745
Victoria Valdez Architect 3 (Alternate)	PortMiami	2006	Hispanic Female	Bachelor's Degree in Architecture	LEED Green Associate	305-347-3239
Tyrone Browne Project Manager (Alternate)	MDAD	1987	Black Male	Master of Business Administration, Bachelor of Architecture	---	305-876-0529