Memorandum

MIAMI-DADE COUNTY

Date: August 16, 2013

To: Those Listed Below

From: Carlos A. Gimenez
Mayor

Subject: Appointment of Selection Committee for Miami-Dade Aviation Department Request to Advertise for Pavement Management System - Project No. E13-MDAD-02

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 Pavement Management System - Project No. E13-MDAD-02

Selection Committee
Amelia Cordova-Jimenez, ISD (Non-Voting Chairperson)
Ernesto Beltre, MDAD
Joaquin Menendez, MDAD
Franklin Stirrup, MDAD
Duane Kopp, PWWM
Ileana Quintana, Seaport
Fernando Mardones, PWWM (Alternate 1)
Lana Moorey, PWWM (Alternate 2)

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
Kathleen Woods-Richardson, Director, PWWM
Bill Johnson, Director, Seaport
Jack Osterholt, Deputy Mayor/Director, RER
Veronica Clark, Assistant to the Director, SBD/RER

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SELECTION COMMITTEE
MIAMI DADE AVIATION DEPARTMENT
REQUEST TO ADVERTISE
PAVEMENT MANAGEMENT SYSTEM

PROJECT NO. E13-MDAD-02

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Amelia Cordova-Jimenez (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-3022
Ernesto Beltre Chief, Civil Engineer	MDAD	2007	Hispanic Male	Bachelor of Science in Civil Engineering	P.E.	305-869-0787
Joaquin Menedez Engineer 3	MDAD	1983	Hispanic Male	Bachelor of Science in Civil Engineering	P.E.	305-869-1329
Franklin Stirrup Project Manager	MDAD	1991	Black Male	Master's in Civil Engineering	P.E. ; General Contractor	305-876-7922
Duane Kopp Senior Professional Engineer	PWWM	2001	White Male	Bachelor of Science in Engineering	P.E.	305-375-2116
Ileana Quintana Manager, Seaport Construction Management Capital Development	Seaport	2006	Hispanic Female	Bachelor of Science in Civil Engineering/Structural Engineer	General Contractor	305-960-5423
Fernando Mardones Engineer 3 (ALTERNATE 1)	PWWM	1994	Hispanic Male	Bachelor of Science in Civil Engineering	---	305-375-4890
Lana Moorey Senior Professional Engineer (ALTERNATE 2)	PWWM	1994	White Female	Bachelor of Science in Civil Engineering	P.E.	305-375-2863