

Memorandum



Date: August 30, 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.

Subject: Appointment of Selection Committee for Miami-Dade Aviation Department Request to Advertise for Miami International Airport (MIA) Central Base Apron and Utilities Modification and Expansion – Project No. E16-MDAD-09

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 *Miami International Airport (MIA) Central Base Apron and Utilities Modification and Expansion – Project No. E16-MDAD-09*.

Selection Committee

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

Ernesto Beltre, Miami-Dade Aviation Department

Franklin Stirrup, Miami-Dade Aviation Department

Daniel Edwards, Water and Sewer Department

Juan Santandreu, Department of Transportation and Public Works

Jaquelyn Llano, Department of Regulatory and Economic Resources

Akbar Sharifi, Department of Transportation and Public Works (Alternate)

Ileana Quintana, Water and Sewer 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
- Lester Sola, Director, Water and Sewer 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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**SELECTION COMMITTEE
MIAMI-DADE AVIATION DEPARTMENT
REQUEST TO ADVERTISE
MIAMI INTERNATIONAL AIRPORT (MIA) CENTRAL BASE APRON AND UTILITIES
MODIFICATION AND EXPANSION
PROJECT NO. E16-MDAD-09**

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 Aviation Civil Engineering	MDAD	2007	Hispanic Female	Bachelor of Science in Civil Engineering	Professional Engineer	305-876-0787
Franklin Stirrup Project Manager, Facilities	MDAD	1991	Black Male	Masters in Civil Engineering	Professional Engineer; Certified General Contractor	305-876-7922
Daniel Edwards Sr. Program Manager	WASD	1997	White Male	Bachelor of Science in Civil Engineering	Professional Engineer	786-552-8354
Juan Santandreu Project Manager	DTPW	2008	Hispanic Male	Bachelor of Science in Civil Engineering / Structural Engineer	Professional Engineer	305-375-1306
Jacquelyn Llano Senior Professional Engineer	RER	1992	Hispanic Female	Bachelor's Degree in Engineering	Professional Engineer	305-372-6713
Akbar Sharifi Senior Professional Engineer (Alternate)	DTPW	1985	White Male	Bachelor of Science in Civil and Industrial Engineering	Professional Engineer	786-469-5269
Ileana Quintana Construction Coordinator (Alternate)	WASD	2006	Hispanic Female	Bachelor of Science in Civil Engineering / Structural Engineer	State Licensed General Contractor General Engineering Contractor	786-268-5306