

Memorandum



Date: April 4, 2014

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 Five (5) Non-Exclusive Professional Services Agreements for Design Services for the Implementation of a Pump Station Improvement Program - Project No. E13-WASD-03

In accordance with Implementing 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 Five (5) Non-Exclusive Professional Services Agreements for Design Services for the Implementation of a Pump Station Improvement Program - Project No. E13-WASD-03.

Selection Committee

Faith Samuels, ISD (Non-Voting Chairperson)
Rolando M. Roque, WASD
Michael K. Gleman, Palm Beach County
Frederick Bloetscher, Florida Atlantic University
Elyrosa Estevez, City of Miami
Jay Fink, City of Miami Beach
Daniel J. Edwards, WASD (Alternate)
Curt Williams, 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 for County employees) documenting the reason why you cannot participate. Only in cases of **dire** urgency may County employees 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.

Selection Committee

E13-WASD-03

Page 2

In the event it is determined that an appointed Selection Committee member has a conflict of interest or in the event of a properly noticed excusal request, the alternate committee member may serve with the approval of the contracting Department's Deputy Mayor. The alternate will be named in accordance with the requirements of the vacancy created. No substitution of committee members shall be allowed after the first official meeting of the committee.

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
John Renfrow, Director, WASD
Alina T. Hudak, Deputy Mayor/Interim Director, PWWM
Gary T. Hartfield, SBD Division Director, ISD

Selection Committee

Faith Samuels, ISD (Non-Voting Chairperson)
Rolando M. Roque, WASD
Michael K. Gleman, Palm Beach County
Frederick Bloetscher, Florida Atlantic University
Elyrosa Estevez, City of Miami
Jay Fink, City of Miami Beach
Daniel J. Edwards, WASD (Alternate)
Curt Williams, PWWM (Alternate)

**SELECTION COMMITTEE
MIAMI-DADE WATER AND SEWER DEPARTMENT
DESIGN SERVICES FOR THE IMPLEMENTATION OF A PUMP STATION IMPROVEMENT
PROGRAM
PROJECT NO. E13-WASD-03**

Committee Member/ Title	Department	Start Year With County	Ethnicity / Gender	Education	Professional License(s)/ Certification(s)	Contact Information
Faith Samuels (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-3965
Rolando M. Roque Senior Professional Engineer	WASD	2006	Hispanic Male	Bachelor of Science in Civil Engineer	Professional Engineer	786-552-8129 roquer@miamidade.gov
Michael K. Gleman Project Manager	Palm Beach County Water Utilities	---	White Male	Bachelor of Science in Mechanical Engineering	Professional Engineer	561-373-7537 MKGleman@pbwater.com
Frederick Bloetscher Associate Professor of Civil Engineering	Florida Atlantic University	---	White Male	Ph.D in Civil Engineering	Professional Engineer	239-250-2423 H2o_man@bellsouth.net
Elyrosa Estevez Professional Engineer III	City of Miami	---	Hispanic Female	Master of Science in Civil Engineering	Professional Engineer	305-416-1295 eestevez@miamigov.com
Jay Fink Assistant Director, Public Works	City of Miami Beach	---	White Male	Master of Science in Civil Engineering – Major in Environmental Engineering	Professional Engineer	305-673-7080 JayFink@miamibeachfl.gov
Daniel J. Edwards Master Planning Head Section (Alternate)	WASD	1997	White Male	Bachelor of Science in Civil Engineer	Professional Engineer	786-552-8354 Djedw01@miamidade.gov
Curt Williams Manager, Storm Water Utility (Alternate)	PWWM	1989	Black Male	Bachelor of Science in Civil Engineer	---	305-372-6818 WilliC@miamidade.gov