

**RECEIVED**

**MAY 18 2018**

**CITY MANAGER'S**

**CITY OF CORAL GABLES  
PROCUREMENT DIVISION**

**-MEMORANDUM-**

**TO: Cathy Swanson-Rivenbark  
City Manager**

**DATE: May 18, 2018**

**FROM: Celeste S. Walker  
Procurement Officer**

**SUBJECT: Formal Protest -  
AshBritt, Inc. – RFP 2018-009  
(Disaster Debris Removal  
Services)**

**I. Introduction**

Ashbritt, Inc. (“Ashbritt”) filed a notice and letter protesting the City Manager’s recommendation to the City Commission that the Disaster Debris Removal Services RFP 2018-009 (the “RFP”) be awarded to Ashbritt as the tertiary provider. Accordingly, under City Code § 2-910(g), this Procurement Officer, after consultation with the City Attorney, recommends the denial of Ashbritt’s protest.

**II. Background**

The City of Coral Gables (the “City”) solicited the RFP to contract qualified and experienced professional firms to provide disaster debris removal services. On March 6, 2018, the City Procurement Division formally advertised, issued, and distributed the RFP. On April 25, 2018, the Evaluation Committee (the “EC”) convened in a public meeting to evaluate eight responsive proposals and recommended that the City negotiate contracts with the three highest ranked responsive-responsible proposers in rank order—Phillips and Jordan, Inc. (“Phillips”) as the primary provider, Ceres Environmental Services, Inc. (“Ceres”) as the secondary provider, and Ashbritt as the tertiary provider (Comp. & Individual Score Sheets, Comp. Ex. 1).

**RFP 2018-009  
DISASTER DEBRIS REMOVAL SERVICES  
EVALUATION OF PROPOSALS - APRIL 25, 2018  
COMPOSITE**

SELECTION CRITERIA	PROPOSERS	Maximum Points Per Member	Maximum Total Points (if member)	AshBritt, Inc.	Arbor Tree & Land, Inc. (ATL)	Ceres Environmental Services, Inc.	Crowder/Gulf Joint Ventures, Inc.	D & J Enterprises, Inc.	DEC Emergency Services, LLC	Phillips and Jordan, Inc.	T.P.R. Enterprises, Inc.
Experience & Qualifications		30	180	134	106	140	126	118	130	142	107.5
Project Understanding, Proposed Approach, Methodology		36	178	167	114	161	146	129	156	170	115.5
Past Performance and References		20	100	60	73	86	67	76	81	87	64
Price Proposal		14	70	67	82	63	61	70	66	86	66
<b>TOTAL POINTS</b>		<b>100</b>	<b>500</b>	<b>444</b>	<b>345</b>	<b>452</b>	<b>419</b>	<b>390</b>	<b>443</b>	<b>485</b>	<b>365</b>
Ranking				<b>3</b>	<b>8</b>	<b>2</b>	<b>5</b>	<b>6</b>	<b>4</b>	<b>1</b>	<b>7</b>

On May 1, 2018, the City Manager issued a formal recommendation outlining the award of the RFP in accordance with the EC’s evaluation and recommendation. All parties were notified.

On May 4 and 9, 2018, Ashbritt filed its notice and letter, respectively, protesting its ranking as the tertiary provider.

## II. Responses to Ashbritt's Claims

Ashbritt's protest should be rejected as it cannot show illegality, fraud, or oppression, much less arbitrary or capricious misconduct. *See Miami-Dade County v. Church & Tower*, 715 So. 2d 1084, 1085-90 (Fla. 3d DCA 1998) (citing *Dep't of Transp. v. Groves-Watkins Constructors*, 530 So. 2d 912 (Fla. 1988); *Liberty County v. Baxter's Asphalt & Concrete, Inc.*, 421 So. 2d 505 (Fla. 1982)). Florida law recognizes that the City has wide discretion in soliciting and accepting bids, and its decision, when based on an honest exercise of this discretion, will not be overturned even if it may appear erroneous and even if reasonable persons may disagree. *Id.* Furthermore, the City is entitled to wide deference with respect to the administrative construction of its own rules and requirements and should not be overturned unless clearly erroneous. *See Pan American World Airways, Inc. v. Fla. Public Service Comm.*, 427 So. 2d 716, 719 (Fla. 1983); *State Contracting and Eng'g Corp. v. Dep't of Transp.*, 709 So. 2d 607 (Fla. 1st DCA 1988). Consequently, Ashbritt's protest should be rejected.

### Protest Claim No. 1—the City did not properly appoint the EC members:

Ashbritt claims that the City did not properly appoint the EC because: (1) the City personnel involved did not have authority to appoint EC members; and (2) EC member Wade Sanders was not properly substituted for a resigning member.

### Response:

Contrary to Ashbritt's assertions, the undersigned (Celeste Walker) was appointed as the City's Procurement Officer on August 24, 2017 (Appointment Memo., Ex. 2) and had the authority to appoint EC members. City Code §§ 2-496, 585, 586. Diane Gomez, the City's Director of Finance, was not involved in the appointment of the EC as she is not the Procurement Officer.

The undersigned, as admitted by Ashbritt, approved the appointment of the original EC members on March 22, 2018 via written email (Ex. 3). After Carlos Arroyo agreed to be a substitute on the EC via email (Ex. 4 (email copied the undersigned)), on April 18, 2018, the undersigned verbally approved Arroyo's EC appointment in conversation with Yusbel Gonzalez, the Procurement Specialist. Likewise, on April 18, 2018, the undersigned verbally approved the EC substitution of Wade Sanders in a conversation with Gonzalez. Gonzalez did not select any EC members and acted, at all material times, at the direction of the undersigned Procurement Officer. In fact, the two substituted EC members had already been identified as potential EC members as they have knowledge in the subject area of debris removal. Additionally, the City delivered the RFP evaluation materials to the substitute and original EC members (*see* email chain to EC, Ex. 5). Thus, Ashbritt's claim that the EC members were not properly appointed by the Procurement Officer is factually erroneous and controverted. Moreover, Ashbritt fails to demonstrate any violation of law, as much of the procurement business is done verbally and no requirement that appointment of EC members be done in writing exists.

### Protest Claim No. 2—the EC had insufficient disaster waste remediation experience in the City:

Ashbritt complains that: (1) the City did not identify the EC members in its notice of the public meeting scheduled for April 25, 2018; (2) the EC was inappropriately constituted because only one member with experience in the subject matter of solid waste management and disaster remediation was a City employee; and (3) EC member, Thomas Norman, was unqualified to serve as a member because he did not have knowledge of the subject matter or of governmental procurement standards.

Response:

First, there is no requirement that the City identify the EC members prior to the public meeting.

Second, the City has discretion to appoint EC members and there is no requirement that the City appoint an EC with members experienced in the subject matter of the RFP, who work for the City, or who even live in the City. Despite the lack of any related requirement, in its selection of EC members, the City endeavors to select persons with varied knowledge and experience, including persons who work in the private sector, for the City or other governmental entities, or who live in the City. In this instance, the EC members had knowledge of disaster remediation (*see* EC members' background chart, Ex. 6). Also, the EC members lived in the community, worked for the City, sister governmental entities, or had related private sector experience.

As an example, although not required, Norman has relevant experience valuable to the EC during the proposal evaluation. Norman is a retired Florida Power and Light ("FPL") employee who served as a liaison to the City and was active and stationed with City staff in the Emergency Operations Center through the duration of a Category 5 hurricane.

As a result, Ashbritt's factual arguments are erroneous. Moreover, Ashbritt's alleged deficiencies, even if true, cannot establish any illegality.

Protest Claim No. 3—the City's ratings guidelines are inconsistent with the solicitation:

Ashbritt claims that the City's RFP solicitation should have notified it of the scoring factors and ranges set forth in the ratings guidelines that were provided to the EC. Ashbritt also argues that while the solicitation required evaluation at the conclusion of the EC meeting, in accordance with the instruction sheet provided to EC members, Norman pre-scored his score sheet prior to the meeting. On the basis of the foregoing, Ashbritt argues that the ratings guidelines and instruction sheet provided to the EC members contradicts the RFP solicitation, and allowed for the EC members' violation of the terms of the solicitation.

Response:

Ashbritt again fails to demonstrate that the City violated any rule or how the City treated it differently than the other potential proposers.

First, no inconsistency exists between the RFP solicitation and the ratings guidelines. The RFP solicitation outlines for potential proposers the evaluation criteria/categories and the maximum points assigned to each one of the categories (RFP Solicitation, § 7.3, Ex. 7). In conformity with the solicitation, the City provides the EC members, who actually evaluate and score the proposers, the ratings guidelines (Ex. 8) to assist them with the scoring and rating of the proposers. As admitted by Ashbritt, the ratings guidelines mirror the categories and baseline of

maximum points set forth in § 7.3 of the RFP solicitation. Additionally, the ratings guidelines are advisory and do not require any particular scoring and rating by EC members. Moreover, this process is standard and in conformity with the formalized procurement process used by the City and countless other governmental entities throughout the County. Therefore, the guidelines are in no way inconsistent with the RFP solicitation, and again, Ashbritt fails to demonstrate how any EC members violated the terms of the solicitation.

Second, no inconsistency exists between the RFP solicitation (§ 7.2) and the instructions sheet (Ex. 9) provided to the EC members. The instructions only reference the evaluators' initial/preliminary scoring—it only requests that the evaluators review proposers' packages so that they can make their "initial" evaluation/scoring in pencil. Nowhere do the instructions indicate that this initial review conducted by each evaluator alone will be final or determinative. To the contrary, the instructions state that the evaluators will have the opportunity to ask questions during the evaluation session where they can change and finalize their scores. It is a customary practice employed throughout County governmental entities to provide the EC the proposals in advance of the public meeting to allow the members the opportunity to review and familiarize themselves with the materials so that an informed discussion can take place during the evaluation session. And although Ashbritt alludes to the potential for outside influence during the EC members' independent preliminary review, it points to no evidence of outside influence on the members' final scoring during a public meeting.

The EC members provided their final scores at an audio/video recorded publicly-noticed meeting. Therefore, Ashbritt again fails to indicate how this process violated any law (including the Sunshine Law) or solely prejudiced it to the exclusion of other proposers.

Protest Claim No. 4—EC member improperly considered litigation history in scoring Ashbritt:

Ashbritt claims that EC member Norman considered Ashbritt's litigation history when scoring the evaluation criteria in violation of the RFP solicitation. In support, Ashbritt points to Norman's opinion regarding its deficiency during the public meeting, his email inquiring about the litigation history of all eight proposers, and his scoring of 18 out of 30 points on Ashbritt's experience and qualifications.

Response:

Ashbritt's claim that Norman considered litigation history in scoring the RFP solicitation categories is without merit.

Ashbritt cannot point to evidence that Norman considered litigation history in scoring the solicitation categories. Norman's comment regarding Ashbritt's extensive litigation history was met with an instruction that review of the litigation was a part of the responsibility review conducted by the Procurement Division. In addition, during the public meeting, Ashbritt was not the sole provider's litigation history that was discussed; other proposers' litigation history was discussed. Also, Norman's comments regarding litigation history were related to all proposers and in no manner singled out Ashbritt. Moreover, Norman's scoring of Ashbritt, a proposer with 25 years of disaster debris removal experience, is in conformity with Norman's experience and qualifications scoring for the primary and secondary proposers, which have 41 and 42 years of disaster debris removal experience, respectively.

As such, Ashbriitt's protest argument is tantamount to asking the City to ignore the public meeting, Norman's good faith participation and evaluation (including his executed conflict waiver, *see infra*. at Ex. 10), and the City's direct instructions on the litigation history. The City cannot find that Norman disregarded Gonzalez's instructions and lowered Ashbriitt's score in bad faith without an evidentiary basis. Ashbriitt's speculative and conclusory allegations are illogical and insufficient to overcome Norman's, and the other proposers', good faith participation and scoring of Ashbriitt, at a public meeting. Such decision would render the evaluation at the public meeting meaningless and prejudice the primary and secondary providers' bids without a basis. Therefore, the City should reject Ashbriitt's claim.

Protest Claims Nos. 5-6—EC member's Ashbriitt scores were so low that his evaluation had to be arbitrary, capricious, and biased:

Ashbriitt claims that Norman's comments during the public meeting and scoring of Ashbriitt was so inconsistent with the other EC members' scores that his evaluation had to be arbitrary, capricious, and biased.

Response:

Ashbriitt's claim that Norman's scoring of Ashbriitt was arbitrary, capricious, and biased, is again based on speculation, and thus, insufficient to show any illegality, or capricious and biased misconduct.

The evaluation process is designed to allow each EC member to make his or her personal assessments of the submitted proposals. EC members provide different perspectives during the evaluation process and the City benefits from that diversity of thought. For instance, Norman as a City resident and a member of the private sector may provide a perspective different from that of EC members in the public sector. Additionally, as part of the evaluation process, all committee members completed and executed a No-Conflict of Interest Certification (Ex. 10) in order to participate on the EC. The form requires that each EC member certify that they have no personal or financial conflicts of interest with the proposers prior to evaluation. Therefore, it is not reasonable to expect that all members will agree on the individual assessments of proposers or that the City should randomly discard a particular member's evaluation on the basis that his opinion was different than that of the other EC members.

More specifically, as stated above, during the public meeting it was noted that Ashbriitt had approximately 25 years of relevant experience. However, the primary and secondary ranked proposers, Phillips and Ceres, both had 41 and 42 years of experience, respectively. In this respect, Ashbriitt was the least experienced firm out of the top selected proposers. With respect to Norman's email (Ex. 11) inquiring about City references, Norman did not name any specific proposer. Norman's specific correspondence stated: "what was the contractor for Irma, and why didn't that firm request [that the City] provide a letter of recommendation? Would that have been inappropriate? If one of these Proposers was our last contractor, I would be interested to know if the City was satisfied with their work." Contrary to Ashbriitt's argument, such email evinces that Norman took the evaluation seriously, did not know that Ashbriitt was the City contractor during hurricane Irma, and merely wanted to know information regarding the City's disaster debris provider during the hurricane. Moreover, during the public meeting, EC member

Brook Dannemiller from the City Public Works Department stated that the City was pleased with the performance of the current contractor, Ashbritt.

Similarly, Norman's lower scores in comparison to the scores of other EC member does not prove bias toward Ashbritt. Analysis of Norman's scores reveals that they were lower for all proposers, and thus, indicative that his evaluation was consistent with his assessment and private sector perspective. The City should not second-guess his evaluation on the basis of his scores or Ashbritt's cherry-picking of Norman's comments during the course of an approximately two-and-a-half-hour public meeting.

As Ashbritt cannot show any illegality, much less capricious or biased misconduct, the City should reject Ashbritt's claim.

#### IV. Recommendation

Based on a review of Ashbritt's protest, the undersigned found nothing improper about the procurement process, the evaluation of the proposers, or EC member Norman's conduct or evaluation. To the contrary, the EC members followed the proper procedures and the final decision was agreed upon by all members. It is unreasonable to discard the scores of one EC member simply because the result was not favorable to one proposer. Accordingly, the undersigned Procurement Officer recommends that the City reject the protest and adopt the EC's original recommendation to rank Ashbritt as the tertiary awarded proposer.

If any additional information is needed, my office will provide the information upon request.

Cc: Miriam Ramos, City Attorney  
Peter Iglesias, Assistant City Manager  
Ed Santamaria, Public Works Director  
Diana Gomez, Finance Director  
Brook Dannemiller, Interim Assistant Public Works Director, Field Services  
Yusbel Gonzalez, Procurement Specialist  
Jose Felix Diaz, Esq., Panza, Maurer & Maynard, P.A., Counsel to Ashbritt, Inc.

# EXHIBIT 1

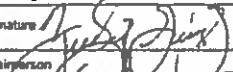

Evaluation Committee Members:

Carlos Arroyo, Assistant PW Director, City of Doral  
 Brook Dannemiller, Interim Assistant PW Director, City of Coral Gables  
 Olga Espinosa-Anderson, Division Director SW, Miami-Dade County  
 Tom Norman, VP of Operations, Skeletal Dynamics, LLC  
 Wade L. Sanders, Assistant Director of Maint. Ops, City of Miami

Exhibit 1

RFP 2018-009  
 DISASTER DEBRIS REMOVAL SERVICES  
 EVALUATION OF PROPOSALS - APRIL 25, 2018  
 COMPOSITE

SELECTION CRITERIA	PROPOSERS	Maximum Points Per Member	Maximum Total Points (5 members)	AshBritt, Inc.	Arbor Tree & Land, Inc. (ATL)	Cares Environmental Services, Inc.	CrowderGulf Joint Venture, Inc.	D & J Enterprises, Inc	DRC Emergency Services, LLC	Phillips and Jordan, Inc.	T.F.R. Enterprises, Inc.
Experience & Qualifications		30	150	134	106	140	126	119	130	142	107.5
Project Understanding, Proposed Approach, Methodology		35	175	167	114	151	145	129	156	170	118.5
Past Performance and References		20	100	86	73	98	87	78	91	87	84
Price Proposal		15	75	57	52	63	61	70	66	56	55
<b>TOTAL POINTS</b>		<b>100</b>	<b>500</b>	<b>444</b>	<b>345</b>	<b>452</b>	<b>419</b>	<b>396</b>	<b>443</b>	<b>455</b>	<b>365</b>
Ranking				3	8	2	5	6	4	1	7

Signature:   
 Chairperson:   
 Reviewed By: \_\_\_\_\_

Print Name: Yusbel Gonzalez  
 Print Name: Edgardo Hernandez

Date: 4/25/18  
 Date: 4/25/18



**RFP 2018-009  
DISASTER DEBRIS REMOVAL SERVICES  
EVALUATION OF PROPOSALS**

**COMMITTEE MEMBER: BROOK DANNEMILLER, RLA**

SELECTION CRITERIA	PROPOSERS								
	Maximum Points	AshBritt, Inc.	Arbor Tree & Land, Inc. (ATL)	Ceres Environmental Services, Inc.	CrowderGulf Joint Venture, Inc.	D & J Enterprises, Inc	DRC Emergency Services, LLC	Phillips and Jordan, Inc.	T.F.R. Enterprises, Inc.
Experience & Qualifications	30	30	20	28	22	21	23	27	19
Project Understanding, Proposed Approach, Methodology	35	35	24	33	29	27	30	32	23
Past Performance and References	20	20	18	20	19	18	19	20	18
Price Proposal	15	12	11	13	13	14	14	12	11
<b>TOTAL POINTS</b>	<b>100</b>	<b>97</b>	<b>73</b>	<b>94</b>	<b>83</b>	<b>80</b>	<b>86</b>	<b>91</b>	<b>71</b>

  
SIGNATURE

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4/25/18  
DATE

RFP 2018-009  
 DISASTER DEBRIS REMOVAL SERVICES  
 EVALUATION OF PROPOSALS

COMMITTEE MEMBER: CARLOS ARROYO, CFM

SELECTION CRITERIA	PROPOSERS								
	Maximum Points	AshBritt, Inc.	Arbor Tree & Land, Inc. (ATL)	Ceres Environmental Services, Inc.	CrowderGulf Joint Venture, Inc.	D & J Enterprises, Inc	DRC Emergency Services, LLC	Phillips and Jordan, Inc.	T.F.R. Enterprises, Inc.
Experience & Qualifications	30	28	27	28	27	28	28	27	27
Project Understanding, Proposed Approach, Methodology	35	34	30	34	33	31	33	34	32
Past Performance and References	20	19	15	19	18	18	19	19	18
Price Proposal	15	12	10	14	13	13	13	11	11
<b>TOTAL POINTS</b>	<b>100</b>	<b>93</b>	<b>82</b>	<b>95</b>	<b>91</b>	<b>90</b>	<b>93</b>	<b>91</b>	<b>88</b>

  
 \_\_\_\_\_  
 SIGNATURE

4/25/18  
 \_\_\_\_\_  
 DATE

**RFP 2018-009  
DISASTER DEBRIS REMOVAL SERVICES  
EVALUATION OF PROPOSALS**

**COMMITTEE MEMBER: WADE L. SANDERS**

SELECTION CRITERIA	PROPOSERS								
	Maximum Points	AshBritt, Inc.	Arbor Tree & Land, Inc. (ATL)	Ceres Environmental Services, Inc.	CrowderGulf Joint Venture, Inc.	D & J Enterprises, Inc	DRC Emergency Services, LLC	Phillips and Jordan, Inc.	T.F.R. Enterprises, Inc.
Experience & Qualifications	30	30	20	25	25	25	30	30	15.5
Project Understanding, Proposed Approach, Methodology	35	35	20	20	20	20	35	35	17.5
Past Performance and References	20	20	20	20	20	20	20	20	20
Price Proposal	15	15	15	15	15	15	15	15	15
<b>TOTAL POINTS</b>	<b>100</b>	<b>100</b>	<b>75</b>	<b>80</b>	<b>80</b>	<b>80</b>	<b>100</b>	<b>100</b>	<b>68</b>

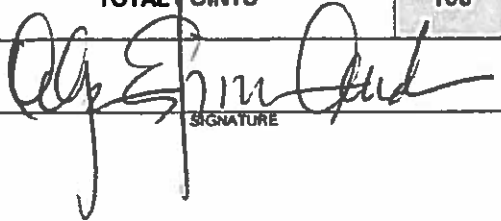
  
SIGNATURE

4/25/18  
DATE

**RFP 2018-009  
DISASTER DEBRIS REMOVAL SERVICES  
EVALUATION OF PROPOSALS**

**COMMITTEE MEMBER: OLGA ESPINOSA-ANDERSON, MPA, CPPB**

SELECTION CRITERIA	PROPOSERS								
	Maximum Points	AshBritt, Inc.	Arbor Tree & Land, Inc. (ATL)	Ceres Environmental Services, Inc.	CrowderGulf Joint Venture, Inc.	D & J Enterprises, Inc	DRC Emergency Services, LLC	Phillips and Jordan, Inc.	T.F.R. Enterprises, Inc.
Experience & Qualifications	30	28	24	29	27	25	27	28	26
Project Understanding, Proposed Approach, Methodology	35	33	25	34	33	26	30	34	26
Past Performance and References	20	19	15	19	18	17	18	18	18
Price Proposal	15	12	11	13	13	14	14	11	12
<b>TOTAL POINTS</b>	<b>100</b>	<b>92</b>	<b>75</b>	<b>95</b>	<b>91</b>	<b>82</b>	<b>89</b>	<b>91</b>	<b>82</b>

  
SIGNATURE

4/25/18  
DATE

**RFP 2018-009  
DISASTER DEBRIS REMOVAL SERVICES  
EVALUATION OF PROPOSALS**

**COMMITTEE MEMBER: TOM NORMAN**

SELECTION CRITERIA	PROPOSERS								
	Maximum Points	AshBritt, Inc.	Arbor Tree & Land, Inc. (ATL)	Ceres Environmental Services, Inc.	CrowderGulf Joint Venture, Inc.	D & J Enterprises, Inc	DRC Emergency Services, LLC	Phillips and Jordan, Inc.	T.F.R. Enterprises, Inc.
Experience & Qualifications	30	18	15	30	25	20	22	30	20
Project Understanding, Proposed Approach, Methodology	35	30	15	30	30	25	28	35	20
Past Performance and References	20	8	5	20	12	5	15	10	10
Price Proposal	15	6	5	8	7	14	10	7	6
<b>TOTAL POINTS</b>	<b>100</b>	<b>62</b>	<b>40</b>	<b>88</b>	<b>74</b>	<b>64</b>	<b>75</b>	<b>82</b>	<b>56</b>

Thomas Norman  
SIGNATURE

Apr. 25, 2018  
DATE


# EXHIBIT 2


**CITY OF CORAL GABLES**

**- MEMORANDUM -**

**TO:** Mayor and Members  
Of the City Commission

**DATE:** August 24, 2017

**VIA:** Cathy Swanson-Rivenbark   
City Manager

**FROM:** Diana M. Gomez   
Finance Director

**SUBJECT:** Appointment of  
Celeste S. Walker as Assistant  
Finance Director for Procurement

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I am pleased to announce the appointment of Celeste S. Walker as the new Assistant Finance Director for Procurement, effective Monday, August 28, 2017. Ms. Walker will assume the role of Procurement Officer (formerly known as Chief Procurement Officer) and be responsible for managing the day-to-day operations of the Procurement Division in the Finance Department. In this role, Ms. Walker will administer the City's purchasing ordinance to ensure citywide compliance as well as develop and implement innovative purchasing solutions to meet the needs of our city. This will include managing the re-write of our Procurement Code to focus on best practices, timeliness, and efficient customer focused processes. Ms. Walker will also oversee the preparation, administration and monitoring of contracts citywide.

Ms. Walker received her Master's in Business Administration from Webster University. She is a Certified Public Procurement Officer (CPPO) and a Certified Professional in Supply Management (CPSM) with over 23 years of government procurement experience. Most recently, Ms. Walker worked with Miami Dade County as a Procurement Contracting Manager where she was responsible for ensuring the integrity of the contracting process at the County. Ms. Walker began her procurement career as a Senior Buyer at Shelby County Schools (Memphis City) in Memphis, Tennessee.

Please join me in welcoming Ms. Walker to the City of Coral Gables as an integral part of the City's leadership team.

c: Craig E. Leen, City Attorney  
Walter J. Foeman, City Clerk  
Frank G. Fernandez, ACM for Public Safety  
Peter J. Iglesias, ACM for Operations & Infrastructure  
Department Directors  
Assistant Directors

# EXHIBIT 3



**Walker, Celeste**

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**From:** Gonzalez, Yusbel  
**Sent:** Thursday, March 22, 2018 1:40 PM  
**To:** Walker, Celeste  
**Cc:** Katsaris, Pamela  
**Subject:** RE: Evaluation Committee for Disaster Debris Removal Services (RFP 2018-009)

Will do, thank you!

Yusbel Gonzalez, CPPB  
Procurement Specialist  
City of Coral Gables  
Procurement Division  
2800 SW 72<sup>nd</sup> Avenue  
Miami, FL 33155  
Office: 305-460-5107 | Fax: 305-261-1601  
Email: [ygonzalez@coralgables.com](mailto:ygonzalez@coralgables.com)  
Website: [www.coralgables.com/procurement](http://www.coralgables.com/procurement)



Please Note: Florida has a very broad Public Records Law. Most written communications to or from State and Local Officials regarding State or Local business are public records available to the public and media upon request. Your email communications may therefore be subject to public disclosure.

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**From:** Walker, Celeste  
**Sent:** Thursday, March 22, 2018 1:31 PM  
**To:** Gonzalez, Yusbel  
**Cc:** Katsaris, Pamela  
**Subject:** Re: Evaluation Committee for Disaster Debris Removal Services (RFP 2018-009)

Yusbel,

I approve of this committee list. Please proceed with finalizing the group and setting the dates.

Celeste

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** "Gonzalez, Yusbel" <[ygonzalez@coralgables.com](mailto:ygonzalez@coralgables.com)>  
**Date:** 3/22/18 1:28 PM (GMT-05:00)  
**To:** "Walker, Celeste" <[cwalker@coralgables.com](mailto:cwalker@coralgables.com)>  
**Cc:** "Katsaris, Pamela" <[pkatsaris@coralgables.com](mailto:pkatsaris@coralgables.com)>  
**Subject:** Evaluation Committee for Disaster Debris Removal Services (RFP 2018-009)

Good afternoon Celeste:

Evaluation Committee members 1 to 4 (below) have confirmed participation in this Committee and their availability for April 25<sup>th</sup>. As discussed this morning, I emailed Ed and asked him to be in the Evaluation Committee. I listed him below as the fifth committee member. Let me know if you approve of this Committee.

1. Mark Spanioli, P.E., Director, Public Works, Village of Pinecrest
2. Brook Dannemiller, Landscape Services Director, City of Coral Gables, Public Works Department
3. Olga Espinosa-Anderson, Division Director, Miami-Dade County Solid Waste Management
4. Tom Norman, VP of Operations, Skeletal Dynamics, LLC
5. Eduardo Santamaria, P.E., Director, City of Coral Gables, Public Works Department

Sincerely,

Yusbel Gonzalez, CPPB  
Procurement Specialist  
City of Coral Gables  
Procurement Division  
2800 SW 72<sup>nd</sup> Avenue  
Miami, FL 33155  
Office: 305-460-5107 | Fax: 305-261-1601  
Email: [ygonzalez@coralgables.com](mailto:ygonzalez@coralgables.com)  
Website: [www.coralgables.com/procurement](http://www.coralgables.com/procurement)



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# EXHIBIT 4

**Walker, Celeste**

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**From:** Gonzalez, Yusbel  
**Sent:** Wednesday, April 18, 2018 12:07 PM  
**To:** 'Carlos Arroyo (PW)'  
**Cc:** Jorge Gomez (PW); Walker, Celeste  
**Subject:** RE: Evaluation Committee for Disaster Debris Removal Services

Thank you Carlos. Really appreciate it.

Yusbel Gonzalez, CPPB  
Procurement Specialist  
City of Coral Gables  
Procurement Division  
2800 SW 72<sup>nd</sup> Avenue  
Miami, FL 33155  
Office: 305-460-5107 | Fax: 305-261-1601  
Email: [ygonzalez@coralgables.com](mailto:ygonzalez@coralgables.com)  
Website: [www.coralgables.com/procurement](http://www.coralgables.com/procurement)



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**From:** Carlos Arroyo (PW) [mailto:Carlos.Arroyo@cityofdoral.com]  
**Sent:** Wednesday, April 18, 2018 10:01 AM  
**To:** Gonzalez, Yusbel  
**Cc:** Jorge Gomez (PW); Walker, Celeste  
**Subject:** RE: Evaluation Committee for Disaster Debris Removal Services

Good morning Yusbel,

No problem, I will help you out on Wednesday.

Respectfully,

Register **NOW** for the Step Up Doral Challenge!



**Carlos Arroyo, CFM**  
*Assistant Public Works Director/Chief of Construction*

**City of Doral**  
8401 NW 53<sup>rd</sup> Terrace  
Doral, FL 33166

T (305) 593-6740 Ext. 6000  
F (305) 593-6617  
[carlos.arroyo@cityofdoral.com](mailto:carlos.arroyo@cityofdoral.com)  
[www.cityofdoral.com](http://www.cityofdoral.com)

The City of Doral is on [Twitter](#) , [Facebook](#) and [YouTube!](#)



---

**From:** Gonzalez, Yusbel [<mailto:ygonzalez@coralgables.com>]  
**Sent:** Wednesday, April 18, 2018 8:34 AM  
**To:** Carlos Arroyo (PW) <[Carlos.Arroyo@cityofdoral.com](mailto:Carlos.Arroyo@cityofdoral.com)>  
**Cc:** Jorge Gomez (PW) <[Jorge.Gomez@cityofdoral.com](mailto:Jorge.Gomez@cityofdoral.com)>; Walker, Celeste <[cwalker@coralgables.com](mailto:cwalker@coralgables.com)>  
**Subject:** RE: Evaluation Committee for Disaster Debris Removal Services  
**Importance:** High

Good morning Carlos:

No problem; I certainly appreciate you getting back to me. Unfortunately, I have no one else. I just had two committee members cancel on me, and you are my other alternate. I ask please that you try your best to review the proposals prior to the meeting and be present for the evaluation committee meeting on April 25<sup>th</sup>.

We really appreciate your time and assistance with this process.

Sincerely,

Yusbel Gonzalez, CPPB  
Procurement Specialist  
City of Coral Gables  
Procurement Division  
2800 SW 72<sup>nd</sup> Avenue  
Miami, FL 33155  
Office: 305-460-5107 | Fax: 305-261-1601  
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**From:** Carlos Arroyo (PW) [<mailto:Carlos.Arroyo@cityofdoral.com>]  
**Sent:** Tuesday, April 17, 2018 4:04 PM  
**To:** Gonzalez, Yusbel

**Cc:** Jorge Gomez (PW); Walker, Celeste  
**Subject:** RE: Evaluation Committee for Disaster Debris Removal Services

Hi Yusbel,

Sorry for not responding before. I got the package yesterday or the day before. I am looking at my calendar to confirm I am available. I am in the middle of budget and will be out of town from Thursday until Monday, and will be back on the office on Tuesday. It would be a little tight for me because there are a couple of proposal to evaluate. If you can't find anyone else I can try to make my review on Tuesday next week to be ready for Wednesday. If you have someone else it would be better but if not I will try my best to evaluate all proposals. Let me know. Thank you.

Respectfully,

Register **NOW** for the Step Up Doral Challenge!



**Carlos Arroyo, CFM**  
Assistant Public Works Director/Chief of Construction

**City of Doral**  
8401 NW 53<sup>rd</sup> Terrace  
Doral, FL 33166  
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[www.cityofdoral.com](http://www.cityofdoral.com)

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**From:** Gonzalez, Yusbel [<mailto:ygonzalez@coralgables.com>]  
**Sent:** Tuesday, April 17, 2018 3:30 PM  
**To:** Carlos Arroyo (PW) <[Carlos.Arroyo@cityofdoral.com](mailto:Carlos.Arroyo@cityofdoral.com)>  
**Cc:** Jorge Gomez (PW) <[Jorge.Gomez@cityofdoral.com](mailto:Jorge.Gomez@cityofdoral.com)>; Walker, Celeste <[cwalker@coralgables.com](mailto:cwalker@coralgables.com)>  
**Subject:** RE: Evaluation Committee for Disaster Debris Removal Services  
**Importance:** High

Good afternoon Carlos:

I spoke to Dulce from your office yesterday and today. She mentioned she would check with you to confirm you received the evaluation committee package delivered yesterday and that you are available for April 25<sup>th</sup>.

Can you please let me know if you will be able to participate? This is a very important project for the City.

Thank you for your assistance.

Sincerely,

Yusbel Gonzalez, CPPB  
Procurement Specialist  
City of Coral Gables  
Procurement Division  
2800 SW 72<sup>nd</sup> Avenue  
Miami, FL 33155  
Office: 305-460-5107 | Fax: 305-261-1601  
Email: [ygonzalez@coralgables.com](mailto:ygonzalez@coralgables.com)  
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---

**From:** Gonzalez, Yusbel  
**Sent:** Thursday, April 12, 2018 3:18 PM  
**To:** 'Carlos Arroyo (PW)'  
**Cc:** 'Jorge Gomez (PW)'; Walker, Celeste; Flores, Vanessa  
**Subject:** RE: Evaluation Committee for Disaster Debris Removal Services  
**Importance:** High

Hello Carlos:

I am leaving the office for the day, and will not return until Monday.

If you are available to be in the Committee, please reply to all in this email. My co-worker Vanessa will FedEx the package to your office tomorrow; to be received by Monday.

Thanks!

Yusbel Gonzalez, CPPB  
Procurement Specialist  
City of Coral Gables  
Procurement Division  
2800 SW 72<sup>nd</sup> Avenue  
Miami, FL 33155  
Office: 305-460-5107 | Fax: 305-261-1601  
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**From:** Gonzalez, Yusbel  
**Sent:** Thursday, April 12, 2018 12:45 PM  
**To:** 'Carlos Arroyo (PW)'  
**Cc:** Jorge Gomez (PW); Walker, Celeste  
**Subject:** RE: Evaluation Committee for Disaster Debris Removal Services  
**Importance:** High

Good afternoon Carlos:

One of my primary evaluation committee members just cancelled on me. Are you still available to serve on the panel? We are meeting Wednesday, April 25<sup>th</sup> from 9 am to 12 pm. Please let me know as soon as you can.

Thanks!

Yusbel Gonzalez, CPPB  
Procurement Specialist  
City of Coral Gables  
Procurement Division  
2800 SW 72<sup>nd</sup> Avenue  
Miami, FL 33155  
Office: 305-460-5107 | Fax: 305-261-1601  
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**From:** Carlos Arroyo (PW) [<mailto:Carlos.Arroyo@cityofdoral.com>]  
**Sent:** Monday, March 26, 2018 1:16 PM  
**To:** Gonzalez, Yusbel  
**Cc:** Jorge Gomez (PW)  
**Subject:** RE: Evaluation Committee for Disaster Debris Removal Services

Thank you.

Respectfully,

Register **NOW** for the Step Up Doral Challenge!



**Carlos Arroyo, CFM**  
Assistant Public Works Director/Chief of Construction



## City of Doral

8401 NW 53<sup>rd</sup> Terrace  
Doral, FL 33166  
T (305) 593-6740 Ext. 6009  
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[www.cityofdoral.com](http://www.cityofdoral.com)

The City of Doral is on [Twitter](#), [Facebook](#) and [YouTube](#)!



---

**From:** Gonzalez, Yusbel [<mailto:ygonzalez@coralgables.com>]  
**Sent:** Monday, March 26, 2018 12:59 PM  
**To:** Carlos Arroyo (PW) <[Carlos.Arroyo@cityofdoral.com](mailto:Carlos.Arroyo@cityofdoral.com)>  
**Cc:** Jorge Gomez (PW) <[Jorge.Gomez@cityofdoral.com](mailto:Jorge.Gomez@cityofdoral.com)>  
**Subject:** RE: Evaluation Committee for Disaster Debris Removal Services

Good afternoon Carlos:

No need for apologies. I appreciate you getting back to me. Since my last follow-up, we were able to complete the Committee. However, I would like to list you as an *alternate* Committee member, in case any of the primary members can't make it. For now, I will send you the calendar invitation to place in your calendar. If we need you to come, I will contact you and provide you with the necessary documentation.

Sincerely,

Yusbel Gonzalez, CPPB  
Procurement Specialist  
City of Coral Gables  
Procurement Division  
2800 SW 72<sup>nd</sup> Avenue  
Miami, FL 33155  
Office: 305-460-5107 | Fax: 305-261-1601  
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**From:** Carlos Arroyo (PW) [<mailto:Carlos.Arroyo@cityofdoral.com>]  
**Sent:** Thursday, March 22, 2018 5:20 PM

**To:** Gonzalez, Yusbel  
**Cc:** Jorge Gomez (PW)  
**Subject:** RE: Evaluation Committee for Disaster Debris Removal Services

Good afternoon Yusbel,

I apologize for the late response. I am available. I will be out of town from the 19<sup>th</sup> but I will be back the 24<sup>th</sup>. Please send all of the details and a calendar invite. Thank you.

Respectfully,

Register NOW for the Step Up Doral Challenge!



**Carlos Arroyo, CFM**  
*Assistant Public Works Director/Chief of Construction*

**City of Doral**  
8401 NW 53<sup>rd</sup> Terrace  
Doral, FL 33166  
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[carlos.arroyo@cityofdoral.com](mailto:carlos.arroyo@cityofdoral.com)  
[www.cityofdoral.com](http://www.cityofdoral.com)

*The City of Doral is on [Twitter](#), [Facebook](#) and [YouTube](#)!*



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**From:** Gonzalez, Yusbel [<mailto:ygonzalez@coralgables.com>]  
**Sent:** Thursday, March 22, 2018 8:55 AM  
**To:** Carlos Arroyo (PW) <[Carlos.Arroyo@cityofdoral.com](mailto:Carlos.Arroyo@cityofdoral.com)>  
**Subject:** RE: Evaluation Committee for Disaster Debris Removal Services

Good morning Mr. Arroyo:

Hope all is well. Would you be available to assist in the Evaluation Committee for this project?

Thank you in advance for your help.

Sincerely,

Yusbel Gonzalez, CPPB  
Procurement Specialist  
City of Coral Gables  
Procurement Division  
2800 SW 72<sup>nd</sup> Avenue  
Miami, FL 33155  
Office: 305-460-5107 | Fax: 305-261-1601  
Email: [ygonzalez@coralgables.com](mailto:ygonzalez@coralgables.com)  
Website: [www.coralgables.com/procurement](http://www.coralgables.com/procurement)



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**From:** Gonzalez, Yusbel  
**Sent:** Monday, March 19, 2018 11:20 AM  
**To:** 'Carlos Arroyo (PW)'  
**Subject:** Evaluation Committee for Disaster Debris Removal Services

Good morning Mr. Arroyo:

The City of Coral Gables has issued an Request for Proposals (RFP) for Disaster Debris Removal Services. We are currently working on putting together an Evaluation Committee in order to evaluate the forthcoming proposals for this RFP.

We have a tentative date for the Committee to meet on Wednesday, April 25th, 2018 from 9:00 AM to 1:00 PM. Would you be willing and able to serve on this committee?

Thank you in advance for your assistance. If you have any questions, please do not hesitate to contact me.

Sincerely,

Yusbel Gonzalez, CPPB  
Procurement Specialist  
City of Coral Gables  
Procurement Division  
2800 SW 72<sup>nd</sup> Avenue  
Miami, FL 33155  
Office: 305-460-5107 | Fax: 305-261-1601  
Email: [ygonzalez@coralgables.com](mailto:ygonzalez@coralgables.com)  
Website: [www.coralgables.com/procurement](http://www.coralgables.com/procurement)



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# EXHIBIT 5

**Walker, Celeste**

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**From:** Gonzalez, Yusbel  
**Sent:** Wednesday, April 18, 2018 2:12 PM  
**To:** 'Carlos Arroyo (PW)'; Dannemiller, Brook; 'Olga.Espinosa-Anderson@miamidade.gov'; 'Tom Norman'; 'wasanders@miamigov.com'  
**Cc:** Walker, Celeste; Katsaris, Pamela; Flores, Vanessa  
**Subject:** RE: Evaluation Committee Meeting - RFP 2018-009 Disaster Debris Removal Services  
**Attachments:** (4) No Conflict of Interest Certification110817.docx

Dear Evaluation Committee members:

Today, we are a week away from the evaluation committee meeting. At your earliest opportunity, please remember to fill out the attached form and send me a scanned copy via email. The original form will be turned in to me on the day of the meeting.

We really appreciate your time and assistance with this process.

Thanks again,

Yusbel Gonzalez, CPPB  
Procurement Specialist  
City of Coral Gables  
Procurement Division  
2800 SW 72<sup>nd</sup> Avenue  
Miami, FL 33155  
Office: 305-460-5107 | Fax: 305-261-1601  
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**From:** Gonzalez, Yusbel  
**Sent:** Thursday, April 12, 2018 3:25 PM  
**To:** 'Mark Spanioli (PW)'; Dannemiller, Brook; 'Olga.Espinosa-Anderson@miamidade.gov'; 'Tom Norman'  
**Cc:** Walker, Celeste; Katsaris, Pamela; Flores, Vanessa  
**Subject:** RE: Evaluation Committee Meeting - RFP 2018-009 Disaster Debris Removal Services

Dear Evaluation Committee Members:

I sent you a revised calendar invitation. The meeting location for this meeting has changed to: **Coral Gables War Memorial Youth Center, Theater Room, 405 University Drive, Coral Gables, FL 33134**

Please refer to the attached diagram as well as updated memo. The main entrance to this building is located on University Drive. Please have a picture I.D. ready to check in at the front counter. You will be directed to the theater from there.

Sincerely,

Yusbel Gonzalez, CPPB  
Procurement Specialist  
City of Coral Gables  
Procurement Division  
2800 SW 72<sup>nd</sup> Avenue  
Miami, FL 33155  
Office: 305-460-5107 | Fax: 305-261-1601  
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---

**From:** Gonzalez, Yusbel  
**Sent:** Wednesday, April 11, 2018 3:18 PM  
**To:** 'Mark Spanioli (PW)'; Dannemiller, Brook; 'Olga.Espinosa-Anderson@miamidade.gov'; 'Tom Norman'; Santamaria, Eduardo  
**Cc:** Walker, Celeste; Katsaris, Pamela  
**Subject:** RE: Evaluation Committee Meeting - RFP 2018-009 Disaster Debris Removal Services  
**Importance:** High

Dear Evaluation Committee Members:

Last Thursday, April 5<sup>th</sup>, the City received and opened a total of eight (8) proposals for this project. Your respective evaluation committee packages have been prepared and scheduled for delivery as shown below. Upon receipt of your package, please fill out the attached No Conflict of Interest form and return a scanned copy to me by no later than Monday, April 16<sup>th</sup>. The original copy may be handed to me the day of the meeting.

Tom/Olga/Mark: the box labeled as number "1" contains a white, three ring binder, with the attached Memo in the front. This package contains important instructions for you, as well as a copy of the RFP and Addenda.  
Ed and Brook: I delivered all proposals in one box to your office; the 3 ring white binder is inside that box.

**Tracking/Delivery:**

Tom Norman: delivery by 4/12/18 via FedEx  
771972480221 (1 of 3)  
771972480942 (2 of 3)  
771972480817 (3 of 3)

Olga Espinosa-Anderson: delivery by 4/12/18 via FedEx  
771972577982 (1 of 3)  
771972577434 (2 of 3)  
771972577916 (3 of 3)

Mark Spanioli: delivery by 4/12/18 via FedEx  
771972635360 (1 of 4)

771972636390 (2 of 4)

771972636275 (3 of 4)

771972636551 (4 of 4)

Eduardo Santamaria: delivered to your office today

Brook Dannemiller: delivered to your office today.

If you have any questions, please feel free to contact me. Also, please remember that this solicitation is under the City's Cone of Silence.

Sincerely,

Yusbel Gonzalez, CPPB  
Procurement Specialist  
City of Coral Gables  
Procurement Division  
2800 SW 72<sup>nd</sup> Avenue  
Miami, FL 33155  
Office: 305-460-5107 | Fax: 305-261-1601  
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---

**From:** Gonzalez, Yusbel  
**Sent:** Thursday, March 22, 2018 2:16 PM  
**To:** 'Mark Spanioli (PW)'; Dannemiller, Brook; 'Olga.Espinosa-Anderson@miamidade.gov'; 'Tom Norman'; Santamaria, Eduardo  
**Cc:** Walker, Celeste; Katsaris, Pamela  
**Subject:** Evaluation Committee Meeting - RFP 2018-009 Disaster Debris Removal Services  
**Importance:** High

Dear Evaluation Committee Members:

You have been selected to participate as an Evaluation Committee member for the evaluation of proposals under RFP 2018-001 of Disaster Debris Monitoring Services. Currently, proposals are scheduled to be received by the City on Thursday, April 5<sup>th</sup>, 2018. All Committee members have confirmed availability for Wednesday, April 25<sup>th</sup>, 2018 to meet. I anticipate the meeting to be from 9:00 AM to 1:00 PM. In this meeting, the Committee will discuss each of the Proposals, and then score and rank. If it's the consensus of the Committee on the day of the meeting, short-listed firms will either be recommended for award; OR invited back for Oral Presentations at a later date and time.

After this email, I will be sending a meeting invitation via Outlook. Once the proposals are received, I will prepare your individual packages and send them to your respective locations.

Please also be reminded that this RFP is under the City's Cone of Silence (copy attached). As such, an evaluation committee member cannot communicate with any potential offeror, vendor, service provider, bidder, lobbyist,



consultant, city commissioner. Any questions or inquiries that you receive pertaining to this RFP (before and after the meeting), please refer them immediately to my attention.

Thank you for your assistance with this process.

Sincerely,

Yusbel Gonzalez, CPPB  
Procurement Specialist  
City of Coral Gables  
Procurement Division  
2800 SW 72<sup>nd</sup> Avenue  
Miami, FL 33155  
Office: 305-460-5107 | Fax: 305-261-1601  
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# EXHIBIT 6

**EVALUATION COMMITTEE (BACKGROUND)  
RFP 2018-009 Disaster Debris Removal Services**

**Exhibit 6**

Name	Title	Organization	Background
Wade L. Sanders	Assistant Director of Maintenance Operations	City of Miami, Public Works Department	Eight plus years of experience in, at a management level, in Public Works in various agencies, including the City of Miami, City of Sunny Isles, and the City of Hollywood. Bachelor of Science, North Carolina Central University, Durham, North Carolina. Experiencing with overseeing multiple divisions in Public Works, including but not limited to administration, facility maintenance, street maintenance, construction maintenance, fleet maintenance, transportation, city engineering, and stormwater.
Brook Dannemiller, RLA, LEED AP	Landscape Services Director / Acting Assistant Public Works Director - Field Services	City of Coral Gables, Public Works Department	Brook Dannemiller is a registered landscape architect and LEED Accredited Professional with fifteen years of landscape architecture and planning experience in both the private and public sector. In his role at the City of Coral Gables as Acting Assistant Public Works Director - Field Services, he is responsible for landscape maintenance operations citywide; managing the City's urban forest of over 38,000 trees; garbage, recycling, and bulk trash collection; and hurricane debris clean-up, processing, and disposal. Private sector projects included community design and planning, streetscapes, parks, and landscape design. Mr. Dannemiller has a B.S. in Landscape Architecture from Cornell University.
Olga Espinosa-Anderson, MPA, CPPB	Division Director	Miami-Dade County Solid Waste Management	November 2008 to Present (Current Position)  Responsible for the oversight and administration of the Procurement and Contracts Management Division to include supervision of staff to ensure accuracy and compliance with Master Procurement Implementing Order 3-38, as well as approving them in ADPICS when needed; Overseeing the management of contracts totaling over \$557M for the procurement of goods and services; overseeing the procurement of construction services for projects totaling over \$10.3, with a five-year capital program of approximately \$240.M, to ensure compliance with Administrative Order 3-39; managing the bid review process to ensure adequate departmental contractual allocations; completing contract modifications and routing for Department Director's signature; preparing and monitoring yearly divisional budget; procuring goods and services on behalf of the department via the use of a Purchasing Card in accordance with the guidelines set forth in Administrative Order 3-35; completing monthly reconciliation of Purchasing Card for management and Finance Department review, as well as quarterly audit of all departmentally issued purchasing cards; drafting memos for upper management; chairing quarterly departmental procurement meetings with other divisions; representing the Department at various meetings; and other related duties as needed.
Tom Norman	VP of Operations	Skeletal Dynamics, LLC	1987-1997 – Florida Power and Light. Service Planner (designed overhead and underground electrical distributions systems); Major Account Manager (liaison between FPL and multiple local municipalities, including City of Coral Gables prior to and during Hurricane Andrew); Construction Services Representative (awarding construction bids & overseeing utility construction projects).  1997-2007 – Boston Scientific. Sr. Manufacturing Engineer (optimized production lines for hi-tech medical devices); Operations Manager (ran business unit for all OEM activities); Director of Operations (responsible for all buying & planning, engineering, and production activities of 1,500 employee, 350K sq. ft. manufacturing facility. Directly responsible for Business

**EVALUATION COMMITTEE (BACKGROUND)  
RFP 2018-009 Disaster Debris Removal Services**

<p>Continuity Planning including Disaster Preparation &amp; Response activities during 9/11, Hurricane Katrina, and Hurricane Wilma). Director of Manufacturing Engineering (managed team of 120 engineers &amp; technicians as well as 100 engineering contractors.)</p>	<p>2007-Date – Skeletal Dynamics. Cofounder and currently VP of Operations. Manage multimillion dollar purchasing organization, sourcing items from 30+ foreign and domestic manufacturers. Team issues and processes over 350 RFQ's and PO's annually. Also oversee customer service, logistics, and project management.</p>	<p>Mr. Norman attended University of Miami in Coral Gables, Florida where he obtained his MBA, Business degree in 2003. He also possesses a Bachelor of Science in Industrial Engineering (BSIE) degree from Georgia Institute of Technology, 1987.</p>	<p>October 2016 to Present (Current Position)</p>
<p>Over 14 years of project management and program management experience. Over 1.5 years of experience in managing the City of Doral Public Works Department day to day operations. Over 6 years of experience as the City of Doral Stormwater Utility Manager, preparing and managing the Stormwater Utility budget, stormwater engineering processes such as design and inspection, construction contracts, maintenance programs, and the National Pollutant Discharge Elimination System (NPDES) permit requirements. 2 years of experience as the City of Doral Public Works Department Project Inspector, supervising and managing the City's public right-of-way construction and maintenance contracts. 5 years of experience in the construction industry as project engineer and project manager on industrial and commercial projects.</p>	<p>City of Doral Public Works</p>	<p>Assistant Director</p>	<p>Carlos Arroyo, CFM</p>

# EXHIBIT 7

**7.3 Evaluation Criteria**

Proposals will be scored and ranked by the Evaluation Committee, based on the following criteria and points:

<b>Category</b>		<b>Points</b>
a)	Experience & Qualifications	30
b)	Project Understanding, Proposed Approach, and Methodology	35
c)	Past Performance and References	20
d)	Price Proposal	15
Total Points		100

**Proposer Evaluation Criteria Breakdown**

**a) Experience and Qualifications**

- Company history and description, including, but not limited to, the number of years in business, size, number of employees, office location, copy of applicable licenses/certifications, credentials, capabilities and capacity to meet the City's needs.
- Proposer's relevant knowledge and experience in providing the services described in the "Scope of Services" to public sector agencies similar in size to the City of Coral Gables. Including, but not limited to:
  - establishing and operating multiple Debris Management Sites (DMS);
  - regulations affecting the removal, processing and disposal of mixed debris;
  - filing and receiving federal and state reimbursements for disaster recovery work, including preparing and submitting federal/state project work sheets;
  - assessing, removing and disposing of specialty debris including hazardous materials, dead animals, hazardous stumps and submerged debris; demolition of structures, and debris removal from private property (right-of-entry programs) and publicly owned property (other than rights-of-way);
  - assisting governmental entities in providing community relations including the company's ability to create audio/visual presentations and fact sheets;
  - Providing human support activities such as food, water and sanitation services.
- Proposer's professional development program, including policy/procedures/measures in place ensuring all key personnel assigned to the City have continuing education and receive specialized training in the services solicited herein.
- Proposer's financial stability and bonding capacity.
- Qualifications and experience of all proposed key personnel (including sub-contractors).

**b) Project Understanding, Proposed Approach, and Methodology.**

- Proposer's overall detailed approach to perform the services and tasks solicited herein, including, but not limited to: understanding of the RFP scope and requirements, strategies for assuring assigned work is completed on time, communication with City staff, and how the Proposer intends to positively and innovatively work with the City in providing the services outlined in this RFP.
- Proposer's Mobilization/Operation Plan, including but not limited to:
  - Proposer's mobilization/operation procedures following a disaster event.
  - Breakdown of the time required to perform each task including guaranteed times to mobilize the Proposer's forces, to establish an onsite emergency response and communication center, to mobilize recovery equipment, to establish Debris Management Sites (DMS), and to mobilize subcontractors.

# EXHIBIT 8

Exhibit 8

**RATING GUIDELINES  
EVALUATION OF PROPOSALS  
RFP 2018-009 DISASTER DEBRIS REMOVAL SERVICES**

	<b>Experience &amp; Qualifications</b> <i>Max Points: 30</i>	<b>Project Understanding, Proposed Approach and Methodology</b> <i>Max Points: 35</i>	<b>Past Performance and References</b> <i>Max Points: 20</i>	<b>Price Proposal</b> <i>Max Points: 15</i>
<b>Excellent</b>	27.5-30	31.5-35	18.5-20	13.5-15
<b>Good</b>	21.5-27	24.5-31	14.5-18	10.5-13
<b>Fair</b>	15.5-21	17.5-21	10.5-14	7.5-10
<b>Poor</b>	0-15	0-17	0-10	0-7

**Excellent:**

The proposal's response to the criteria is complete and well defined, providing relevant supporting details and examples. The response to this criteria indicates a high prospect for outstanding performance on the resulting contract. The expectations for this criteria are clearly met or exceeded.  
**100-90% of points available for the category**

**Good:**

The proposal's response to the criteria is generally complete and well defined, providing reasonably well developed responses with a good amount of relevant supporting details and examples. The response to this criteria indicates a moderate to high prospect for good performance on the resulting contract. Most of the expectations are met for this criteria.  
**89-70% of points available for the category**

**Fair:**

The proposal's response to the criteria is fairly complete, but lacking some definition or clarity. The response is not well developed to address the criteria and provides limited supporting details and examples. The response to this criteria indicates a prospect of achieving satisfactory performance on the resulting contract, but there may also be some risk. Few of the expectations are demonstrated to be met for this criteria.  
**69-50% of points available for the category**

**Poor:**

The proposal's response to the criteria is not complete or provides minimal information, lacking sufficient details and examples. The response to this criteria indicates a moderate to high risk of not achieving satisfactory performance on the resulting contract. Does not demonstrate ability to meet expectations for this criteria.  
**49% or below of the points available for the category**



# EXHIBIT 9

## **EVALUATION COMMITTEE INSTRUCTION SHEET**

### **RFP 2018-009 DISASTER DEBRIS REMOVAL SERVICES**

#### **SELECTION COMMITTEE OBJECTIVE**

Members are responsible for rating and ranking all proposals submitted for their review while following the evaluation guidelines outlined in the solicitation. The Committee will submit the results of their evaluation which will be utilized to determine the next actions in the process.

#### **CONE OF SILENCE – REFER TO SECTION 2-1059 OF THE PROCUREMENT CODE**

The Cone of Silence **prohibits any communication** regarding a particular request for proposals (RFP), request for qualifications (RFQ), invitation for bids (IFB) or any other advertised solicitation between a potential offeror, vendor, service provider, bidder, lobbyist, or consultant and city department heads, their staff, selection committee or evaluation committee members;

Any communication regarding a particular request for proposals (RFP), request for qualifications (RFQ), invitation for bids (IFB) or any other advertised solicitation between the city commissioners and city department heads, the city departments' staff, selection committee or evaluation committee members.

#### **INSTRUCTIONS**

- Read everything included in this packet. You will need all the information to be able to evaluate the proposals correctly.
- Do your evaluation independently. Review the solicitation, including any addenda.
- Begin an initial scoring as part of you independent review in pencil. You will have an opportunity to ask questions during the evaluation session and may want to change your scores. Please be sure to follow the rating guidelines included in your package when preparing your scores.
- The Committee meetings are publicly noticed meetings (not public hearings). As such, members of the public may choose to attend, but will not be allowed to address the Committee.

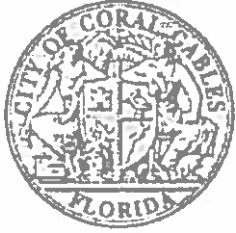
#### **Included in Packet**

Meeting Agenda  
No Conflict of Interest Certification  
Score Sheet  
Rating Guidelines  
Cone of Silence Section 2-1059  
Client Reference Forms (received to date)  
The City's responsiveness Spreadsheet (will be emailed)

#### **Project Documents**

- RFP 2018-009 Disaster Debris Removal Services – City's advertised Package
- Two (2) Addendums
- Proposers Response to the RFP (total of 8)

# EXHIBIT 10



**CITY OF CORAL GABLES  
PROCUREMENT DIVISION**

**NO CONFLICT OF INTEREST CERTIFICATION**

**RFP NO: 2018-009**

**RFP TITLE: Disaster Debris Removal Services**

I, Carlos Arroyo, as an Evaluation Committee Member, for the above referenced RFP, hereby declare that I have carefully reviewed the firms and their proposals and determined that I do not have a conflict of interest as defined in Section 2-233. - Actions prohibited when financial interests involved as follows:

"No advisory personnel, autonomous personnel, candidate, commissioner, departmental personnel, employees, or quasijudicial personnel shall participate in any official action directly or indirectly affecting a business in which that person or any member of the immediate family has a financial interest. A financial interest is defined in this subsection to include, but not be limited to, any direct or indirect interest in any investment, equity, or debt",

with any of the firms being evaluated. The following firms have submitted proposals in response to the above-referenced RFP:

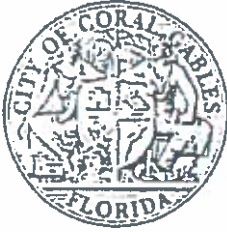
AshBritt, Inc.	D&J Enterprises, Inc.
Arbor Tree & Land, Inc. (ATL)	DRC Emergency Services, LLC
Ceres Environmental Services, Inc.	Phillips and Jordan, Inc.
CrowderGulf Joint Venture, Inc.	T.F.R. Enterprises, Inc.

City Code Section 2-225 defines immediate family as follows: the spouse, parents, children, brothers and sisters of the person involved, domestic partner, stepparents, stepchildren, uncle, aunt, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law.

Should a conflict arise prior to the Evaluation Committee Meeting(s), I will immediately recuse myself. I understand that I shall not recommend, vote or otherwise participate in the decision to make any contract between the City and any business or entity in which I have a personal or financial conflict of interest.

Committee Member Signature: Carlos Arroyo

Date: 4/18/18



**CITY OF CORAL GABLES  
PROCUREMENT DIVISION**

**NO CONFLICT OF INTEREST CERTIFICATION**

**RFP NO: 2018-009**

**RFP TITLE: Disaster Debris Removal Services**

I, WADE L. SANDERS as an Evaluation Committee Member, for the above referenced RFP, hereby declare that I have carefully reviewed the firms and their proposals and determined that I do not have a conflict of interest as defined in Section 2-233. - Actions prohibited when financial interests involved as follows:

"No advisory personnel, autonomous personnel, candidate, commissioner, departmental personnel, employees, or quasijudicial personnel shall participate in any official action directly or indirectly affecting a business in which that person or any member of the immediate family has a financial interest. A financial interest is defined in this subsection to include, but not be limited to, any direct or indirect interest in any investment, equity, or debt",

with any of the firms being evaluated. The following firms have submitted proposals in response to the above-referenced RFP:

AshBritt, Inc.	D&J Enterprises, Inc.
Arbor Tree & Land, Inc. (ATL)	DRC Emergency Services, LLC
Ceres Environmental Services, Inc.	Phillips and Jordan, Inc.
CrowderGulf Joint Venture, Inc.	T.F.R. Enterprises, Inc.

City Code Section 2-225 defines immediate family as follows: the spouse, parents, children, brothers and sisters of the person involved, domestic partner, stepparents, stepchildren, uncle, aunt, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law.

Should a conflict arise prior to the Evaluation Committee Meeting(s), I will immediately recuse myself. I understand that I shall not recommend, vote or otherwise participate in the decision to make any contract between the City and any business or entity in which I have a personal or financial conflict of interest.

Committee Member Signature: Wade L. Sanders

Date: 4/25/19



**CITY OF CORAL GABLES  
PROCUREMENT DIVISION**

**NO CONFLICT OF INTEREST CERTIFICATION**

**RFP NO: 2018-009**

**RFP TITLE: Disaster Debris Removal Services**

I, THOMAS H. NORMAN, as an Evaluation Committee Member, for the above referenced RFP, hereby declare that I have carefully reviewed the firms and their proposals and determined that I do not have a conflict of interest as defined in Section 2-233. - Actions prohibited when financial interests involved as follows:

"No advisory personnel, autonomous personnel, candidate, commissioner, departmental personnel, employees, or quasijudicial personnel shall participate in any official action directly or indirectly affecting a business in which that person or any member of the immediate family has a financial interest. A financial interest is defined in this subsection to include, but not be limited to, any direct or indirect interest in any investment, equity, or debt",

with any of the firms being evaluated. The following firms have submitted proposals in response to the above-referenced RFP:

AshBritt, Inc.	D&J Enterprises, Inc.
Arbor Tree & Land, Inc. (ATL)	DRC Emergency Services, LLC
Ceres Environmental Services, Inc.	Phillips and Jordan, Inc.
CrowderGulf Joint Venture, Inc.	T.F.R. Enterprises, Inc.

City Code Section 2-225 defines immediate family as follows: the spouse, parents, children, brothers and sisters of the person involved, domestic partner, stepparents, stepchildren, uncle, aunt, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law.

Should a conflict arise prior to the Evaluation Committee Meeting(s), I will immediately recuse myself. I understand that I shall not recommend, vote or otherwise participate in the decision to make any contract between the City and any business or entity in which I have a personal or financial conflict of interest.

Committee Member Signature: \_\_\_\_\_

*Thomas Norman*

Date: Apr. 25, 2018



**CITY OF CORAL GABLES  
PROCUREMENT DIVISION**

**NO CONFLICT OF INTEREST CERTIFICATION**

**RFP NO: 2018-009**

**RFP TITLE: Disaster Debris Removal Services**

I, Brook Dannemiller, as an Evaluation Committee Member, for the above referenced RFP, hereby declare that I have carefully reviewed the firms and their proposals and determined that I do not have a conflict of interest as defined in Section 2-233. - Actions prohibited when financial interests involved as follows:

"No advisory personnel, autonomous personnel, candidate, commissioner, departmental personnel, employees, or quasijudicial personnel shall participate in any official action directly or indirectly affecting a business in which that person or any member of the immediate family has a financial interest. A financial interest is defined in this subsection to include, but not be limited to, any direct or indirect interest in any investment, equity, or debt",

with any of the firms being evaluated. The following firms have submitted proposals in response to the above-referenced RFP:

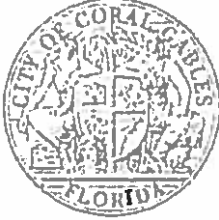
AshBritt, Inc.	D&J Enterprises, Inc.
Arbor Tree & Land, Inc. (ATL)	DRC Emergency Services, LLC
Ceres Environmental Services, Inc.	Phillips and Jordan, Inc.
CrowderGulf Joint Venture, Inc.	T.F.R. Enterprises, Inc.

City Code Section 2-225 defines immediate family as follows: the spouse, parents, children, brothers and sisters of the person involved, domestic partner, stepparents, stepchildren, uncle, aunt, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law.

Should a conflict arise prior to the Evaluation Committee Meeting(s), I will immediately recuse myself. I understand that I shall not recommend, vote or otherwise participate in the decision to make any contract between the City and any business or entity in which I have a personal or financial conflict of interest.

Committee Member Signature: \_\_\_\_\_

Date: 4/16/18



CITY OF CORAL GABLES  
PROCUREMENT DIVISION

NO CONFLICT OF INTEREST CERTIFICATION

RFP NO: 2018-009

RFP TITLE: Disaster Debris Removal Services

I, Olga Espinosa Anderson as an Evaluation Committee Member, for the above referenced RFP, hereby declare that I have carefully reviewed the firms and their proposals and determined that I do not have a conflict of interest as defined in Section 2-233. - Actions prohibited when financial interests involved as follows:


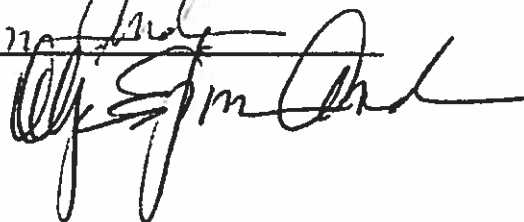
"No advisory personnel, autonomous personnel, candidate, commissioner, departmental personnel, employees, or quasijudicial personnel shall participate in any official action directly or indirectly affecting a business in which that person or any member of the immediate family has a financial interest. A financial interest is defined in this subsection to include, but not be limited to, any direct or indirect interest in any investment, equity, or debt",

with any of the firms being evaluated. The following firms have submitted proposals in response to the above-referenced RFP:

- |                                    |                             |
|------------------------------------|-----------------------------|
| AshBritt, Inc.                     | D&J Enterprises, Inc.       |
| Arbor Tree & Land, Inc. (ATL)      | DRC Emergency Services, LLC |
| Ceres Environmental Services, Inc. | Phillips and Jordan, Inc.   |
| CrowderGulf Joint Venture, Inc.    | T.F.R. Enterprises, Inc.    |

City Code Section 2-225 defines immediate family as follows: the spouse, parents, children, brothers and sisters of the person involved, domestic partner, stepparents, stepchildren, uncle, aunt, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law.

Should a conflict arise prior to the Evaluation Committee Meeting(s), I will immediately recuse myself. I understand that I shall not recommend, vote or otherwise participate in the decision to make any contract between the City and any business or entity in which I have a personal or financial conflict of interest.

Committee Member Signature:   
Date: 4/18/18  
4/25/18 



# EXHIBIT 11

**Walker, Celeste**

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**From:** Gonzalez, Yusbel  
**Sent:** Tuesday, April 24, 2018 11:45 AM  
**To:** 'Tom Norman'  
**Cc:** Walker, Celeste  
**Subject:** RE: Evaluation Committee Meeting - RFP 2018-009 Disaster Debris Removal Services

Good morning Mr. Norman:

We certainly appreciate your attention to detail. However, since we are under the Cone of Silence, this is not the venue to address your questions. At tomorrow's public meeting, where the Cone of Silence will be lifted, you may pose your questions and I will then address them accordingly.

Thank you and we look forward to seeing you tomorrow.

Sincerely,

Yusbel Gonzalez, CPPB  
Procurement Specialist  
City of Coral Gables  
Procurement Division  
2800 SW 72<sup>nd</sup> Avenue  
Miami, FL 33155  
Office: 305-460-5107 | Fax: 305-261-1601  
Email: [ygonzalez@coralgables.com](mailto:ygonzalez@coralgables.com)  
Website: [www.coralgables.com/procurement](http://www.coralgables.com/procurement)



Please Note: Florida has a very broad Public Records Law. Most written communications to or from State and Local Officials regarding State or Local business are public records available to the public and media upon request. Your email communications may therefore be subject to public disclosure.

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**From:** Tom Norman [mailto:TNorman@skeletaldynamics.com]  
**Sent:** Monday, April 23, 2018 9:12 PM  
**To:** Gonzalez, Yusbel  
**Subject:** Re: Evaluation Committee Meeting - RFP 2018-009 Disaster Debris Removal Services

Has staff modeled each Proposer's pricing, using Hurricane Irma's statistics?

In other words, what would we have paid each of the Proposers had they been our primary contractor for Hurricane Irma?

Also, what was the contractor for Irma, and why didn't that firm request CofCG to provide a letter of recommendation? Would that have been inappropriate? If one of these Proposers was our last contractor, I would be interested to know if the City was satisfied with their work.

Thanks,  
Tom

- Tom

On Thu, Apr 19, 2018 at 11:46 AM -0400, "Gonzalez, Yusbel" <[ygonzalez@coralgables.com](mailto:ygonzalez@coralgables.com)> wrote:

Dear Evaluation Committee Members:

Enclosed, for your reference are the following documents:

- Responsiveness Review Spreadsheet (documenting review performed by Procurement of each proposal)
- Proposal Pricing Tabulation (all pricing from each proposer tabulated)
- Client References (reference forms received after your evaluation committee packages were delivered)

Copies of the above documents will be provided to you the day of the meeting. But they are being provided to you now to assist you with your evaluation of the proposals.

Sincerely,

Yusbel Gonzalez, CPPB  
Procurement Specialist  
City of Coral Gables  
Procurement Division  
2800 SW 72<sup>nd</sup> Avenue  
Miami, FL 33155  
Office: 305-460-5107 | Fax: 305-261-1601  
Email: [ygonzalez@coralgables.com](mailto:ygonzalez@coralgables.com)  
Website: [www.coralgables.com/procurement](http://www.coralgables.com/procurement)



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**From:** Gonzalez, Yusbel  
**Sent:** Wednesday, April 18, 2018 2:12 PM  
**To:** 'Carlos Arroyo (PW)'; Dannemiller, Brook; 'Olga.Espinosa-Anderson@miamidade.gov'; 'Tom Norman'; 'wasanders@miamigov.com'  
**Cc:** Walker, Celeste; Katsaris, Pamela; Flores, Vanessa  
**Subject:** RE: Evaluation Committee Meeting - RFP 2018-009 Disaster Debris Removal Services

Dear Evaluation Committee members:

Today, we are a week away from the evaluation committee meeting. At your earliest opportunity, please remember to fill out the attached form and send me a scanned copy via email. The original form will be turned in to me on the day of the meeting.

We really appreciate your time and assistance with this process.

Thanks again,

Yusbel Gonzalez, CPPB  
Procurement Specialist  
City of Coral Gables  
Procurement Division  
2800 SW 72<sup>nd</sup> Avenue  
Miami, FL 33155  
Office: 305-460-5107 | Fax: 305-261-1601  
Email: [ygonzalez@coralgables.com](mailto:ygonzalez@coralgables.com)  
Website: [www.coralgables.com/procurement](http://www.coralgables.com/procurement)



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---

**From:** Gonzalez, Yusbel  
**Sent:** Thursday, April 12, 2018 3:25 PM  
**To:** 'Mark Spanioli (PW)'; Dannemiller, Brook; 'Olga.Espinosa-Anderson@miamidade.gov'; 'Tom Norman'  
**Cc:** Walker, Celeste; Katsaris, Pamela; Flores, Vanessa  
**Subject:** RE: Evaluation Committee Meeting - RFP 2018-009 Disaster Debris Removal Services

Dear Evaluation Committee Members:

I sent you a revised calendar invitation. The meeting location for this meeting has changed to: **Coral Gables War Memorial Youth Center, Theater Room, 405 University Drive, Coral Gables, FL 33134**

Please refer to the attached diagram as well as updated memo. The main entrance to this building is located on University Drive. Please have a picture I.D. ready to check in at the front counter. You will be directed to the theater from there.

Sincerely,

Yusbel Gonzalez, CPPB  
Procurement Specialist  
City of Coral Gables  
Procurement Division  
2800 SW 72<sup>nd</sup> Avenue  
Miami, FL 33155  
Office: 305-460-5107 | Fax: 305-261-1601  
Email: [ygonzalez@coralgables.com](mailto:ygonzalez@coralgables.com)  
Website: [www.coralgables.com/procurement](http://www.coralgables.com/procurement)



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**From:** Gonzalez, Yusbel  
**Sent:** Wednesday, April 11, 2018 3:18 PM  
**To:** 'Mark Spanioli (PW)'; Dannemiller, Brook; 'Olga.Espinosa-Anderson@miamidade.gov'; 'Tom Norman'; Santamaria,

Eduardo

**Cc:** Walker, Celeste; Katsaris, Pamela

**Subject:** RE: Evaluation Committee Meeting - RFP 2018-009 Disaster Debris Removal Services

**Importance:** High

Dear Evaluation Committee Members:

Last Thursday, April 5<sup>th</sup>, the City received and opened a total of eight (8) proposals for this project. Your respective evaluation committee packages have been prepared and scheduled for delivery as shown below. Upon receipt of your package, please fill out the attached No Conflict of Interest form and return a scanned copy to me by no later than Monday, April 16<sup>th</sup>. The original copy may be handed to me the day of the meeting.

Tom/Olga/Mark: the box labeled as number "1" contains a white, three ring binder, with the attached Memo in the front. This package contains important instructions for you, as well as a copy of the RFP and Addenda.

Ed and Brook: I delivered all proposals in one box to your office; the 3 ring white binder is inside that box.

**Tracking/Delivery:**

Tom Norman: delivery by 4/12/18 via FedEx

771972480221 (1 of 3)

771972480942 (2 of 3)

771972480817 (3 of 3)

Olga Espinosa-Anderson: delivery by 4/12/18 via FedEx

771972577982 (1 of 3)

771972577434 (2 of 3)

771972577916 (3 of 3)

Mark Spanioli: delivery by 4/12/18 via FedEx

771972635360 (1 of 4)

771972636390 (2 of 4)

771972636275 (3 of 4)

771972636551 (4 of 4)

Eduardo Santamaria: delivered to your office today

Brook Dannemiller: delivered to your office today.

If you have any questions, please feel free to contact me. Also, please remember that this solicitation is under the City's Cone of Silence.

Sincerely,

Yusbel Gonzalez, CPPB

Procurement Specialist

City of Coral Gables

Procurement Division

2800 SW 72<sup>nd</sup> Avenue

Miami, FL 33155

Office: 305-460-5107 | Fax: 305-261-1601

Email: [ygonzalez@coralgables.com](mailto:ygonzalez@coralgables.com)

Website: [www.coralgables.com/procurement](http://www.coralgables.com/procurement)



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**From:** Gonzalez, Yusbel  
**Sent:** Thursday, March 22, 2018 2:16 PM  
**To:** 'Mark Spanioli (PW)'; Dannemiller, Brook; 'Olga.Espinosa-Anderson@miamidade.gov'; 'Tom Norman'; Santamaria, Eduardo  
**Cc:** Walker, Celeste; Katsaris, Pamela  
**Subject:** Evaluation Committee Meeting - RFP 2018-009 Disaster Debris Removal Services  
**Importance:** High

Dear Evaluation Committee Members:

You have been selected to participate as an Evaluation Committee member for the evaluation of proposals under RFP 2018-001 of Disaster Debris Monitoring Services. Currently, proposals are scheduled to be received by the City on Thursday, April 5<sup>th</sup>, 2018. All Committee members have confirmed availability for Wednesday, April 25<sup>th</sup>, 2018 to meet. I anticipate the meeting to be from 9:00 AM to 1:00 PM. In this meeting, the Committee will discuss each of the Proposals, and then score and rank. If it's the consensus of the Committee on the day of the meeting, short-listed firms will either be recommended for award; OR invited back for Oral Presentations at a later date and time.

After this email, I will be sending a meeting invitation via Outlook. Once the proposals are received, I will prepare your individual packages and send them to your respective locations.

Please also be reminded that this RFP is under the City's Cone of Silence (copy attached). As such, an evaluation committee member cannot communicate with any potential offeror, vendor, service provider, bidder, lobbyist, consultant, city commissioner. Any questions or inquiries that you receive pertaining to this RFP (before and after the meeting), please refer them immediately to my attention.

Thank you for your assistance with this process.

Sincerely,

Yusbel Gonzalez, CPPB  
Procurement Specialist  
City of Coral Gables  
Procurement Division  
2800 SW 72<sup>nd</sup> Avenue  
Miami, FL 33155  
Office: 305-460-5107 | Fax: 305-261-1601  
Email: [ygonzalez@coralgables.com](mailto:ygonzalez@coralgables.com)  
Website: [www.coralgables.com/procurement](http://www.coralgables.com/procurement)



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