

Memorandum



Date: March 2, 2015

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 Public Works and Waste Management Department Request to Advertise for Design Services for the Roadway Improvements to West Dixie Highway from NE 164 Street to NE 173 Street - Project No. E14-PWWM-01

In accordance with Implementing Order 3-34, I am hereby appointing those listed below as members to the Selection Committee for Miami-Dade Public Works and Waste Management Department Request to Advertise for *Design Services for the Roadway Improvements to West Dixie Highway from NE 164 Street to NE 173 Street - Project No. E14-PWWM-01*.

Selection Committee

Curt L.A. Williams, Internal Services Department (Non-Voting Chairperson)
Leandro Oña, Public Works and Waste Management Department
Marcos Redondo, Public Works and Waste Management Department
Hector Aleman, Public Works and Waste Management Department
Roger Baptiste, Parks, Recreation and Open Spaces Department
Becky Hope, PortMiami
Rolando Dagdag, Water and Sewer Department (Alternate)
Julia Sanchez, Miami-Dade Transit Department (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 the Mayor's office through Gary Hartfield, Director of the Small Business Development Division in the Internal Services Department 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 from the issuing department and the issuing 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 Selection Committee. The Internal Services Department may substitute the Selection Committee 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 the Internal Services Department 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: Alina T. Hudak, Deputy Mayor and Public Works and Waste Management Department Director
- Jack Kardys, Director, Parks, Recreation and Open Spaces Department
- Juan Kuryla, Director, PortMiami
- Lester Sola, Director, Water and Sewer Department
- Ysela Llort, Director, Miami-Dade Transit Department
- Gary T. Hartfield, Small Business Development Division Director, Internal Services Department

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**SELECTION COMMITTEE
PUBLIC WORKS AND WASTE MANAGEMENT DEPARTMENT
DESIGN SERVICES FOR THE ROADWAY IMPROVEMENTS TO WEST DIXIE HIGHWAY FROM
NE 164 STREET TO NE 173 STREET
PROJECT NO. E14-PWWM-01**

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Curt L.A. Williams (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-1100
Leandro Oña Chief	PWWM	2002	Hispanic Male	Bachelor of Science in Civil Engineering	Professional Engineer	305-375-1909
Marcos Redondo Section Head	PWWM	2006	Hispanic Male	Bachelor of Science in Civil Engineering	Professional Engineer	305-375-3848
Hector Aleman Professional Engineer	PWWM	2007	Hispanic Male	Bachelor of Science in Engineering; Master of Public Administration	Professional Engineer	305-375-4866
Roger Baptiste Professional Engineer	PROS	2008	Black Male	Master of Science in Civil Engineering	Professional Engineer	305-755-7805
Becky Hope Engineer 3	PortMiami	1993	White Female	Master of Business Administration	LEED AP	305-347-4942
Rolando Dagdag Professional Engineer (Alternate)	WASD	1999	Asian Indian Male	Bachelor of Science in Civil Engineering / Structural Engineering	Professional Engineer	786-268-5163
Julia Sanchez Professional Engineer (Alternate)	MDT	2005	Hispanic Female	Bachelor of Science in Civil Engineering	Professional Engineer	786-469-5259