

# Memorandum



**Date:** January 7, 2013

**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 Water and Sewer Department Request to Advertise for Contract Administration and Construction Management Services - Project No. E12-WASD-04.

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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 Contract Administration and Construction Management Services – Project No. E12-WASD-04.

Selection Committee

Faith Samuels, ISD (Non-Voting Chairperson)

Isaac Smith, WASD

Isaac Gutierrez, WASD

Becky Hope, SEAPORT

Li Gurau, PROS

Ileana Quintana, RER

Duane Kopp, 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  
John Renfrow, Director, WASD  
Bill Johnson, Director, Seaport  
Jack Kardys, Director, PROS  
Kathleen Woods-Richardson, PWWM  
Jack Osterholt, Deputy Mayor/Director, RER  
Mario Goderich, Assistant Director, Business Affairs, RER

Selection Committee

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**SELECTION COMMITTEE**  
**Miami-Dade Water and Sewer Department**  
**Request to Advertise for**  
**Contract Administration and Construction Management Services**

**E12-WASD-04**

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
Isaac Smith Construction Manager	WASD	1990	Black Male	Bachelor of Science in Mechanical Engineering	E.I.	786.268.5196
Isaac Gutierrez Pump Station Construction Supervisor	WASD	1981	Hispanic Male	Associate of Arts/Business Administration Architecture	---	786-268-5173
Becky Hope Engineer 3	SEAPORT	1993	White Female	Bachelor in Science Masters of Business Administration	P.E.	305-347-4972
Li Gurau Professional Engineer	PROS	1999	Asian Female	PhD in Engineering	P.E.	305-755-7834
Ileana Quintana Construction Project Manager	RER	2006	Hispanic Female	Bachelor of Science in Civil Engineering	-State Licensed General Contractor -General Engineering Contractor	305-375-3148
Duane Kopp Senior Professional Engineer (Alternate)	PWWM	2001	White Male	Bachelor in Science in Engineering	P.E.	305-375-2115