

Memorandum



Date: February 24, 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 County Transportation and Public Works Department Request to Advertise for Design-Build Services for Roadway Improvements to NW South River Drive from NW 38 Avenue – Project No. E15-PWWM-01

In accordance with Implementing Order 3-34, I am hereby appointing those listed below as members to the Selection Committee for Miami-Dade County Transportation and Public Works Department Request to Advertise for *Design-Build Services for Roadway Improvements to NW South River Drive from NW 38 Avenue – Project No. E15-PWWM-01*.

Selection Committee

Pablo Valin, Internal Services Department (Non-Voting Chairperson)
Lana Moorey, Transportation and Public Works Department
Leandro Ona, Transportation and Public Works Department
Octavio Marin, Transportation and Public Works Department
Franklin Stirrup, Miami-Dade Aviation Department
Rena Chen, Water and Sewer Department
Ana Finol, Miami-Dade Aviation Department (Alternate)
Wilbur Mayorga, 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, 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 may serve in the event of an approved substitution. An updated memorandum will be forwarded confirming the utilization of the alternate member as a voting member. 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
- Alice N. Bravo, Director, Transportation and Public Works Department
- Emilio T. Gonzalez, Director, Miami-Dade Aviation Department
- Lester Sola, Water and Sewer 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
TRANSPORTATION AND PUBLIC WORKS DEPARTMENT
DESIGN SERVICES FOR ROADWAY IMPROVEMENTS TO NW SOUTH RIVER DRIVE FROM NW
38 AVENUE TO NW 32 AVENUE**

PROJECT NO. E15-PWWM-01

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Pablo Valin (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-2825
Lana Moorey Senior Professional Engineer	DTPW	1994	White Female	Bachelor of Science in Civil Engineering	Professional Engineer	305-375-2863
Leandro Ona Chief	DTPW	2002	Hispanic Male	Bachelor of Science in Civil Engineering	Professional Engineer	305-375-1909
Octavio Marin Chief	DTPW	1993	Hispanic Male	Master of Science in Civil Engineering	Professional Engineer	305-375-4664
Franklin Stirrup Project Manager	MDAD	1991	Black Male	Master of Science in Civil Engineering	Professional Engineer; Certified General Contractor	305-876-7922
Rena Chen Senior Professional Engineer	WASD	1998	Asian Female	PhD in Civil Engineering, Master's Degree in Environmental Engineering, Master's Degree in Information Technology	Professional Engineer	786-268-5275
Ana Finol Senior Section Chief (Alternate)	MDAD	1998	Hispanic Female	Bachelor of Science in Civil Engineering	Professional Engineer; General Contractor	305-876-8310
Wilbur Mayorga Chief (Alternate)	RER	1990	Hispanic Male	Bachelor of Science in Civil Engineering	Professional Engineer	305-372-6708