

Memorandum



Date: January 6, 2016

To: Those Listed Below

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez". The signature is fluid and cursive, with a prominent loop at the end.

Subject: Appointment of Selection Committee for Miami-Dade Aviation Department Request to Advertise for Environmental and Safety Management System - Project No. E15-MDAD-03

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 *Environmental and Safety Management System - Project No. E15-MDAD-03*.

Selection Committee

Jacqueline Carranza, Internal Services Department, (Non-Voting Chairperson)

Gustavo E. Leal, Miami-Dade Aviation Department

Manuel Bazzani, Miami-Dade Aviation Department

Maria Mitchell, Internal Services Department

Susannah Troner, Regulatory and Economic Resources Department

Herb Balfour, Regulatory and Economic Resources Department

Rena Chen, Water and Sewer Department (Alternate)

Andrew Burgess, Internal Services 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: 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
- Tara C. Smith, Director, Internal Services Department
- Gary T. Hartfield, Division Director, Small Business Development, Internal Services Department

**SELECTION COMMITTEE
MIAMI-DADE AVIATION DEPARTMENT
ENVIRONMENTAL AND SAFETY MANAGEMENT SYSTEM
PROJECT NO. E15-MDAD-03**

| Committee Member/ Title | Department | Start Year With County | Ethnicity/ Gender | Education | Professional License(s)/ Certification(s) | Telephone # |
|---|-------------------|---|------------------------------|--|--|--------------------|
| Jacqueline Carranza (Non-Voting Chairperson) | ISD | --- | --- | --- | --- | 305-375-2173 |
| Gustavo E. Leal Section Chief, Civil Environmental Engineering Facilities Development and Management Division | MDAD | 2003 | Hispanic Male | Bachelor of Science in Civil Environmental Engineering | Advanced Environmental Auditor | 305-876-7796 |
| Manuel Bazzani Special Projects Administrator II | MDAD | 1992 | Hispanic Male | Bachelor of Science in Biology; Bachelor of Science in Education | Lead Auditor | 305-869-3615 |
| Maria Mitchell Chief of Safety | ISD | 1984 | Hispanic Female | Master's Degree in Environmental Health and Safety | --- | 305-375-4386 |
| Susannah Troner Sustainability Initiatives Coordinator | RER | 1990 | White Female | Master's Degree in Environmental Studies | --- | 305-375-4743 |
| Herb Balfour Chief, Environmental Education and Communication Office | RER | 1987 | Black Male | Bachelor of Science in Geology | --- | 305-372-6422 |
| Rena Chen Senior Professional Engineer (Alternate) | WASD | 1998 | Asian Female | Ph.D. in Civil Engineering, Master's Degree in Environmental Engineering, Master's Degree in Information Technology | Project Management Professional (PMP) P.E., Environmental Engineer in the Specialty of Water Supply and Wastewater | 786-268-5275 |
| Andrew Burgess Energy Management Specialist (Alternate) | ISD | 2003 | Black Male | Bachelor of Science in Mechanical Engineering | Professional Engineering; Certified Energy Manager; Leadership in Energy & Environmental Design (LEED) | 786-469-2734 |