

Memorandum



Date: July 1, 2013

To: Those Listed Below

From: Carlos A. Gimenez
Mayor

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

Subject: Appointment of Selection Committee for Miami-Dade Transit Department Request to Advertise for Miami-Dade Transit Fiscal Year 2015 – 2024 Transit Development Plan - Project No. E13-MDT-01

In accordance with Administrative Order 3-34, I am hereby appointing those listed below as the Selection Committee for Miami-Dade Transit Department Request to Advertise for Miami-Dade Transit Fiscal Year 2015 – 2024 Transit Development Plan - Project No. E13-MDT-01.

Selection Committee

Fernando Ponassi, ISD (Non-Voting Chairperson)

Eric Zahn, MDT

Nilia Cartaya, MDT

Kelly Cooper, CITT

Wilson Fernandez, MPO

Napoleon Somoza, RER

Lincoln Glasford, MDT (Alternate 1)

Helen Brown, RER (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
Ysela Llort, Director, MDT
Charles Scurr, Director, CITT
Irma San Roman, Interim Director, MPO
Jack Osterholt, Deputy Mayor/Director, RER
Veronica Clark, Assistant to the Director, SBD/RER

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**SELECTION COMMITTEE
MIAMI DADE TRANSIT DEPARTMENT
REQUEST TO ADVERTISE
MIAMI-DADE TRANSIT FISCAL YEAR 2015-2024 TRANSIT DEVELOPMENT PLAN**

PROJECT NO. E13-MDT-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
Eric Zahn TR PLNG Section Supervisor	MDT	2012	White Male	Bachelor of Urban and Regional Planning	None	786-469-5218
Nilia Cartaya Principal Planner	MDT	2007	Hispanic Female	Master of Environmental and Urban Systems	None	786-469-5283
Kelly Cooper Manager of CITT Fiscal Analysis & Administration	CITT	2002	Black Male	Bachelor of Science in Electrical Engineering	None	305-375-3275
Wilson Fernandez Transportation Systems Analyst	MPO	1991	Hispanic Male	Master of Science in Urban and Regional Planning	None	305-375-4507
Napoleon Somoza Supervisor, Long Range Planning	RER	1989	Hispanic Female	Master's in Urban Planning	None	305-375-2835
Lincoln Glasford Transit Planner 2 (ALTERNATE 1)	MDT	2005	Black Male	Bachelor of Science/Marketing	None	786-469-5165
Helen Brown Principal Planner (ALTERNATE 2)	RER	1985	Hispanic Female	Master's in Public Administration	None	305-375-2589