

# Memorandum



**Date:** February 17, 2012

**To:** Those Listed Below

**From:** Carlos A. Gimenez  
Mayor 

**Subject:** Appointment of Selection Committee for Miami-Dade Aviation Department Request to Advertise for Stormwater Master Plan - Project No: E11-MDAD -02

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In accordance with Administrative Order 3-34, I am hereby appointing those listed below as the Selection Committee for Miami-Dade Aviation Department Request to Advertise for Stormwater Master Plan - Project No: E11-MDAD -02.

Selection Committee

Faith Samuels (Non-Voting Chairperson)  
Ernesto Beltre, MDAD  
Arturo Sosa, MDAD  
Patrick Wong, PERA  
Jim Ferguson, WASD  
Ileana Quintana, SPEED  
Malika Muthiah, PERA (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 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.

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 Internal Services Department (ISD) may substitute the 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) 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
- Jose Abreu, Director, MDAD
- Charles Danger, Interim Director, PERA
- John Renfrow, Director, WASD
- Jack Osterholt, Deputy Mayor/Interim Director SPEED
- Mario Goderich, Assistant Director, Economic Enhancement/SPEED

Selection Committee

- Faith Samuels, ISD (Non-Voting Chairperson)
- Ernesto Beltre, MDAD
- Arturo Sosa, MDAD
- Patrick Wong, PERA
- Jim Ferguson, WASD
- Ileana Quintana, SPEED
- Malika Muthiah, PERA (Alternate)

**SELECTION COMMITTEE  
MIAMI DADE AVIATION DEPARTMENT  
STORMWATER MASTER PLAN**

**PROJECT NO. E11-MDAD-02**

<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>
Faith Samuels (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-2774
Ernesto Beltre Chief Civil Engineer Division MDAD	MDAD	2007	Hispanic Male	Bachelor of Science in Civil Engineering	P.E.	305-876-0787
Arturo Sosa Chief Aviation Environmental Engineering MDAD	MDAD	1993	Hispanic Male	Bachelor of Science in Chemical Engineering / Master of Business Administration	-	305-846-7519
Patrick Wong Chief Air Division	PERA	1980	Black Male	Bachelor of Science in Mechanical Engineering	-	305-372-6934
Jim Ferguson	WASD		Caucasian Male	Bachelor of Science in Civil Engineering	P.E.	786-552-8357
Ileana Quintana Construction Project Manager	SPEED	2006	Hispanic Female	Bachelor of Science in Civil Engineering	-State Licensed General Contractor -General Engineering Contractor	305-37-3148
Mallika Muthiah Senior Professional Engineer Alternate 2	PERA	1993	Asian Indian Female	Bachelor of Science in Civil Engineering / Masters in Environmental Engineering	P.E.	305-37-6921