

Memorandum



Date: August 28, 2012

To: Those Listed Below

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez". The signature is written over the printed name and title.

Subject: Appointment of Selection Committee for Miami-Dade Metropolitan Planning Organization Request to Advertise for 2040 Long Range Transportation Plan – Project No. E12-MPO-01.

In accordance with Administrative Order 3-34, I am hereby appointing those listed below as the Selection Committee for Miami-Dade Metropolitan Planning Organization Request to Advertise for 2040 Long Range Transportation Plan – Project No. E12-MPO-01.

Selection Committee

Faith Samuels, ISD (Non-Voting Chairperson)

Carlos Roa, MPO

David Henderson, MPO

Robert Pearsall, MDT

Manuel Armada, RER

Curlene Thomas, FDOT

Jeff Cohen, PWWM (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
Irma San Roman, Interim Director, MPO
Ysela Llort, Director, MDT
Kathleen Woods-Richardson, Director, PWWM
Jack Osterholt, Deputy Mayor/Director, RER
Mario Goderich, Assistant Director, Business Affairs, RER

Selection Committee

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**SELECTION COMMITTEE
METROPOLIAN PLANNING ORGANIZATION
REQUEST TO ADVERTISE
2040 LONG RANGE TRANSPORTATION PLAN**

E12-MPO-01

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Faith Samuels (Non – Voting Chairperson)	ISD	---	---	---	---	305-375-2774
Carlos Roa Transportation Systems Manager	MPO	1989	Hispanic Male	- Bachelor of Civil Engineering - Masters in Development Administration and Geography	None	305-375-4507
David Henderson Bicycle Pedestrian Specialist	MPO	1999	White Male	Master in Urban and Regional Planning	AICP	305-375-4507
Robert Pearsall Section Chief	MDT	1974	White Male	- Bachelor of Arts - Masters in Business Administration	None	786-469-5163
Manuel Armada Chief - Planning Research	RER	1975	Hispanic Male	Masters in Economics	None	305-375-2845
Curlene Thomas Transportation Planner	FDOT	N/A	Black Female	Bachelor in Business Administration	None	
Jeff Cohen Assistant Chief Traffic Engineering Division (ALTERNATE)	PWWM	1979	White Male	Bachelor of Science in Civil Engineering	P.E.	305-375-2746