

# 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 fluid and cursive, written over the printed name and title.

**Subject:** Appointment of Selection Committee for Miami-Dade Metropolitan Planning Organization Request to Advertise for 2040 Regional Transportation Plan for Southeast Florida – Project No. E12-MPO-03.

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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 Metropolitan Planning Organization Request to Advertise for 2040 Regional Transportation Plan for Southeast Florida – Project No. E12-MPO-03.

Selection Committee

Faith Samuels, ISD (Non-Voting Chairperson)

Irma San Roman, MPO

Greg Stuart, MPO (Broward)

Randy Whitefield, MPO (Palm Beach)

Marie Suzie Papillon, Southeast Florida Regional Transportation Authority

Gus Pego, FDOT

Bassam Moubayed, 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, PWWD  
Jack Osterholt, Deputy Mayor/Director, RER  
Mario Goderich, Assistant Director, Business Affairs, RER

Selection Committee

Faith Samuels, ISD (Non-Voting Chairperson)  
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**SELECTION COMMITTEE  
METROPOLIAN PLANNING ORGANIZATION  
REQUEST TO ADVERTISE  
2040 REGIONAL TRANSPORTATION PLAN FOR SOUTHEAST FLORIDA**

**E12-MPO-03**

<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
Irma San Roman Interim Director	MPO Miami Dade	1980	Hispanic Female	Masters of Business Administration	None	305-375-4507
Greg Stuart Director	MPO Broward	N/A	White Male	Juris Doctor	AICP	954-876-0035
Randy Whitfield Director	MPO Palm Beach	N/A	White Male	Bachelor of Science in Civil Engineering	P.E.	561-684-4170
Marie Suzie Papillon Transportation Planning Manager	SFRTA	N/A	Black Female	Masters in Public Administration	None	954-942-7245
Gus Pego Secretary	FDOT District Six	N/A	Hispanic Male	Bachelors of Science in Civil Engineering	P.E.	305-470-5197
Bassam Moubayed Manager Stormwater Planning/Design (ALTERNATE)	PWWM	1993	Middle Eastern Male	- Bachelor of Science in Civil Engineering - Bachelor of Science in Architectural Engineering	None	305-375-2116