

# Memorandum



**Date:** August 14, 2015

**To:** Those Listed Below

**From:** Carlos A. Gimenez  
Mayor

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

**Subject:** Appointment of Selection Committee for Miami-Dade Aviation Department Request to Advertise for Utilities Master Plan Services – Sanitary Sewer - Project No. E15-MDAD-02

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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 *Utilities Master Plan Services – Sanitary Sewer - Project No. E15-MDAD-02*.

Selection Committee

Fernando Ponassi, Internal Services Department (Non-Voting Chairperson)

Ernesto Beltre, Miami-Dade Aviation Department

Joaquin Menendez, Miami-Dade Aviation Department

Rodney J. Lovett, Water and Sewer Department

Roger Baptiste, Parks, Recreation and Open Spaces Department

Li Gurau, PortMiami

Henry Tobar, Public Works and Waste Management Department (Alternate)

Jacqueline Alcina, Regulatory and Economic Resources 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 Osterholt, Deputy Mayor and Regulatory and Economic Resources Department Director
- Emilio T. Gonzalez, Director, Miami-Dade Aviation Department
- Lester Sola, Director, Water and Sewer Department
- Jack Kardys, Director, Parks, Recreation and Open Spaces Department
- Tara C. Smith, Director, Internal Services Department
- Gary T. Hartfield, Division Director, Small Business Development, Internal Services Department

Selection Committee

Fernando Ponassi, Internal Services Department (Non-Voting Chairperson)  
Ernesto Beltre, Miami-Dade Aviation Department  
Joaquin Menendez, Miami-Dade Aviation Department  
Rodney J. Lovett, Water and Sewer Department  
Roger Baptiste, Parks, Recreation and Open Spaces Department  
Li Gurau, PortMiami  
Henry Tobar, Public Works and Waste Management Department (Alternate)  
Jacqueline Alcina, Regulatory and Economic Resources Department (Alternate)

**SELECTION COMMITTEE  
MIAMI-DADE AVIATION DEPARTMENT  
UTILITIES MASTER PLAN SERVICES – SANITARY SEWER  
PROJECT NO. E15-MDAD-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>
Fernando Ponassi (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-3965
Ernesto Beltre Chief of Aviation Civil Engineering	MDAD	2007	Hispanic Male	Bachelor of Science in Civil Engineering	Professional Engineer	305-876-0787
Joaquin Menendez Engineer 3	MDAD	1989	Hispanic Male	Bachelor of Science in Civil Engineering	Engineer in Training	305-869-1329
Rodney J. Lovett Chief, Sewer Collection Division	WASD	1991	White Male	Associate of Art's Degree	Contractor's License, General Engineering License	786-268-5025
Roger Baptiste Professional Engineer	PROS	2008	Black Male	Master of Science in Civil Engineering	Professional Engineer	305-755-7805
Li Gurau Chief of Engineering	PortMiami	1999	Asian Female	Ph.D. in Engineering	Professional Engineer	305-329-4034
Henry Tobar Sr. Professional Engineer (Alternate)	PWWM	1989	Hispanic Male	Master of Science in Public Administration Bachelor of Science in Civil Engineering	Professional Engineer	305-375-3176
Jacqueline Alcina Engineer 2 (Alternate)	RER	2007	Hispanic Female	Master of Science in Transportation	Professional Engineer	305-372-6926