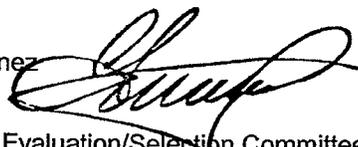


Memorandum



Date: July 26, 2011

To: Those Listed Below

From: Carlos A. Gimenez
Mayor 

Subject: Appointment of Evaluation/Selection Committee for the Seaport Department for Environmental Services – OCI Project No. E11-SEA-01

In accordance with Administrative Order 3-34, I am hereby appointing those listed below as the Selection Committee for the Seaport Department for Environmental Services - OCI Project No. E11-SEA-01:

Selection Committee
Faith Samuels, OCI (Non-Voting Chairperson)
Juan Kuryla, SP
Dorian K. Valdes, SP
Malliki Muthiah, DERM
Steve Christensen, SWM
Maria Rodriguez-Porto, HCD
Rena Chen, WASD (Alternate #1)
Arturo Sosa, MDAD (Alternate #2)

The Selection Committee will meet to review written or printed material regarding the qualifications of each of the certified firms as it relates to the requirements defined in the advertised document. If required, the Selection Committee will select several candidate firms meeting the published criteria to make oral presentations to the full Selection Committee at a properly noticed public hearing.

Each Selection Committee member shall be responsible for evaluating, rating and ranking the proposals based on the criteria and procedure contained in the advertised document. The Selection Committee will first evaluate and rank responsive proposals on the Technical (Quality) criteria. If responsive proposers are invited to make oral presentations, the 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 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 methodology and management approach, qualifications and experience of principals and staff, financial stability, proposer's past performance of similar scope and size, proposer's detailed plans to meet the objectives of each task, activity, etc., pursuant to any schedule, proposer's previous County experience, history and experience of the firm or individual(s), understanding of the project and the County's objectives, responsiveness to the established requirements, and cost/revenue (normally separate and sealed). When the document requires the proposer to provide cost/revenue in a separate sealed envelope, cost/revenue will be considered separately and after the other criteria have been evaluated.

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 Improvement (OCI) 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)
Quality Rating Score
Price
Adjusted Score (if applicable)
Committee's Overall Ranking

This report should be submitted to me through OCI for review and consideration for further recommendation to the Board of County Commissioners.

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 Code 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 of County service.

All questions must be directed to the staff contact person(s) designated by the issuing department.

c: George Navarrete, Director, OCI
Bill Johnson, Director, SP
Jorge Rodriguez, Assistant Director, DERM
John Renfrow, Director, WASD
Kathleen Woods-Richardson, Director, SWM
Julie Edwards, Director, CAA/HCD
Rowena Crawford, Assistant Director, HCD
Jose Abreu, Director, MDAD
Penelope Townsley, Director, SBD

Selection Committee

Faith Samuels, OCI (Non-Voting Chairperson)
Juan Kuryla, SP
Dorian K. Valdes, SP
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Maria Rodriguez-Porto, HCD
Rena Chen, WASD (Alternate #1)
Arturo Sosa, MDAD (Alternate #2)

**EVALUATION/SELECTION COMMITTEE
SEAPORT DEPARTMENT
ENVIRONMENTAL SERVICES**

OCI PROJECT NO. E11-SEA-01

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional Licenses/ Certifications	Telephone #
Faith Samuels Non-Voting Chairperson	OCI	---	---	---	---	(305) 375-2774
Juan Kuryla Deputy Port Director	SP	1989	Hispanic Male	Masters of Business Administration	PPM	(305) 347-4907
Dorian K. Valdes Assistant Port Director	SP	1987	Hispanic Male	Bachelor of Science in Chemical Engineering, Bachelor of Arts in Chemistry	P.E.	(305) 347-4802
Malliki Muthiah Senior Professional Engineer	DERM	1993	Asian/Indian Female	Masters in Environmental Engineering, Bachelor of Science in Civil Engineering	P.E.	(305) 372-6921
Steve Christensen Environmental Resource Project Supervisor.	SWM	1984	White Male	Bachelors in Biology	Environmental Restoration	(305) 257-5975
Maria Rodriguez-Porto Engineer 3	HCD	1991	Hispanic Female	Bachelor of Science in Industrial Engineering	None	(786) 469-2153
Rena Chen Chief, Program Management Division (Alternate #1)	WASD	1998	Asian Female	Ph.D. Candidate in Civil Engineering, Masters in Environmental Engineering, Masters in Information Technology	P.E., Environmental Engineer in the Specialty of Water Supply and Wastewater	(786) 552-8989
Arturo Sosa Chief, Aviation Environmental Engineering (Alternate #2)	MDAD	1993	Hispanic Male	Bachelor of Science in Chemical Engineering, Master of Business Administration	None	(305) 876-7519