

Memorandum



Date: August 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 Aviation Department Request to Advertise for General Civil Engineering Services - Project No. E16-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 *General Civil Engineering Services - Project No. E16-MDAD-03*.

Selection Committee

Cristina Amores, Internal Services Department (Non-Voting Chairperson)

Ernesto Beltre, Miami-Dade Aviation Department

Miguel Riera, Miami-Dade Aviation Department

Roger Baptiste, Water and Sewer Department

Becky Hope, PortMiami

Rena Chen, Water and Sewer Department

Yuly Hernandez, Department of Regulatory and Economic Resources (Alternate)

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

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**SELECTION COMMITTEE
MIAMI-DADE AVIATION DEPARTMENT
GENERAL CIVIL ENGINEERING SERVICES
Project no. E16-MDAD-03**

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Cristina Amores (Non-Voting Chairperson)	ISD	---	---	---	---	305-375- 4259
Ernesto Beltre Chief of Civil Engineering	MDAD	2007	Hispanic Male	Bachelor of Science in Civil Engineering	Professional Engineer	305-876-0787
Miguel Riera Engineer 3	MDAD	2003	Hispanic Male	Master of Science in Civil Engineering; Bachelor of Science in Civil Engineering	Professional Engineer	305-876-0596
Roger Baptiste Construction Manager 3	WASD	2008	Black Male	Master of Science in Civil Engineering	Professional Engineer	786-268-5186
Becky Hope Chief of Environmental and Civil Engineering	Seaport	1993	White Female	Master of Business Administration Bachelor of Science in Chemical Engineering	LEED AP	305-347-4972
Rena Chen Senior Professional Engineer	WASD	1998	Asian Female	Ph.D. in Civil Engineering, Masters in Environmental Engineering, Masters in Information Technology	Project Management Professional (PMP)' P.E., Environmental Engineer in the Specialty of Water Supply and Wastewater	786-268-5275
Yuly Hernandez Engineer 3 (Alternate)	RER	2007	Hispanic Female	Bachelor of Science in Civil Engineering	---	786-315-2805
Fernando Mardones Engineer 3 (Alternate)	DTPW	1994	Hispanic Male	Bachelor of Science in Civil Engineering	---	305-375-4455