

Memorandum



Date: October 18, 2010

To: Those Listed Below

From: George M. Burgess
County Manager

A handwritten signature in black ink, appearing to read "G. Burgess", written over a white background.

Subject: Selection Committee for the Miami-Dade Aviation Department – Photogrammetric Mapping and Light Detection and Ranging (LiDAR) Services – OCI Project No. E10-MDAD-03

In accordance with Administrative Order 3-34, I am hereby appointing those listed below as the Selection Committee for the Miami-Dade Aviation Department – Photogrammetric Mapping and Light Detection and Ranging (LiDAR) Services – OCI Project No. E10-MDAD-03:

Selection Committee

Mike Ramos, OCI (Non-Voting Chairperson)

Carlos Jose, MDAD

Martha Guerra, ETSD

Luis Lacau, PWD

Daniel Edwards, WASD

Ileana Quintana, SBD

Akbar Sharifi, MDT (1st Alternate)

James McCall, MDPR (2nd Alternate)

Non-Voting Technical Advisor

Karen Delapenha, MDAD

At the introductory meeting, the panel members will receive proposals and instructions regarding the evaluation and selection process. The First-Tier selection meeting is scheduled to review written material regarding the qualifications of each firm as it relates to the requirements defined in the advertised document. The Selection Committee will evaluate and rate each team of firms. Alternatively, the Selection Committee may waive the Second-Tier selection process by a majority vote and make a final recommendation to the County Manager, that a contract be negotiated with the highest ranked responsive and responsible proposer(s), based on the First-Tier criteria only.

The Selection Committee shall be responsible for evaluating and rating the proposals by each Committee member, based on the criteria and procedure contained in the advertised document. The Selection Committee will first evaluate and rate responsive proposals based on First-Tier selection criteria. 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 qualifications of firms including the team members assigned to the project, knowledge and past experience of similar type projects, past performance of firms, amount of work awarded and paid by the County, ability of team members to interface with the County, knowledge of project scope, ability to provide the required services within schedule and budget and responsiveness to the established requirements.

You will be advised of the date, time and place at which the Committee will convene. 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 Office of Capital Improvements (OCI) Architectural & Engineering 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)
Qualification Score(s)
Adjusted Score (if applicable)
Committee's Overall Ranking and Recommendation

This report should be submitted to me by OCI for review and consideration for further recommendation for negotiations.

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 OCI.

c: George Navarrete, Director, OCI
Jose Abreu, Director, MDAD
Angel Petisco, Director, ETSD
Esther Calas, Director, PWD
John Renfrow, Director, WASD
Harpal Kapoor, Director, MDT
Jack Kardys, Director, MDPR
Penelope Townsley, Director, SBD

**SELECTION COMMITTEE
MIAMI-DADE AVIATION DEPARTMENT
PHOTOGRAMMETRIC MAPPING AND LIGHT DETECTION
AND RANGING (LIDAR) SERVICES**

OCI PROJECT NO. E10-MDAD-03

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional Licenses	Telephone #
Mike Ramos Non-Voting Chairperson	OCI	--	--	--	--	(305) 375-5215
Carlos Jose MDAD Assistant Director	MDAD	1988	Hispanic Male	Master of Business Administration, Bachelors in Computer Science	None	(305) 876-8398
Martha Guerra ETSD Systems Support Manager	ETSD	1981	Hispanic Female	Bachelor of Arts in Mathematics	GISP	(305) 596-8398
Luis Lacau Senior Professional Land Surveyor	PWD	1989	Hispanic Male	Associate of Arts in Civil Engineering Technology	P.L.S.	(305) 375-2714
Daniel Edwards Master Planning Section Head	WASD	1997	White Male	Bachelor of Science in Civil Engineering	P.E.	(786) 552-8354
Ileana Quintana Construction Project Manager	SBD	2006	Hispanic Female	Bachelor of Science in Civil Engineering	State Licensed General Contractor	(305) 375-3148
Akbar Sharifi Senior Professional Engineer (1 st Alternate)	MDT	1985	White Male	Bachelor of Science in Civil and Industrial Engineering	P.E.	(786) 469-5269
James McCall Park Planner 2 (2 nd Alternate)	MDPR	2004	White Male	Masters in Geography	Certified Mapping Scientist (CMS)	(305) 755-7993
TECHNICAL ADVISOR (NON-VOTING)						
Karen Delapenha MDAD Systems Analyst Programmer 2	MDAD	1986	White Female	Bachelor of Professional Studies	Information Technology	(305) 876-7453