Memorandum

MIAMI-DADE COUNTY

Date: June 20, 2012

To: Those Listed Below

From: Carlos A. Gimenez
Mayor

Subject: Appointment of Selection Committee for Miami-Dade Transit Department Request to Advertise (RTA) for Continuous Professional Services Exclusively for Federally Funded Projects – RTA No. E12-MDT-01.

In accordance with Administrative Order 3-34, I am hereby appointing those listed below as the Selection Committee for Miami-Dade Transit Department Request to Advertise for Continuous Professional Services Exclusively for Federally Funded Projects – RTA No. E12-MDT-01.

Selection Committee
Amelia Cordova, ISD (Non-Voting Chairperson)
Andrew Burgess, ISD
Isabel Padron, MDT
James Sumoski, MDT
Antonio Cotarelo, PWWM
Hiram Hernandez, PWWM
Aundria Blatch, ISD (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 Service 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
Ysela Llort, Director, MDT
Kathleen Woods-Richardson, Director, PWWM
Jack Osterholt, Deputy Mayor/Director, RER
Mario Goderich, Assistant Director, Business Affairs/RER

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SELECTION COMMITTEE
MIAMI DADE TRANSIT DEPARTMENT
REQUEST TO ADVERTISE

CONTINUOUS PROFESSIONAL SERVICES EXCLUSIVELY
FOR
FEDERALLY FUNDED PROJECTS

E12-MDT-01, ESP

Committee Member/ Title	Department	Start Year With County	Ethnicity / Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Amelia Cordova, (Non – Voting Chairperson)	----	----	---	---	---	305-375-2036
Andrew Burgess Energy Management Specialist	ISD	2003	Black Male	Bachelor of Science in Mechanical Engineering	P.E. Certified Mechanical Contractor/LEDD AP O+M	305-375-1824
Isabel Padron Chief Design and Engineering	MDT	1995	Hispanic Female	Master of Science in Engineering	P.E.	786-469-5260
James Sumoski Acting Chief of Construction	MDT	2005	White Male	Master of Science in Engineering	P.E.	786-469-5264
Antonio Cotarelo Assistant Director Construction	PWWM	1986	Hispanic Male	Bachelor of Science in Civil Engineering	P.E.	305-375-2788
Hiram Hernandez Manager Traffic Signal Operations	PWWM	1981	Hispanic Male	Master of Science in Electrical Engineering	P.E. Master Electrician	305-592-3580
Aundria Blatch Engineer 2 (Alternate)	ISD	2006	Black Female	Bachelor of Science in Electrical Engineering	None	305-375-5339