Memorandum

MIAMI-DADE COUNTY

Date: May 15, 2013

To: Those Listed Below

From: Carlos A. Gimenez
Mayor

Subject: Appointment of Selection Committee for Miami-Dade Aviation Department Request to Advertise for Aviation Planning Consultant Services - Project No. E13-MDAD-01.

In accordance with Administrative Order 3-34, I am hereby appointing those listed below as the Selection Committee for Miami-Dade Aviation Department Request to Advertise for Aviation Planning Consultant Services - Project No. E13-MDAD-01.

Selection Committee
Fernando Ponassi, ISD (Non-Voting Chairperson)
Jose Ramos, MDAD
Tyrone Browne, MDAD
Bertha Goldenberg, WASD
Shannan Penaloza, Seaport
Jess Linn, RER
Zoila Badulescu, MDT (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
Emilio Gonzalez, Director, MDAD
John Renfrow, Director, WASD
Bill Johnson, Director, Seaport
Ysela Llort, Director, MDT
Jack Osterholt, Deputy Mayor/Director, RER
Mario Goderich, Assistant Director, Business Affairs/RER

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SELECTION COMMITTEE
MIAMI DADE AVIATION DEPARTMENT
REQUEST TO ADVERTISE
FOR
AVIATION PLANNING CONSULTANT SERVICES

PROJECT NO. E13-MDAD-01

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Fernando Ponassi (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-3965
Jose Ramos Division Director of Aviation Planning	MDAD	1994	Hispanic Male	Master of Science in Architecture, Bachelor of Science in Architecture	R.A., G.C., LEED,AP	305-876-8080
Tyrone Browne Project Manager	MDAD	1987	Black Male	Master of Business Administration, Bachelor of Architecture	None	305-876-0529
Bertha Goldenberg Asst. Director, Regulatory Compliance & Planning	WASD	1989	Hispanic Female	Bachelor of Science in Chemical Engineering	P.E.	786-552-8120
Shannan Penaloza Principal Planner	Seaport	2006	White Female	Master's Degree in Architecture	LEED. AP	305-329-4035
Jess Linn Principal Planner	RER	2003	White Male	Master's Degree in Architecture	None	305-375-2842
Zoila Badulescu Quality Assurance Engineer 2	MDT	2001	Hispanic Female	Master of Public Administration, Bachelor of Science in Petroleum Engineering	Certified Quality Engineer; Quality Auditor	305-884-7572