

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".

Subject: Appointment of Selection Committee for Miami-Dade Aviation Department Request to Advertise for Aviation Planning and Master Planning Consultant Services - Project No. E16-MDAD-04

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 *Aviation Planning and Master Planning Consultant Services - Project No. E16-MDAD-04*.

Selection Committee

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

Jose Ramos, Miami-Dade Aviation Department

Tyrone Browne, Miami-Dade Aviation Department

Helen Brown, Department of Regulatory and Economic Resources

James McCall, Public Housing and Community Development

Lissette Martinez, Public Housing and Community Development

Fernando Marquez, Parks, Recreation and Open Spaces Department (Alternate)

Dennis Wrinn, 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
Michael Liu, Director, Public Housing and Community Development
Jack Kardys, Director, Parks, Recreation and Open Spaces Department
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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Dennis Wrinn, Department of Transportation and Public Works (Alternate)

**SELECTION COMMITTEE
MIAMI-DADE AVIATION DEPARTMENT
AVIATION PLANNING & MASTER PLANNING SERVICES
Project no. E16-MDAD-04**

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
Jose Ramos Division Director of Aviation Planning	MDAD	1984	Hispanic Male	Bachelor's Degree in Architecture Master's Degree in Architecture	RA; ICC; LEED AA	305-876-8080
Tyrone Browne Project Manager	MDAD	1987	Black Male	Bachelor's Degree in Architecture Master of Business Administration	---	305-876-0529
Helen Brown Principal Planner	RER	1985	Hispanic Female	Master of Public Administration	---	305-375-2835 ext. 8994
James McCall Principal Planner	PHCD	2004	White Male	Master's Degree	---	786-469-2203
Lissette Martinez Facilities Section Manager	PHCD	1998	Hispanic Female	Master of Science in Architecture	Registered Architect	786-469-4127
Fernando Marquez Architect 4 (Alternate)	PROS	1999	Hispanic Male	Bachelor Degree in Architecture	Registered Architect; LEED AP BD+C	305-755-7847
Dennis Wrinn Transit Planner2 (Alternate)	DTPW	2001	Hispanic Male	Master of Business Administration	---	786-469-5161