

Memorandum



Date: January 15, 2016

To: Those Listed Below

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Subject: Appointment of Selection Committee for Miami-Dade Parks, Recreation and Open Spaces Department Request to Advertise for Oak Grove Park Father Gerard Jean-Juste Community Center - Project No. DB15-PROS-01

In accordance with Implementing Order 3-34, I am hereby appointing those listed below as members to the Selection Committee for Miami-Dade Parks, Recreation and Open Spaces Department Request to Advertise for *Oak Grove Park Father Gerard Jean-Juste Community Center - Project No. DB15-PROS-01*.

Selection Committee

Jacqueline Carranza, Internal Services Department (Non-Voting Chairperson)

Angel Trujillo, Parks, Recreation and Open Spaces Department

Jorge Mora, Parks, Recreation and Open Spaces Department

Hans Ottinot, City of Sunny Isles Beach

Shannon "Alissa" Penaloza, PortMiami

Tyrone Browne, Miami-Dade Aviation Department

Carolina Alfonso, Cultural Affairs Department (Alternate)

Jess Linn, Regulatory and Economic Resources 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: Jack Osterholt, Deputy Mayor and Regulatory and Economic Resources Department Director
- Michael Spring, Senior Advisor to the Mayor and Cultural Affairs Department Director
- Jack Kardys, Director, Parks, Recreation and Open Spaces Department
- Juan Kuryla, Director, PortMiami
- Emilio T. Gonzalez, Director, Miami-Dade Aviation Department
- Tara C. Smith, Director, Internal Services Department
- Gary T. Hartfield, Division Director, Small Business Development, Internal Services Department

Selection Committee

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**SELECTION COMMITTEE
MIAMI-DADES PARKS, RECREATION AND OPEN SPACES DEPARTMENT
OAK GROVE PARK FATHER GERARD JEAN-JUSTE COMMUNITY CENTER
PROJECT NO. DB15-PROS-01**

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Jacqueline Carranza (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-2173
Angel Trujillo Construction Manager 3	PROS	2001	Hispanic Male	Bachelor of Architecture	Licensed Architect	305-755-7972
Jorge Mora Chief, Design, Construction and Maintenance	PROS	1999	Hispanic Male	Bachelor of Arts in Economics	---	305-755-7809
Hans Ottinot City Attorney	City of Sunny Isles Beach	---	Haitian American Male	Juris Doctor	---	305-792-1702
Shannon "Alissa" Penalosa Principal Planner	PortMiami	2006	White Female	Bachelor of Architecture; Master of Architecture in Urban Design	LEED AP (Accredited Professional); LEED New Construction Accredited Professional	305-329-4035
Tyrone Browne Project Manager	MDAD	1987	Black Male	Bachelor of Architecture; Master of Business Administration	---	305-876-0529
Carolina Alfonso Construction Project Manager (Alternate)	CUA	2006	Hispanic Female	Master's in Construction Management; Bachelor of Architecture	LEED AP; Building Design and Construction Certified Professional	305-375-3671
Jess Linn Principal Planner (Alternate)	RER	2003	White Male	Master of Architecture	--	305-375-8745