

Memorandum



Date: May 19, 2015

To: Those Listed Below

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez".

Subject: Appointment of Selection Committee for Miami-Dade Metropolitan Planning Organization Request to Advertise for a Professional Services Agreement for General Planning Consultant Support – Project No. E15-MPO-01

In accordance with Implementing Order 3-34, I am hereby appointing those listed below as members to the Selection Committee for Miami-Dade Metropolitan Planning Organization for *General Planning Consultant Support – Project No. E15-MPO-01*.

Selection Committee

Myrelie Colon, Internal Services Department (Non-Voting Chairperson)
Helen Brown, Regulatory and Economic Resources Department
Rolando Jimenez, Public Works and Waste Management Department
Carlos Roa, Metropolitan Planning Organization
Phil Steinmiller, Metropolitan Planning Organization
Curlene Thomas, Florida Department of Transportation
Nilia Cartaya, Miami-Dade Transit (Alternate)
Napoleon Somoza, 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 Miami-Dade 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 Code 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
Alina T. Hudak, Deputy Mayor and Public Works and Waste Management Department Director
Jesus Guerra, Interim Executive Director, Metropolitan Planning Organization
Ysela Llort, Director, Miami-Dade Transit
Lester Sola, Director, Internal Services Department
Gary T. Hartfield, Small Business Development Division Director, Internal Services Department

Selection Committee

Myrelie Colon, Internal Services Department (Non-Voting Chairperson)
Helen Brown, Regulatory and Economic Resources Department
Rolando Jimenez, Public Works and Waste Management Department
Carlos Roa, Metropolitan Planning Organization
Phil Steinmiller, Metropolitan Planning Organization
Curlene Thomas, Florida Department of Transportation
Nilia Cartaya, Miami-Dade Transit (Alternate)
Napoleon Somoza, Regulatory and Economic Resources Department (Alternate)

**SELECTION COMMITTEE
METROPOLITAN PLANNING ORGANIZATION
GENERAL PLANNING CONSULTANT SUPPORT
PROJECT NO. E15-MPO-01**

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Myrelie Colon (Non-Voting Chairperson)		---	---	---	---	305-375-2038
Helen Brown Principal Planner	RER	1985	White Female	Master's Degree in Public Administration	---	305-375-2835
Rolando Jimenez Project Manager	PWWM	2004	Hispanic Male	Bachelor's Degree in Civil Engineering	Professional Engineer	305-375-5681
Carlos Roa Transportation Systems Analyst	MPO	1990	Hispanic Male	Master's Degree in Civil Engineering	---	305-375-4507
Phil Steinmiller Transportation Systems Analyst	MPO	2014	White Male	Master's Degree in City and Regional Planning	---	305-375-1522
Curlene Thomas FDOT Metropolitan Planning Adm.	FDOT	---	Black Female	Bachelor's Degree in Business Administration	---	305-470-5408
Nilia Cartaya (Alternate) Principal Planner	MDT	2007	Hispanic Female	Master's Degree in Urban Systems Transportation/Land Use Planning	---	786-469-5283
Napoleon Somoza (Alternate) Supervisor – Long Range Planning	RER	1989	Hispanic Male	Master's Degree in Urban Planning	---	305-375-2835