



MEMORANDUM

Agenda Item 15(C)1

TO: Honorable Chairman Jose “Pepe” Diaz and
Members, Board of County Commissioners

DATE: October 5, 2021

FROM: Honorable Harvey Ruvin, Clerk
Circuit and County Courts

SUBJECT: Re-appointments of Dorothy
Brown Alfaro, Jeovanni R.
Tarafa and the appointment of
Shellie Ransom-Jackson to
serve as members of the Small
Business Enterprise
Construction (SBE-C)
Advisory Board

Melissa Adames, Director
Clerk of the Board Division

It is recommended that the Board consider the re-appointment of Ms. Dorothy Brown Alfaro and Mr. Jeovanni R. Tarafa, and the appointment of Ms. Shellie Ransom-Jackson to serve as members of the Small Business Enterprise Construction (SBE-C) Advisory Board.

In accordance with Section 10-33.02 of the Miami-Dade County Code, the Board of County Commissioners shall appoint a certified CSBE; and approve nominations from the National Association of Black Women in Construction Inc. and the CBSE Association, Inc. to serve on the SBE-C Advisory Board. The Department of Small Business Development has submitted the names of Ms. Brown-Alfaro, Mr. Tarafa and Ms. Ramsom-Jackson as nominees for consideration.

The memorandum from Mr. Gary Hartfield, Division Director, Small Business Development, the letter of appointments from Ismailia Rashid, President, CSBE Association Inc. and Kerry-Ann Williams, President Founding Board Member NABWIC-SFC, Inc; and the application and resumes of the respective nominees, are attached for your review.

MA/lrs
Attachments

Memorandum



Date: August 24, 2021

To: Renee Smith, County Commission
Clerk of the Board

From: Gary T. Hartfield, Director
Small Business Development Division

A handwritten signature in blue ink, appearing to read "G. Hartfield", written over the "From:" field.

Subject: Re-Appointment of Small Business Enterprise Construction (SBE-C) Advisory Board Member for CSBE Association, Inc.

Attached please find a nomination letter from *CSBE Association, Inc.* for Dorothy Brown-Alfaro to represent this organization on the Small Business Enterprise Construction Advisory Board. It is respectfully requested that the Board of County Commissioners take action on this item at their next Commission meeting.

Should you have any questions or need additional information, please contact me at (305) 375-3152. Thank you for your prompt attention to this matter.

Attachments

c: Alex Muñoz, Director, Internal Services Department

Board of Directors:

President:
Ismailia Rashid
Rashid's Ent. Unltd. Inc.

Vice-President:
Sam Sami
AARYA
Construction & Design, Inc.

Secretary-Treasurer:
Dorothy Brown-Alfaro
Jador International Corp.

Assistant Treasurer:
Shirley Everett
Everett Painting Co. Inc

Parliamentarian:
K.X A Rashid
Rashid's Ent. Unltd. Inc.

Director:
Victor Seijas, Jr.
Seico Construction Corp



August 16, 2021

SBE-C Advisory Board
C/O Internal Services Department
Small Business Division
Miami-Dade County
111 NW 1 Street, 19th Floor
Miami, FL 33128

Dear Madam/Sir:

Please be advised that the Board of Directors of CSBE Association Inc. has voted to continue to have Dorothy Brown-Alfaro represent CSBE Association Inc. on the Miami-Dade County SBE-C Advisory Board.

Ms. Brown-Alfaro is a founding member of CSBE Association Inc. She holds the position of Secretary-Treasurer for the organization and serves as our public relations manager.

She meets all the requirements to be a Miami-Dade County certified SBE-C and is more than qualified to serve on the Advisory Board. She would continue to be a great asset to the Board, a very important component of the SBE-C Ordinance.

Sincerely,

Ismailia Rashid, President
CSBE Association Inc.

P. O. Box 171268
Hialeah, Florida 33017
PH: 786-402-5285
E-mail: CSBEAssociationInc@gmail.com



Carlos A. Gimenez, Mayor

Internal Services Department
Small Business Development

111 NW 1 Street, 19th Floor
Miami, Florida 33128
T 305-375-3111 F 305-375-3160

Board Application

Please complete this form and submit with your current resume.

1. Candidate Name DOROTHY BROWN-ALFARO
Home Address 14699 SW 47 STREET
City MIRAMAR State FLORIDA Zip 33027
Work Address 4699 NW 7 AVENUE
City MIAMI State FLORIDA Zip 33127
Home Phone
Work Phone 786-486-2377
Email address DORCOR@BELLSOUTH.NET

2. Miami-Dade County Commission District:
Home District: Business District: 3

3. Current position: PRESIDENT

4. Current employer: IADOR INTERNATIONAL CORPORATION

5. Please list area(s) of expertise/contribution you can make to further the mission of the SBE Advisory Board or Living Wage Commission:
ADVOCATE FOR POSITIVE CHANGES FOR ALL SBE-CS FOR CURRENT SBEs AND FUTURE SBE-CS .TO PROVIDE INDUSTRY INPUT TO CREATE POSITIVE CHANGES IN THE CONSTRUCTION INDUSTRY FOR THIS GENERATION AND FUTURE GENERATION

6. List prior experience serving as a Board member for other non-profit organizations:
PAST BOARD MEMBER OF THE CITY OF MIRAMAR BLASTING CITIZEN ADVISORY COMMITTE

7. Please share any other information you feel important for consideration of your Application to serve as an Advisory Board member or Living Wage Commission member:
HAVE BEEN A LONG TIME SMALL BUSINESS ADVOCATE FOR SMALL BUSINESSES IN CREATING POSITIVE CHANGES TO HELP SBE-CS TO GET SBE-CS PAID PROMPTLY IN 14 CALENDAR DAYS UPON RECEIPT OF PROPER INVOICE, AND PROMPT PROCESSING OF CHANGE ORDERS AS WELL AS TO PROVIDE MORE CONTRACT OPPORTUNTIES TO SBE-Cs.

Signature: Dorothy Brown-Alfaro

Date: 8-12-2021

Delivering Excellence Every Day



Dorothy Brown-Alfaro

RESUME

Direct: 786-486-2377

Fax: 954-450-3402

EMAIL:DORCOR@BELLSOUTH.NET

Page 1 of 3

EDUCATION:

UNIVERSITY OF MIAMI

Bachelor of Science, Electrical Engineering- May 5, 1981

Master of Science, Industrial Engineering- December 15, 1999

Master of Business Administration- December 15, 1999

LICENSES HELD:

State Licensed Electrical Contractor

State Licensed Realtor Broker

State Licensed CAM

OTHER TRAINING:

A+ Certification- September 11, 2003

CERTIFICATION:

SBE-C ,SBE-GS, DBE, SBE, M/WBE

QC MANAGER, ADVANCED WORK ZONE TRAFFIC

CONTROL, ECI LEVEL I AND LEVEL II, MATRIX

HARDWARE AND SOFTWARE CERTIFIED , LEED GA

EXPERIENCE:

JADOR INTERNATIONAL CORPORATION

1994-current

- **Over forty years in construction and electrical industry.**
- Negotiated and Prepared lighting, power, data, and voice Contracts for commercial, industrial, and residential.
- Prepared and Reviewed Electrical Contracts
- Prepared Bid Proposals, RFQs and RFPs
- Prepared Estimates from Construction Drawings & Specifications
- Coordinated and Supervised Crews for lighting, power , fire, data and voice projects.
- Installed and Configured One Write Plus, Quicken, and DacEasy Accounting software.
- Installed and Configured Microsoft Excel, Word, Works, and Outlook.
- Setup clients, and work groups
- Installed and Terminated copper UTP and STP media, CAT 5,CAT 6, and Higher
- Installed and Terminated Fiber Optic Cable Media
- Installed Routers and Hubs for LAN/WAN
- Liaison between Jador and Government Agencies and Private Sector
- Installation Security Cameras , IP and Analog cameras
- Data and voice system installation
- Fire Alarm system installation

RESUME

DOROTHY BROWN-ALFARO

Page 2 of 3

EXPERIENCE:

JADOR INTERNATIONAL CORPORATION

1994 to current

- Outdoor, parking, site, street, interior lighting installation
- Coordinate with all trades, General Contractor, Owner, Architect, Engineers, Fire Department, and Inspectors

- Installation of Burglar Alarm Systems
- Installation of Building Automation Systems
- Installation of Traffic Signalization
- Installation of lighting protection system
- Installation of grounding and bonding system
- Installation of overhead and underground distribution systems.
- Installation of electrical wiring for residential, commercial, and industrial, and government.
- Installation of disconnect switches, panel boards, and switch boards
- Installation of concrete encased duct banks for electrical and communication systems.
- Communication Tower installation

BUSINESS ADVOCATE:

2009 to CURRENT

- Saved MCC-7 Program at Miami Dade Aviation Department
- Advocated for SBE-Cs benefits under MCC-7, MCC-8, and MCC-9.
- Advocate for Prompt Payment in 14 calendar days for SBE-Cs, SBE-A/Es, SBE-Gs, and business, both local and state.
- Advocate for Prompt Payment in 15 calendar days for DBEs
- Advocated and supported legislation that passed whereby SBE goals are applied on PPP project built on land owned by Miami Dade County.
- Advocate for no bond requirement for contracts under \$200,000.00 for SBEs.
- Advocate for industry input in administrative Orders, Codes, Ordinances in order to make positive changes in the construction industry.
- Advocate for reduction of penalties that applies to businesses.

RESUME

EXPERIENCE:

FLORIDA POWER AND LIGHT COMPANY
1981-1993

- **Electrical Engineer and Major Account Manager for over thirteen years**
- **Quality Improvement Team Leader**
- Coordinated the Lighting, Chiller, and HVAC Retrofit Program for Large End Users for Commercial and Governmental Customers
- Engineered and Designed the Distribution Systems for Residential Subdivisions, High Rise Buildings, and Industrial Parks for 120/240V, 120/208V, 277/480V, 3PH
- Engineered and Designed Transformer Mats and Vaults for Commercial and Industrial Customers, 120/240V, 120/208V, and 277/480 V, 3PH
- Coordinated and Developed FP&L Interconnection Standards for Large and Small Qualifying Facilities
- Coordinated the Interconnection to FPL's Grid System
- Negotiated Power Purchase and Interconnection Contracts
- Performed Rate Analysis for Large End Users
- Trained customers, executives and employees on SST/ISST Rates throughout FP&L service territory.
- Engineered and coordinated the installation of electrical overhead and underground distribution systems, 13KV and 23 KV.

PROFESSIONAL MEMBERSHIP ACTIVITIES:

- Senior Past President, Miami Section Institute of Electrical and Electronics Engineers (IEEE)
- Member of National Fire Protection Association (NFPA)
- Past Member of ABC Contractor Florida East Coast
- Past Member of Latin Builder Association (LBA)
- Past Member of CREW
- Board Member of CSBE Association, Inc.
- Past President of National Association Black Women in Construction, SOUTH FLORIDA CHAPTER, (NABWIC,SFC,INC)
- Board Member of Miami-Dade County SBE-C Advisory Board

Memorandum



Date: August 24, 2021

To: Renee Smith, County Commission
Clerk of the Board

From: Gary T. Hartfield, Director
Small Business Development Division

A handwritten signature in blue ink, appearing to read "GTH", written over a horizontal line.

Subject: Re-Appointment of Small Business Enterprise Construction (SBE-C) Advisory Board Member for the Certified CSBE.

Attached please find a nomination letter from *BCC- Certified CSBE* for Jeovanni R. Tarafa to represent this organization on the Small Business Enterprise Construction Advisory Board. It is respectfully requested that the Board of County Commissioners take action on this item at their next Commission meeting.

Should you have any questions or need additional information, please contact me at (305) 375-3152. Thank you for your prompt attention to this matter.

Attachments

c: Alex Muñoz, Director, Internal Services Department



Carlos A. Gimenez, Mayor

Internal Services Department
Small Business Development
111 NW 1 Street, 19th Floor
Miami, Florida 33128
T 305-375-3111 F 305-375-3160

Board Application

Please complete this form and submit with your current resume.

1. Candidate Name Jeovanni R. Tarafa
Home Address 3050 N.W. 77 Court
City Doral State FL Zip 33122
Work Address 3050 N.W. 77 Court
City Doral State FL Zip 33122
Home Phone 305-557-9911
Work Phone 305-557-9911
Email address jtarafa@tarafaconstruction.com

2. Miami-Dade County Commission District:
Home District: District 7 Business District: District 12

3. Current position: President

4. Current employer: J.R.T. Construction, Co.

5. Please list area(s) of expertise/contribution you can make to further the mission of the SBE Advisory Board or Living Wage Commission:

J.R.T. Construction, Co. has been a SBE certified construction Firm as a certified General Contractor for over 10 years. JRT has been in business as a General Contractor for over 15 years, and has successfully completed and performed several construction projects for local governments and municipalities, including several projects for Miami-Dade County.

6. List prior experience serving as a Board member for other non-profit organizations:

SBE Construction Advisory Board from 2018 - 2021

7. Please share any other information you feel important for consideration of your Application to serve as an Advisory Board member or Living Wage Commission member:

I feel that our familiarity and history in actively participating in either bidding or building (when awarded) Miami-Dade County construction contracts (most, if not all, with SBE Vendor participation) has exposed Jeovanni R. Tarafa to several experiences that may be an asset to the advisory board.

Signature of Jeovanni R. Tarafa

Date August 12, 2021

Delivering Excellence Every Day

Jeovanni R. Tarafa
10751 S.W. 96 Terrace
Miami, FL 33176
(305) 785-5330

SUMMARY:

Proficient construction/project manager, estimator, and architect who understands the complexities of construction and architecture, and integrates all facets to increase productivity, and to deliver quality projects timely and within budget. Proven ability to effectively and efficiently manage construction and develop and implement estimating, scheduling, and construction strategies while maintaining high ethical standards.

EXPERIENCE:
3/03 to Present

J.R.T. CONSTRUCTION COMPANY **Doral, FL**
President and Founder of the firm in charge of the firm's overall performance.

Duties:

- Involved in developing, coordinating, and overseeing key staff's specific responsibilities to ensure smooth integration of personnel and resources within the overall project objective.
- Managerial tasks, estimating, bidding, scheduling, surveying, and architecture.
- Person in charge of the decision making process on the day-to-day construction problems, conflicts, discrepancies, and disputes.

9/95 – 5/05

TARAFA CONSTRUCTION, INC. **Coral Gables, FL**

Estimating Duties:

Responsible for quantity take-off and pricing of the site, concrete and architectural work for (competitive) bid proposals, coordinate subcontractors bids with bidding documents to assure competitiveness and quality in the submission of bid proposal. Upon the award of projects, duties included buying out and writing Subcontracts and Purchase Orders for the various trades.

Project Manager Duties:

Oversaw and managed the project and was responsible for assuring that all contract work was in compliance with the construction documents with particular emphasis to quality control of the work, safety procedures, and scheduling requirements. In addition, I directly supervised the project superintendent. As the project manager, I was the central point of responsibility and decision making, and acted as the company's executive field representative in all dealings with the owner, architects and subcontractors.

Project Manager Experience:

MATTHEW W. GILBERT AUDITORIUM

Owner: Florida Memorial College
Architect: R.J. Heisenbottle Architects
Contract Amount: \$7,800,000
Completion Date: May 2005

Jeovanni R. Tarafa
10751 S.W. 96 Terrace
Miami, FL 33176
(305) 785-5330

Duties: I was Superintendent on the project from 2002 thru 2003. I was promoted to Project Manager in 2003 and served as the Project Manager on the project from 2003 thru the project's completion in May 2005.

FT. LAUDERDALE FIRE RESCUE FACILITY

Owner: City of Ft. Lauderdale

Architect: Wolfberg Alvarez

Contract Amount: \$5,370,000

Completion Date: June 2004

Duties: I was the Project Manager on the project from 2003 thru the project's completion in June 2004. The project was almost complete when I was assigned to it. My tasks included managing the completion of the interior and exterior finishes of the project, ensuring completion of all Punch List items, conduct Owner Training sessions, gathering all project closeout documents and to successfully close-out the project.

PONCE DE LEON MIDDLE SCHOOL

Owner: Miami-Dade County Public Schools

Architect: Santos/Raimundez Architects

Contract Amount: \$4,404,000

Completion Date: May 2003

Duties: I was assigned to this project after the Punch List was generated by the A/E and Owner. My duties on this project consisted of ensuring completion of all Punch List items, conduct Owner Training sessions, gathering all project closeout documents and to successfully close-out the project.

MIA MIDFIELD FIRE RESCUE AND FIRE FIGHTING FACILITY

Owner: Miami-Dade County Aviation Department

Architect: Corwill Architects

Contract Amount: \$7,100,000

Completion Date: March 2003

Duties: I was assigned to this project after the Punch List was generated by the A/E and Owner. My duties on the project consisted of ensuring completion of all Punch List items, conduct Owner Training sessions, gathering all project closeout documents and to successfully close-out the project.

KINLOCH PARK MIDDLE SCHOOL

Owner: Miami-Dade County Public Schools

Architect: Santos/Raimundez Architects

Contract Amount: \$3,960,000

Completion Date: November 2002

Duties: I was assigned to this project as an assistant Project Manager in 2001. My duties on the project consisted of assisting the Project Manager in processing RFI's, Shop Drawings, preparing Letter of Transmittals, maintaining logs, observing the progress of the work on-site with the

Jeovanni R. Tarafa
10751 S.W. 96 Terrace
Miami, FL 33176
(305) 785-5330

Superintendent and/or Project Manager, attending on-site Subcontractor Progress Meetings with the Project Manager, preparing Meeting Minutes for the Project Manager's review, distributing Meeting Minutes, preparing Payment Requests from red line mark-ups provided to me by the Project Manager and/or Superintendent, assisting in preparing coordination and layout drawings on AutoCAD, and performing data entry (from red line mark-ups provided to me by the Project Manager) for Schedule Update's in Primavera.

SHENANDOAH MIDDLE SCHOOL

Owner: Miami-Dade County Public School
Architect: Santos/Raimundez Architects
Contract Amount: \$5,100,000
Completion Date: May 2002

Duties: I was assigned to this project as an assistant Project Manager in 2001. My duties on the project consisted of assisting the Project Manager in processing RFI's, Shop Drawings, preparing Letter of Transmittals, maintaining logs, observing the progress of the work on-site with the Superintendent and/or Project Manager, attending on-site Subcontractor Progress Meetings with the Project Manager, preparing Meeting Minutes for the Project Manager's review, distributing Meeting Minutes, preparing Payment Requests from red line mark-ups provided to me by the Project Manager and/or Superintendent, assisting in preparing coordination and layout drawings on AutoCAD, and performing data entry (from red line mark-ups provided to me by the Project Manager) for Schedule Update's in Primavera.

G.W. CARVER MIDDLE SCHOOL

Owner: Dade County Public School
Architect: Santos/Raimundez Architects
Contract Amount: \$3,960,000
Completion Date: December 2001

Duties: I was assigned to this project as an assistant Project Manager in 2001. My duties on the project consisted of assisting the Project Manager in preparing and distributing Subcontractor Punch Lists in conjunction with the Superintendent and Project Manager. Monitoring completion of the Punch List in conjunction with the Superintendent and Project Manager. Reviewing the Contract Documents for all Project Closeout requirements. Create and prepare a Project closeout log identifying project closeout requirements by CSI Division. Prepare Subcontractor Warranty Certificates. Follow up and gather all project closeout documents from Subcontractors. Collaborate all project closeout documents into Project Closeout Binders for the Project Manager's review.

Superintendent Duties:

Directly supervised the work of all the Subcontractors and our own forces on a daily basis on the projects. Assisted the project manager in project record

Jeovanni R. Tarafa
10751 S.W. 96 Terrace
Miami, FL 33176
(305) 785-5330

documentation, coordinating fabrication drawings with ongoing construction, as well as, in overall scheduling compliance and quality assurance.

Superintendent Experience:

MATTHEW W. GILBERT AUDITORIUM

Owner: Florida Memorial College
Architect: R.J. Heisenbottle Architects
Contract Amount: \$7,800,000
Completion Date: May 2005

Duties: I was Superintendent on the project from 2002 thru 2003. I was promoted to Project Manager in 2003 and served as Project Manager thru the project's completion in May 2005.

FIU CAMPUS SUPPORT COMPLEX

Owner: Florida Memorial College
Architect: R.J. Heisenbottle Architects
Contract Amount: \$6,100,000
Completion Date: September 1999

Duties: I was an assistant Superintendent for a period of 4 months during my Winter Break from the University of Miami in 1998, and during my Summer Break from the University of Miami in 1999.

MAJORY STONEMAN DOUGLAS ELEMENTARY SCHOOL

Owner: Miami-Dade County Public Schools
Architect: R.J. Heisenbottle Architects
Contract Amount: \$2,100,000
Completion Date: April 1998

Duties: I was an assistant Superintendent for a period of 4 months during my Winter and Summer Break from the University of Miami in 1997.

Design/Build Experience:

Ft. Lauderdale Fire Station, Kinloch Park Middle School, G.W. Carver Middle School, Shenandoah Middle School, Ponce de Leon Middle School.

EDUCATION: **UNIVERSITY OF MIAMI** **Coral Gables, FL**
Bachelor of Architecture

LICENSE: Certified General Contractor in the State of Florida CGC# 1505433 – issued on February 11, 2003

CERTIFICATIONS: LEED AP Building Design + Construction – ID#10423267 - issued September 15, 2011

LEED AP – issued June 29, 2009

Associate AIA – issued April 17, 2009

Jeovanni R. Tarafa
10751 S.W. 96 Terrace
Miami, FL 33176
(305) 785-5330

SKILLS:

Highly skilled with numerous hardware and software applications including: AutoCAD 2015, Primavera Project Planner, Microsoft Projects, Adobe Photoshop, Sage Master Builder, Microsoft Word, Excel, Access, Power Point, and Outlook.

Memorandum



Date: August 24, 2021

To: Renee Smith, County Commission
Clerk of the Board

From: Gary T. Hartfield, Director
Small Business Development Division

A handwritten signature in blue ink, appearing to read "G. Hartfield". The signature is stylized and overlaps the text of the "From:" field.

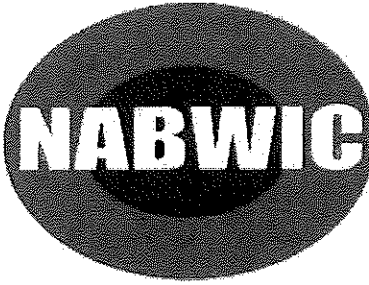
Subject: Appointment of Small Business Enterprise Construction (SBE-C) Advisory Board Member for the National Association of Black Women in Construction, Inc.

Attached please find a nomination letter from *National Association of Black Women in Construction, Inc. (NABWIC)* for Shellie Ransom-Jackson to represent this organization on the Small Business Enterprise Construction Advisory Board. It is respectfully requested that the Board of County Commissioners take action on this item at their next Commission meeting.

Should you have any questions or need additional information, please contact me at (305) 375-3152. Thank you for your prompt attention to this matter.

Attachments

c: Alex Muñoz, Director, Internal Services Department



National Association of Black
Women in Construction, Inc.

August 11, 2021

SBE-C Advisory Board
c/o Small Business Department
Miami-Dade County
111 NW 1st Street, 19th Floor
Miami, FL 33128

Dear Madam/Sir:

Please be advised that the Board of Directors of the National Association of Black Women in Construction South Florida Chapter, Inc. (NABWIC-SFC) voted to have Shellie Ransom-Jackson to represent NABWIC-SFC, Inc. on the Miami Dade County SBE-C Advisory Board.

Shellie is a founding member of NABWIC-SFC and currently holds the position as Parliamentarian of the organization. Ms. Ransom-Jackson meets the requirements to serve on the board because she is a resident of Miami-Dade County and her business, Benchmark Construction Consulting & Management, a certified SBE-C, is located in Miami-Dade County.

It is our opinion that Ms. Ransom-Jackson more than meets all requirements and is more than qualified to serve on the Advisory Board. We believe that she would be a tremendous asset to the board.

She is ready, willing and able to serve and should be allowed to do so.

Sincerely,

Kerry-Ann Williams,
South Florida Chapter, President
Founding Board Member NABWIC-SFC, Inc.

P.O. Box 173967, Hialeah, Florida 33017

National Association of Black Women in Construction (NABWIC) visit us on www.nabwic.org.



Carlos A. Gimenez, Mayor

Internal Services Department
Small Business Development
111 NW 1 Street, 19th Floor
Miami, Florida 33128
T 305-375-3111 F 305-375-3160

Board Application

Please complete this form and submit with your current resume.

1. Candidate Name Shellie Ransom-Jackson
Home Address 1120 NW 87 St
City Miami State FL Zip 33150
Work Address 1120 NW 87 St
City Miami State FL Zip 33150
Home Phone 305-525-1052
Work Phone 305-733-2752
Email address shellie@benchmarkccm.net

2. Miami-Dade County Commission District:
Home District: 2 Business District: 2

3. Current position: Owner/President

4. Current employer: Benchmark Construction Consulting & Management LLC

5. Please list area(s) of expertise/contribution you can make to further the mission of the SBE Advisory Board or Living Wage Commission:
I am a small woman-owned business specializing in construction code consulting. I formerly served on the Palm Beach County Solid Waste SBE Advisory Board. I bring extensive construction knowledge and can speak to the challenges of a small business. Even though I'm a small business and was not required, I chose to pay a starting salary of \$15/hr to afford my staff the opportunity to have a living wage to support their families. I can speak to the pros and cons a living wage presents to a small business.

6. List prior experience serving as a Board member for other non-profit organizations:
I currently serve on the Salvation Army of Miami Advisory Board.

7. Please share any other information you feel important for consideration of your Application to serve as an Advisory Board member or Living Wage Commission member:
As a native Miamian and small business owner, I have unique insight into the challenges small businesses, specifically small minority businesses, are disproportionately affected by the current procurement policies at the local and state levels. Appointment to the Board allows me the opportunity to promote and support an even playing field.

Delivering Excellence Every Day

Shella Romfack

Sign Name

8/13/21

Date

SHELLIE RANSOM-JACKSON

Miami, FL 33150 | 305-525-1052
shellie.ransom@gmail.com

Summary

Outstanding Manager with 20+ years of track record of providing expert direction in all aspects of construction. Expertise in building construction code regulation, construction management, reading and interpreting blueprints and best construction practices. Respectful and respected professional with exceptional knowledge of developing strategic plan for excellent service delivery.

Core Competencies

- Building Code Compliance
- Building Process Analysis
- Strategic Planning
- Building Construction Practices
- Project Management
- Project Leadership
- Client Relationship Management
- Building Department Management
- Contract Negotiation
- Budget/Cost Management
- Financial Analysis
- Recruitment & Retention

Accomplishments

- Responsible for the sale and development of over 55 acres of city-owned properties.
- Successfully handled project with an overall budget of \$14,000,000 at Seminole Tribe of Florida and \$15,000,000 at City of Miami Gardens.
- Developed and implemented policies and procedures to assure success in implementing the work of architectural and engineering consultants and contractors engaged in the design, construction, renovation and repair of a variety of complex county-owned buildings and related facilities.
- Developed scopes of work and designed/built construction, established and reviewed construction schedules, procured contracts for services, and monitored budget.
- Managed the renovation and remodeling of interdepartmental work valued between \$50,000 and \$1,000,000.

PROFESSIONAL EXPERIENCE

BENCHMARK CONSTRUCTION CONSULTING AND MANAGEMENT, INC.

President/ Owner, 2011-present

- Specializes in Federal, State, and Local development construction processes.
- Permit expediting Specialist.
- Construction regulation and techniques expert.
- Perform RFP documentation review, preparation, drafting and providing write-up and responses.
- Services provided for Local, State, and Federal construction development includes but is not limited to, pre-submittal plan review, zoning applications, code enforcement lien negotiation, and State licensure.
- Work closely with Architects, Contractors, Owners, and Governmental entities providing a conduit between the private and public sectors.
- Building code services to include all services and costs associated with managing licensed staff and municipal contracts.
- Building Official services including the execution of required State, County and Municipal documents.

CITY OF HALLANDALE BEACH

Building Official, 2012-2017

- Planned, supervised, and coordinated activities related to building plan review, inspections, and code enforcement.
- Developed and implemented initiatives to streamline the permitting process.

- Maintained and configured the permitting software for the Building Division.

SHELLIE RANSOM-JACKSON

Page Two of Three

- Trained staff on new code provisions and the use of the permit software program.
- Represented the City in meetings with governmental agencies, architects, engineers, contractors, property and business owners and the public.
- Managed a staff of 15 and \$4 million budget
- Reviewed, issued, processed, and approved building permits.
- Enforced and interpreted the Florida Building Code within the City. Designated as the City's Certified Floodplain Manager
- Directed, coached, developed, and evaluated staff

SEMINOLE TRIBE OF FLORIDA

Director, Building Inspector Tribal Inspection, 2016-2017

- Handled administration and delegation of a variety of functions such as permit application review, permit issuance, and field inspections; the evaluation and improvement of service delivery; assessment of individual and departmental performance.
- Drafted and ensured the maintenance and promulgation of rules, regulations and procedures to implement the Seminole Tribe of Florida Building Codes.
- Drafted and Interpreted complex regulations and provided technical information to interested parties such as compliance staff, internal departments, and the public.
- Analyzed and recommended policies and procedures to Tribal Council.
- Developed new and innovative methods of providing building code compliance.
- Provided final interpretation of building code requirements.
- Served on various Tribal Community Development Department's Selection Committees

CITY OF MIAMI GARDENS

Director of Development Services and Code Compliance Department/Building Official, 2009-2016

- Responsible for creating the vision, managing, coordinating and directing the City's major development efforts.
- Organized, integrated and administered the Department's operations and service delivery to ensure economic development initiatives and goals are incorporated into the overall program for the City.
- Reviewed building plans, site plans, construction documents, inspection reports, and development proposals for compliance with applicable codes and ordinances.
- Directed supervision of 45 administrative, technical, inspection, plan review, and administrative staff in the conduct of all activities related to building services, planning and zoning, engineering and code compliance in response to complaints of alleged violation of property maintenance, zoning and other codes relating to improvement of the health, welfare, and safety of the community.
- Drafted and Interpreted complex regulations and provided technical information to interested parties such as compliance staff, internal departments, and the public.
- Analyzed and recommended policies and procedures in accordance with the strategic plan and overall vision of the Legislative body.
- Monitored and made recommendations to the legislative agenda. Serve on the City's Capital Improvement Selection Committee.
- Established scopes of work, preliminary budget, and recommended participation levels for various complex construction related Requests for Proposal/Qualifications for the Procurement Department.
- Monitored Davis-Bacon wages and minority participation for various State/Federal-funded projects.

SHELLIE RANSOM-JACKSON

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MIAMI-DADE COUNTY GSA

Renovation Services Section Manager, 2007-2009

- Managed a staff of 73 permanent and eighteen temporary staffs.
- Planned, supervised and directed diversified construction trades supervisors and their subordinates in the completion of renovation and construction projects for various County agencies.
- Inspected job sites to determine progress of projects under construction, reviewed and approved cost estimates, authorized requisitions for labor, materials and equipment, prepared project status reports, and developed recommendations and procedures for improvements in facilities maintenance and renovation operations.
- Performed advanced professional and administrative work with supervisory responsibility for the management of construction, renovation and repair projects for county-owned facilities.
- Responsible for effective work planning, assigning and reviewing the work of professional, construction and trade staff as well as contracted vendors to assure professional results through personal conferences and performance reporting.

EDUCATION & CREDENTIALS

Master of Public Administration, Nova Southeastern University, Davie, FL, 2014

Bachelor of Business Administration (with major in Project Management), AIU Online, Hoffman Estates, IL, 2007

Associate of Science in Building Construction Technology, Miami-Dade College, Miami Florida, 1997

Certified General Contractor CGC60553

Certified Building Code Administrator BU1570

Certified Plans Examiner PX2199

Certified Building Inspector BN4404

State of Florida Woman & Minority Business Certification

MEMBERSHIPS AND CERTIFICATIONS

Past 2nd Vice President of Broward County Building Officials Association

Past President of South Florida Building Officials Association

Board Member of the National Association of Black Women in Construction

Advisory Board Member of the Salvation Army of Miami

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