

# Memorandum



2015 DEC 28 AM 9:30

**Date:** December 22, 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 white background.

**Subject:** Appointment of Selection Committee for Miami-Dade County Transit Department Request to Advertise for Continuous Professional Services for Federally Funded Projects - Project No. E15-MDT-03

In accordance with Implementing Order 3-34, I am hereby appointing those listed below as members to the Selection Committee for Miami-Dade County Transit Department Request to Advertise for *Continuous Professional Services for Federally Funded Projects - Project No. E15-MDT-03*.

Selection Committee

Cristina Amores, Internal Services Department, (Non-Voting Chairperson)  
Isabel Padron, Miami-Dade Transit Department  
James Sumoski, Miami-Dade Transit Department  
Lana Moorey, Public Works and Waste Management Department  
Melvin Payne, Miami-Dade Aviation Department  
Carlos Roa, Metropolitan Planning Organization  
Li Gurau, PortMiami (Alternate)  
Fernando Mardones, Public Works and Waste Management (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
- Alice Bravo, Director, Miami-Dade Transit Department
- Emilio T. Gonzalez, Director, Miami-Dade Aviation Department
- Jesus Guerra, Interim Executive Director, Metropolitan Planning Organization
- Juan Kuryla, Director, PortMiami
- Tara C. Smith, Director, Internal Services Department
- Gary T. Hartfield, Division Director, Small Business Development, Internal Services Department

**SELECTION COMMITTEE  
MIAMI-DADE TRANSIT DEPARTMENT  
CONTINUOUS PROFESSIONAL SERVICES FOR FEDERALLY FUNDED PROJECTS  
PROJECT NO. E15-MDT-03**

<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>
Cristina Amores (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-4259
Isabel Padron Chief, Design and Engineering	MDT	1995	Hispanic Female	Master of Science in Civil Engineering	Professional Engineer	786-469-5260
James Sumoski Construction Manager 3	MDT	2005	White Male	Bachelor of Science in Civil Engineering	Professional Engineer	786-469-5264
Lana Moorey Senior Professional Engineer	PWWM	1994	White Female	Bachelor of Science in Civil Engineering	Professional Engineer	305-375-2863
Melvin Payne Division Director, Maintenance	MDAD	1984	Black Male	Master of Arts Degree; Bachelor of Science in Electronic Engineering	---	305-876-7331
Carlos Roa Transportation Systems Manager	MPO	1989	Hispanic Male	Bachelor of Science in Civil Engineering; Master of Arts in Urban Planning	---	305-375-4507
Li Gurau Chief of Engineering (Alternate)	PortMiami	1999	Asian Female	Ph.D. in Engineering	Professional Engineer	305-329-4034
Fernando Mardones Engineer 3 (Alternate)	PWWM	1994	Hispanic Male	Bachelor of Science in Civil Engineering	---	305-375-4455