

Memorandum



Date: August 30, 2012

To: Those Listed Below

From: Carlos A. Gimenez
Mayor

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

Subject: Appointment of Selection Committee for Miami-Dade Seaport Department Request to Advertise for Cargo Gate Modifications and Process Improvements – Project No. E12-SEA-01.

In accordance with Administrative Order 3-34, I am hereby appointing those listed below as the Selection Committee for Miami-Dade Seaport Department Request to Advertise for Cargo Gate Modifications and Process Improvements – Project No. E12-SEA-01.

Selection Committee

Amelia Cordova, ISD (Non-Voting Chairperson)
Juan Kuryla, Seaport
Dorian K. Valdes, Seaport
Kevin Lynskey, Seaport
Li Gurau, PROS
Ernesto Beltre, MDAD
Patrick Wong, RER
Ileana Quintana, RER
Ralph Terrero, WASD (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
Bill Johnson, Director, Seaport
Jack Kardys, Director, PROS
Jose Abreu, Director, MDAD
Jack Osterholt, Deputy Mayor/Director, RER
Mario Goderich, Assistant Director, Business Affairs, RER

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**SELECTION COMMITTEE
MIAMI-DADE SEAPORT DEPARTMENT
REQUEST TO ADVERTISE
CARGO GATE MODIFICATIONS AND PROCESS IMPROVEMENTS**

E12-SEA-01

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Amelia Cordova (Non – Voting Chairperson)	ISD	---	---	---	---	305-375-2036
Juan Kuryla Deputy Port Director	Seaport	1989	Hispanic Male	Masters of Business Administration	PPM	305-347-4907
Dorian K. Valdes Assistant Port Director	Seaport	1987	Hispanic Male	-Bachelor of Science in Chemical Engineering -Bachelor of Arts in Chemistry	P.E.	305-347-4802
Kevin Lynskey Assistant Port Director	Seaport	1994	White Male	Masters of International Affairs	None	305-347-5503
Li Gurau Professional Engineer	PROS	1999	Asian Female	PhD in Engineering	P.E.	305-755-7834
Ernesto Beltre Chief Civil Engineer Division	MDAD	2007	Hispanic Male	Bachelor of Science in Civil Engineering	P.E.	305-876-0787
Patrick Wong Chief Air Division	RER	1980	Black Male	Master of Science in Mechanical Engineering	None	305-372-6934
Ileana Quintana Construction Project Manager	RER	2006	Hispanic Female	Bachelor of Science in Civil Engineering	State Certified General Contractor/General Engineering Contractor	305-375-3148
Ralph Terrero Director, Water Systems Operations (ALTERNATE)	WASD	2005	Hispanic Female	Bachelor of Science in Environmental Technology	P.E.	786-552-8112