

Memorandum



Date: February 19, 2015

To: Those Listed Below

From: Carlos A. Gimenez
Mayor 

Subject: Appointment of Selection Committee for Miami-Dade Water and Sewer Department Request to Advertise for Professional Cost Estimating and Scheduling Services- Project No. E14-WASD-02

In accordance with Implementing Order 3-34, I am hereby appointing those listed below as members to the Selection Committee for Miami-Dade Water and Sewer Department Request to Advertise for *Professional Cost Estimating and Scheduling Services - Project No. E14-WASD-02*.

Selection Committee

Curt L.A. Williams, ISD (Non-Voting Chairperson)
Rena Chen, Water and Sewer Department
Bertha Goldenberg, Water and Sewer Department
Anne Syrcle Lee, Miami-Dade Aviation Department
Karl Thompson, City of Weston
Ahmed A. Rasheed, Miami-Dade Transit Department
Maurice Jenkins, Miami-Dade Aviation Department (Alternate)
Berrin Tansel, Florida International University (Alternate)

Technical Advisor

Howard Fallon, Water and Sewer Department

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 T. Harfield, 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 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.

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, Water and Sewer Department
Emilio T. Gonzalez, Director, Miami-Dade Aviation Department
Ysela Llort, Director, Miami-Dade Transit Department
Gary T. Hartfield, Small Business Development Division Director, Internal Services Department

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Technical Advisor

Howard Fallon, Water and Sewer Department

**SELECTION COMMITTEE
MIAMI-DADE WATER AND SEWER DEPARTMENT
PROFESSIONAL COST ESTIMATING AND SCHEDULING SERVICES**

PROJECT NO. E14-WASD-02

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Contact Information
Curt L.A. Williams (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-1100
Rena Chen Senior Professional Engineer	WASD	1998	Asian Female	Ph.D. in Civil Engineering, Masters in Environmental Engineering, Masters in Information Technology	Professional Engineer; Project Management Professional (PMP); Environmental Engineer in the Specialty of Water Supply and Wastewater	786-268-5275
Bertha Goldenberg Assistant Director	WASD	1989	Hispanic Female	Bachelor of Science in Chemical Engineering	Professional Engineer	786-552-8120
Anne Syrcle Lee Chief Financial Officer	MDAD	1992	White Female	Master of Public Administration, Bachelor of Arts in History and English; Bachelors in Accounting	Certified Public Accountant	305-876-7730
Karl Thompson Director of Public Works	City of Weston	---	Black Male	Master of Engineering; Master's in Public Administration; Bachelor of Science in Civil Engineering	Professional Engineer	954-385-2600 kthompson@westonfl.org
Ahmed A. Rasheed Senior Professional Engineer	MDT	1995	Asian Male	Master's in Civil Engineering; Master's in Construction Management	Professional Engineer	786-469-5263
Maurice Jenkins Director, ITD (Alternate)	MDAD	1988	Black Male	Bachelor of Business Administration in Computer Information Systems		305-876-0934
Berrin Tansel Professor (Alternate)	FIU	--	White Female	PHD in Environmental Engineering	Professional Engineer	305-348-2928 tanselb@fiu.edu
TECHNICAL ADVISOR						
Howard Fallon Chief	WASD	1989	White Male	Bachelor of Mechanical Engineering & Master of Environmental Engineering	Professional Engineer	786-552-8225