

# Memorandum



**Date:** July 2, 2018

**To:** Those Listed Below

**From:** Carlos A. Gimenez  
Mayor 

**Subject:** Appointment of Selection Committee for Miami-Dade Internal Services Department Request for Proposals for Design, Build, Finance, Operate, and Maintain Civil and Probate Courthouse – RFP No. 00953

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In accordance with Implementing Order 3-34, I am hereby appointing those listed below as members to the Selection Committee for Miami-Dade Internal Services Department Request for Proposals (RFP) for *Design, Build, Finance, Operate, and Maintain Civil and Probate Courthouse – RFP No. 00953*.

Selection Committee

Rita Silva, Internal Services Department (Non-Voting Chairperson)  
Jacques Bentolila, Internal Services Department  
Arlesa Wood, Finance Department  
Joseph Farina, Retired Judge  
Luis Montaldo, Esq., Clerk of the Courts  
John Cal, Florida International University  
Basil Binns, Seaport Department (Alternate)  
Robert Warren, Miami-Dade Aviation Department (Alternate)

Technical Advisors

Nicholas Fleischhacker, Finance Department  
Jorge I. Perez, Internal Services Department  
Melissa Adames, Clerk of the Courts  
Michael Henderson, Clerk of the Courts

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.

The RFP will be solicited in two phases, each phase will have separate responses. Each Selection Committee member shall be responsible for evaluating and rating the proposals after each of the solicitation phases, based on the criteria and procedures contained in the solicitation for that particular phase. The Selection Committee will meet to review the written proposals. Each Technical Advisor will perform a review of the proposals regarding his or her respective area of expertise and report the findings back to the Selection Committee. The Selection Committee may also choose to request review of specific information in the proposals or other contributions from the Technical Advisors.

The Selection Committee, at its discretion, may select proposers which the Selection Committee deems to warrant further consideration to make oral presentations at a properly noticed public meeting. If proposers are invited to make oral presentations, the Selection Committee will re-evaluate, re-rate and re-rank the proposals based on the written documents, combined with the oral presentation.

Staff from the issuing department will conduct a preliminary review of the proposals for responsiveness. All requests for responsiveness determinations shall be made in writing by the Internal Services 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 each of the two evaluation processes, the Selection Committee Chairperson shall prepare and submit a memorandum to include a narrative of the evaluation and justification of the recommendation and attach supporting documentation, which MUST include the following information:

Name of proposer(s) along with the names of the corresponding project teams  
Scores  
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 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 Code of Silence, Section 2-11.1(t) of the Miami-Dade County Code, there are restrictions on communications regarding the solicitation with potential respondents, proposers, service providers, lobbyists, consultants, or any member of the County's professional staff. The RFP also prohibits written communications with Selection Committee members. Violation of these policies could lead to termination of County service.

All questions must be directed to the staff contact person designated by the issuing department.

c: Edward Marquez, Deputy Mayor and Finance Department Director  
Harvey Ruvim, Clerk, Clerk of the Courts  
Juan Kuryla, Director, Seaport Department  
Lester Sola, Director, Miami-Dade Aviation Department  
Tara C. Smith, Director, Internal Services Department  
Gary T. Hartfield, Division Director, Small Business Development, Internal Services Department

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