

Memorandum



Date: May 25, 2016

To: Those Listed Below

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez", written over the printed name and title.

Subject: Appointment of Selection Committee for Miami-Dade Water and Sewer Department Request to Advertise for Five (5) Non-Exclusive Professional Services Agreements and Engineering Design and Related Services for the Improvement, Upgrades and Expansion of Local Wastewater Pump Stations and Related Facilities Necessary for Capital Improvement Projects– Project no. E15-WASD-02

In accordance with Implementing Order 3-34, I am hereby appointing those listed below as members to the Selection Committee for Miami-Dade Water and Sewer Department Request to Advertise for *Five (5) Non-Exclusive Professional Services Agreements and Engineering Design and Related Services for the Improvement, Upgrades and Expansion of Local Wastewater Pump Stations and Related Facilities Necessary for Capital Improvement Projects– Project no. E15-WASD-02.*

Selection Committee

Pablo Valin, Internal Services Department (Non-Voting Chairperson)
Rolando Roque, Water and Sewer Department
Isaac Smith, Water and Sewer Department
Juan Paan, Miami-Dade Aviation Department
James Sumoski, Department of Transportation and Public Works
Li Gurau, PortMiami
Antonio Moreno, Department of Transportation and Public Works (Alternate)
Ana Finol, Miami-Dade Aviation Department (Alternate)

Technical Advisor

Victor Fernandez-Cuevo, Water and Sewer Department

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 this 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.

In the event it is determined that an appointed Selection Committee member has a conflict of interest or in the event of a properly noticed excusal request, the alternate committee member may serve. An updated memorandum will be forwarded confirming the utilization of the alternate member as a voting member. The alternate will be named in accordance with the requirements of the vacancy created. No substitution of committee members shall be allowed after the first official meeting of the committee

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 ISD 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: Lester Sola, Director, Water and Sewer Department
- Emilio T. Gonzalez, Director, Miami-Dade Aviation Department
- Alice N. Bravo, Director, Department of Transportation and Public Works
- Juan Kuryla, Director, PortMiami
- Tara C. Smith, Director, Internal Services Department
- Gary T. Hartfield, Division Director, Small Business Development, Internal Services Department

Selection Committee

- Pablo Valin, Internal Services Department (Non-Voting Chairperson)
- Rolando Roque, Water and Sewer Department
- Isaac Smith, Water and Sewer Department
- Juan Paan, Miami-Dade Aviation Department
- James Sumoski, Department of Transportation and Public Works
- Li Gurau, PortMiami
- Antonio Moreno, Department of Transportation and Public Works (Alternate)
- Ana Finol, Miami-Dade Aviation Department (Alternate)

Technical Advisor

- Victor Fernandez-Cuevo, Water and Sewer Department

**SELECTION COMMITTEE
MIAMI-DADE WATER AND SEWER DEPARTMENT
REQUEST TO ADVERTISE FOR FIVE (5) NON-EXCLUSIVE PROFESSIONAL SERVICES
AGREEMENTS AND ENGINEERING DESIGN AND RELATED SERVICES FOR THE
IMPROVEMENT, UPGRADES AND EXPANSION OF LOCAL WASTEWATER PUMP STATIONS
AND RELATED FACILITIES NECESSARY FOR CAPITAL IMPROVEMENT PROJECTS
Project no. E15-WASD-02**

Committee Member/ Title	Department	Start Year With County	Ethnicity / Gender	Education	Professional License(s)/ Certification(s)	Contact Information
Pablo Valin (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-2852
Rolando Roque Senior Professional Engineer	WASD	2006	Hispanic Male	Bachelor of Science in Civil Engineering	Professional Engineer	786-552-8129
Isaac Smith Senior Program Manager	WASD	1990	Black Male	Bachelor of Science in Mechanical Engineering	Engineer Intern	786-552-8255
Juan Paan Construction Manager 3	MDAD	2005	Hispanic Male	Master's in Business Administration; Bachelor of Science in Mechanical Engineering	Engineer Intern	305-876-7035
Li Gurau Chief of Engineering	PortMiami	1999	Asian Female	Ph.D. in Engineering	Professional Engineer	305-329-4034
James Sumoski Construction Manager 3	DTPW	2005	White Male	Bachelor of Science in Civil Engineering	Professional Engineer	786-469-5264
Antonio Moreno Engineer 3 (Alternate)	DTPW	1996	Hispanic Male	Bachelor's Degree in Engineering	Engineer Intern	305-375-2111
Ana Finol Senior Section Chief (Alternate)	MDAD	1998	Hispanic Female	Bachelor of Science in Civil Engineering	Professional Engineer; Certified General Contractor;	305-876-8310
TECHNICAL ADVISOR						
Victor Fernandez-Cuevo Senior Professional Engineer	WASD	1991	Hispanic Male	Bachelor of Science in Mechanical Engineering; Master of Industrial Engineering	Professional Engineer	786-268-5310