

# Memorandum



**Date:** August 26, 2013

**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 Water and Sewer Department Program Management Consultant and related services to establish a Comprehensive Infrastructure Assessment and Replacement Program for water transmission and distribution mains including preparation of condition evaluations, forensic analysis, risk assessments and renewal option protocols. Project No. E12-WASD-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 Water and Sewer Department Request to Advertise for Program Management Consultant and related services to establish a Comprehensive Infrastructure Assessment and Replacement Program for water transmission and distribution mains including preparation of condition evaluations, forensic analysis, risk assessments and renewal option protocols. Project No. E12-WASD-03.

Selection Committee

Fernando Ponassi, ISD (Non-Voting Chairperson)

Luis Aguiar, WASD

Vivian Forhat-Diaz, RER

Dr. Berrin Tansel, Florida International University

Hubert Barnes, City of Hollywood

Jim Reynolds, Reynolds Engineering Services, Inc.

Chris Helfrich, City of Boca Raton

Dr. Omar Abdul-Aziz, Florida International University (Alternate 1)

Rodney J. Lovett, WASD (Alternate 2)

Technical Advisor

Ralph Terrero, WASD

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 for County employees) documenting the reason why you cannot participate. Only in cases of dire urgency may County employees 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.

In the event it is determined that an appointed Selection Committee member has a conflict of interest or in the event of a properly noticed excusal request, the alternate committee member may serve with the approval of the contracting Department's Deputy Mayor. The alternate will be named in accordance with the requirements of the vacancy created. 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  
John Renfrow, Director, WASD  
Jack Osterholt, Deputy Mayor/Director, RER  
Veronica Clark, Assistant to Director, RER/Small Business Development

Selection Committee

Fernando Ponassi, ISD (Non-Voting Chairperson)  
Luis Aguiar, WASD  
Vivian Forhat-Diaz, RER  
Dr. Berrin Tansel, Florida International University  
Hubert Barnes, City of Hollywood  
Jim Reynolds, Reynolds Engineering Services, Inc.  
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**SELECTION COMMITTEE  
MIAMI DADE WATER AND SEWER DEPARTMENT  
REQUEST TO ADVERTISE  
FOR  
PROGRAM MANAGEMENT CONSULTANT  
AND  
RELATED SERVICES**

**PROJECT NO. E12-WASD-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>
Fernando Ponassi (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-3965 <a href="mailto:fernandp@miamidade.gov">fernandp@miamidade.gov</a>
Luis Aguiar Chief, Water Distribution	WASD	1977	Hispanic Male	Bachelor of Science Civil Engineering	---	305-547-7004 <a href="mailto:lagui@miamidade.gov">lagui@miamidade.gov</a>
Vivian Forhat-Diaz SBD Construction Project Manager	RER	2001	Hispanic Female	Bachelor of Science Engineering	Engineer in Training; General Contractor	305-375-4441 <a href="mailto:forhat@miamidade.gov">forhat@miamidade.gov</a>
Dr. Berrin Tansel Professor	Florida International University	---	White Female	Ph.D. Environmental Engineering	Professional Engineer	305-348-2928 <a href="mailto:tanselb@fiu.edu">tanselb@fiu.edu</a>
Hubert Barnes Wastewater Superintendent	City of Hollywood	---	Black Male	Master of Business Administration; Bachelor of Science in Mechanical Engineering	Professional Engineer	954-980-0039 <a href="mailto:hbarnes@hollywoodfl.org">hbarnes@hollywoodfl.org</a>
Jim Reynolds President of Reynolds Engineering Services, Inc.	Reynolds Engineering Services, Inc	---	White Male	Bachelor of Science in Civil Engineering	Professional Engineer	305-394-5987 <a href="mailto:jim@reynoldsenineeringser&lt;br/&gt;vices.com">jim@reynoldsenineeringser vices.com</a>
Chris Helfrich Director of Utility Services	City of Boca Raton	---	White Male	MBA; Bachelor of Science in Civil Engineering	Professional Engineer	561-338-7303 <a href="mailto:chelfrich@myboca.us">chelfrich@myboca.us</a>
Dr. Omar Abdul-Aziz Assistant Professor (Alternate 1)	Florida International University	---	Asian Male	Ph.D. Civil Engineering	Engineer in Training	305-348-3653 <a href="mailto:oabdulaz@fiu.edu">oabdulaz@fiu.edu</a>
Rodney J. Lovett Chief Sewer Collection System (Alternate 2)	WASD	1991	White Male	Associates of Arts	Contractor's License/General Engineering License	305-254-5871 <a href="mailto:rodlo@miamidade.gov">rodlo@miamidade.gov</a>
<b>TECHNICAL ADVISOR</b>						
Ralph Terrero Assistant Director	WASD	2005	Hispanic Male	Bachelor of Science Environmental Technology	Professional Engineer Diplomat American Academy of Environmental Engineers	786-552-8112 <a href="mailto:Terrero@miamidade.gov">Terrero@miamidade.gov</a>