

# Memorandum

MIAMI-DADE  
COUNTY

**Date:** December 13, 2013  
**To:** Those Listed Below  
**From:** Carlos A. Gimenez  
Mayor   
**Subject:** Appointment of Selection Committee for Miami-Dade Transit Department Request to Advertise for Continuous Professional Services for NW 27<sup>th</sup> Avenue Enhanced Bus Services – Bus Stations - Project No. E13-MDT-02

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In accordance with Implementing Order 3-34, I am hereby appointing those listed below as the Selection Committee for Miami-Dade Transit Department Request to Advertise for Continuous Professional Services for NW 27<sup>th</sup> Avenue Enhanced Bus Services – Bus Stations Project No. E13-MDT-02

Selection Committee

Faith Samuels, ISD (Non-Voting Chairperson)  
Ahmed Rasheed, MDT  
German Arenas, MDT  
Curt Williams, PWWM  
Lana Moorey, PWWM  
Rena Chen, WASD  
Joaquin Menendez, MDAD (Alternate)  
Fernando Mardones, 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) and 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 lobbyists and/or consultants. Selection Committee members are reminded that in accordance with the Cone of Silence Ordinance 98-106, there 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  
Alina T. Hudak, Deputy Mayor/Interim Director, PWWM  
John Renfrow, Director, WASD  
Emilio Gonzalez, Director, MDAD  
Gary T. Hartfield, Division Director, ISD

Selection Committee

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**SELECTION COMMITTEE  
MIAMI-DADE TRANSIT DEPARTMENT  
CONTINUOUS PROFESSIONAL SERVICES  
FOR NW 27<sup>TH</sup> AVENUE ENHANCED BUS SERVICES-BUS STATIONS  
PROJECT NO. E13-MDT-02**

<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>
Faith Samuels (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-2774
Ahmed Rasheed Sr. Professional Engineer	MDT	1995	Asian Male	Master's in Civil Engineering; Master's in Construction Management	Professional Engineer	786-469-5263
German Arenas Chief, Structural Inspection and Analysis	MDT	2012	Hispanic Male	Master's Civil Engineering	Professional Engineer; Certified Bridge Inspection	786-469-5254
Curt Williams Manager	PWWM	1989	Black Male	Bachelor of Science in Civil Engineering	---	305-372-6818
Lana Moorey Senior Professional Engineer	PWWM	1994	White Female	Bachelor of Science in Civil Engineering	Professional Engineering	305-375-2863
Rena Chen Senior Professional Engineer	WASD	1998	Asian Female	Ph.D. in Civil Engineering, Master's in Environmental Engineering, Master's in Information Technology	Professional Engineer; Project Management Professional (PMP); Board Certified Environmental Engineer	786-268-5275
Joaquin Menendez Engineer 3 (Alternate)	MDAD	1983	Hispanic Male	Bachelor of Science in Civil Engineering	Professional Engineering	305-869-1329
Fernando Mardones Engineer 3 (Alternate)	PWWM	1994	Hispanic Male	Bachelor of Science in Civil Engineering	---	305-375-4890