

Memorandum



Date: August 6, 2015

To: Those Listed Below

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez", written over a horizontal line.

Subject: Appointment of Selection Committee for Miami-Dade Aviation Department Request to Advertise for Photogrammetric Mapping and Light Detection and Ranging Services- Project No. E15-MDAD-01

In accordance with Implementing Order 3-34, I am hereby appointing those listed below as members to the Selection Committee for Miami-Dade Aviation Department Request to Advertise for *Photogrammetric Mapping and Light Detection and Ranging Services- Project No. E15-MDAD-01*.

Selection Committee

Fernando Ponassi, Internal Services Department (Non-Voting Chairperson)
Carlos Jose, Miami-Dade Aviation Department
Mairim Avila, Information Technology Department
Karen Delapenha, Miami-Dade Aviation Department
Nzinga Augusto, Information Technology Department
Jaime De La Pava, Public Housing and Community Development
Yaakov Rudd, Water and Sewer Department (Alternate)
Charise Christian, Information Technology 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, please 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: Emilio T. Gonzalez, Director, Miami-Dade Aviation Department
Angel Petisco, Director, Information Technology Department
Lester Sola, Director, Water and Sewer Department
Michael Liu, Director, Public Housing and Community Development Department
Tara C. Smith, Director, Internal Services Department
Gary T. Hartfield, Division Director, Small Business Development, Internal Services Department

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**SELECTION COMMITTEE
MIAMI-DADE AVIATION DEPARTMENT
PHOTOGRAMMETRIC MAPPING AND LIGHT DETECTION AND RANGING SERVICES
PROJECT NO. E15-MDAD-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
Carlos Jose Assistant Director	MDAD	1988	Hispanic Male	Master of Business Administration	---	305-876-8398
Mairim Avila Senior Operating Systems Programmer	ITD	2002	Hispanic Female	Master of Science in Management of Information Systems	---	305-596-8090
Karen Delapenha Airport Systems Analyst Programmer II	MDAD	1986	White Female	Bachelor's Degree in Professional Studies	Information Technology	305-876-7453
Nzinga Augusto Senior Systems Analyst Programmer	ITD	2004	Black Male	Master of Science in Management Information Systems, Bachelor of Science in Computer Engineering	Kofax 8.0, Empower, CDIA+	305-596-8599
Jaime De La Pava Senior Systems Analyst/Programmer	PHCD	2002	Hispanic Male	Bachelor of Science in Information Technology	---	786-469-4246
Yaakov Rudd Systems Analyst/Programmer 2 (Alternate)	WASD	1984	White Male	Bachelor's Degree in Computer Science; Master's Degree in Romance Studies	Database Administrator; Oracle Master	786-552-8269
Charise Christian Operating Systems Programmer (Alternate)	ITD	1994	Black Female	Bachelor of Science Degree	CDIA+, Kofax Ascent Capture, Global 360, Empower Technician	305-275-7979