
From: Diaz-Greco, Gilma M. (COE)
Sent: Monday, July 21, 2014 1:50 PM
To: Sanchez, Rodzandra (COE)
Subject: Amelia Cordova-Jimenez, A&E Consultant Selection Coordinator(ISD) - Conflict of Interest INQ 14-175

INQ 14-175

From: Cordova, Amelia (ISD)
Sent: Monday, July 21, 2014 1:48 PM
To: Centorino, Joseph (COE); Singer, Miriam (ISD)
Cc: Diaz-Greco, Gilma M. (COE)
Subject: RE: INQ - Amelia Cordova-Jimenez, A&E Consultant Selection Coordinator(ISD) - Conflict of Interest

Thank you.

From: Centorino, Joseph (COE)
Sent: Monday, July 21, 2014 1:47 PM
To: Cordova, Amelia (ISD); Singer, Miriam (ISD)
Cc: Diaz-Greco, Gilma M. (COE)
Subject: RE: INQ - Amelia Cordova-Jimenez, A&E Consultant Selection Coordinator(ISD) - Conflict of Interest

Thanks for the clarification. The fact that the Cultural Affairs Department does not actually assemble the selection committee would not change the opinion, where the CUA is the contracting department and it is engaged in the selection process for a contract that will be performed under its oversight. Mr. Latorre's underlying private employment on an existing contract with CUA would suffice to create the conflict under Section 2-11.1(j).

From: Cordova, Amelia (ISD)
Sent: Monday, July 21, 2014 1:39 PM
To: Centorino, Joseph (COE)
Subject: RE: INQ - Amelia Cordova-Jimenez, A&E Consultant Selection Coordinator(ISD) - Conflict of Interest

The project is under CUA, however, CUA is not responsible for assembling the CSC as indicated in the highlighted text.

From: Centorino, Joseph (COE)
Sent: Monday, July 21, 2014 1:36 PM
To: Cordova, Amelia (ISD)
Subject: RE: INQ - Amelia Cordova-Jimenez, A&E Consultant Selection Coordinator(ISD) - Conflict of Interest

If it is CUA's request to advertise, then isn't the project under that department?

From: Cordova, Amelia (ISD)
Sent: Monday, July 21, 2014 1:33 PM
To: Centorino, Joseph (COE)
Cc: Singer, Miriam (ISD); Roundtree, Amos (ISD); Samuels, Faith (ISD); Denis, Marie (CUA); Diaz-Greco, Gilma M. (COE); Sanchez, Gerald (CAO)
Subject: INQ - Amelia Cordova-Jimenez, A&E Consultant Selection Coordinator(ISD) - Conflict of Interest
Importance: High

Good Afternoon Mr. Centorino,

Your response is greatly appreciated.

Please see highlighted text below as the information noted is inaccurate. While one of the five appointed Competitive Selection Committee (CSC) members, for subject solicitation, is part of the Cultural Affairs Department (CUA), CUA is not responsible for assembling the CSC for the Westchester Cultural Arts Center. The Internal Services Department, Small Business Development Division (SBD), is the entity responsible for assembling such. Those individuals recommended by SBD are sent to the Mayor for approval, and if approved become formal CSC members. See attached CSC Appointment Memo.

Please make note of the facts above and advise if this in any way alters your original opinion.

Regards,

Amelia M. Córdova-Jiménez

A&E Consultant Selection Coordinator

Internal Services Department

111 NW 1 Street - Suite 1300 - Miami, Florida 33128-1909

(305) 375-3022

ameliac@miamidade.gov

<http://www.miamidade.gov/internalservices/>

“Delivering Excellence Every Day”

From: Centorino, Joseph (COE)

Sent: Monday, July 21, 2014 12:57 PM

To: Cordova, Amelia (ISD)

Cc: Singer, Miriam (ISD); Roundtree, Amos (ISD); Samuels, Faith (ISD); Denis, Marie (CUA); Diaz-Greco, Gilma M. (COE); Sanchez, Gerald (CAO)

Subject: INQ - Amelia Cordova-Jimenez, A&E Consultant Selection Coordinator(ISD) - Conflict of Interest

Ms. Cordova-Jimenez:

You have inquired regarding whether the appointment of Mr. Alberto Latorre as a member of the Competitive Selection Committee for the Westchester Cultural Arts Center project, overseeing the procurement for Architectural and Engineering Services for this project, would create a prohibited conflict of interest. The Westchester Cultural Arts Center is a project under the oversight of the County's Cultural Affairs Department, which is assembling the selection committee. Mr. Latorre has his own architectural firm, which has participated in art projects at Miami International Airport, under which his firm has partnered with a firm owned by Carlos Betancourt, to contract with the County's Cultural Affairs Department, an arm of which, Art in Public Places, oversees art projects on County projects. It is Mr. Betancourt's firm name, not Mr. Latorre's firm, which actually appears on contracts with the County, but Mr. Latorre has participated in creating and presenting the proposals, and has acknowledged that he is a partner on the project in all other respects.

The Westchester Cultural Arts Center project will have an arts element involved, but the Art in Public Places arm of that department, which directly oversees such projects, is not involved in the procurement process for the A& E contract or the oversight of the that contract.

Inasmuch as Mr. Latorre is involved in pending contracts at MIA with the Cultural Affairs Department, the same department that is assembling the selection committee for the Westchester Cultural Arts Center, it is my opinion that Mr. Latorre should not serve on the selection committee due to a conflict of interest under Section 2-11.1(j) of the

County Ethics Code. It is likely that his independence of judgement could be impaired in a situation where he was serving under a county department in the selection process on one project, which being under the oversight of the same department in a contract he was working on in another County department.

Sincerely,

Joseph M. Centorino
Executive Director and General Counsel
Miami-Dade Commission on Ethics and Public Trust

From: Cordova, Amelia (ISD)
Sent: Friday, July 11, 2014 3:10 PM
To: Centorino, Joseph (COE)
Cc: Singer, Miriam (ISD); Roundtree, Amos (ISD); Samuels, Faith (ISD); Denis, Marie (CUA)
Subject: FW: ISD Project No. A13-CUA-01: A/E Services for the Westchester Cultural Arts Center

Good Afternoon Mr. Centorino,

Please see CUA response below.

Regards,
Amelia M. Córdova-Jiménez
A&E Consultant Selection Coordinator
Internal Services Department
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“Delivering Excellence Every Day”

From: Denis, Marie (CUA)
Sent: Friday, July 11, 2014 1:09 PM
To: Cordova, Amelia (ISD)
Cc: Roundtree, Amos (ISD); Samuels, Faith (ISD); Reddick, Brandi (CUA)
Subject: RE: ISD Project No. A13-CUA-01: A/E Services for the Westchester Cultural Arts Center

The Art in Public Places staff manages the APP contract with the artist(s) and works with the user and/or project managing department to coordinate the integration of the artwork.

From: Cordova, Amelia (ISD)
Sent: Friday, July 11, 2014 11:49 AM
To: Denis, Marie (CUA)
Cc: Roundtree, Amos (ISD); Samuels, Faith (ISD)
Subject: RE: ISD Project No. A13-CUA-01: A/E Services for the Westchester Cultural Arts Center

Good Morning Marie,

Today's meeting has been cancelled. The Commission on Ethics has advised that they will be unable to provide a response by today. Hopefully, a response will be received by the beginning of next week. In order to provide Mr.

Centorino with the information he needs, please advise which entity oversees the AIPP work once awarded? Is it the User Department for which the art-in-public-places is being procured, or is it CUA?

Thanks,

Amelia M. Córdova-Jiménez
A&E Consultant Selection Coordinator
Internal Services Department

111 NW 1 Street - Suite 1300 - Miami, Florida 33128-1909

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"Delivering Excellence Every Day"

From: Cordova, Amelia (ISD)

Sent: Friday, July 11, 2014 11:03 AM

To: Centorino, Joseph (COE)

Cc: Roundtree, Amos (ISD); Samuels, Faith (ISD); Denis, Marie (CUA)

Subject: RE: ISD Project No. A13-CUA-01: A/E Services for the Westchester Cultural Arts Center

Good Morning Mr. Centorino,

Thank you very much for taking the time to speak with me earlier this morning.

As requested, below is additional information which conveys the relationship between the Department of Cultural Affairs (CUA) and any artist selected under the Art-In-Public Places (AIPP) Program. CUA does indeed oversee the AIPP Program, however, CUA does not select nor approve the artists that are contracted under the Program. When a need for art in public places arises CUA (1) releases a Call-to-Artists in order to obtain submittals for said work, and (2) puts together a Professional Advisory Board (composed of local and national volunteer members from the art industry) to evaluate the submittals resulting from the Call-to-Artists. The Professional Advisory Board members, none of which is employed by CUA, short-lists artists and invites those short-listed to oral presentations. Upon completion of oral presentations the Professional Advisory Board makes a selection recommendation to the AIPP Trust who ultimately approves the recommendation for selection. The AIPP Trust is comprised of volunteer members appointed by the Board of County Commissioners who are not employed by CUA. CUA is staff to the Advisory Board and AIPP Trust, but does not have any selection or approval authority regarding the artists chosen to provided services under the AIPP Program. Please see e-mail and links below from CUA.

Your prompt response is greatly appreciated as we are attempting to keep our scheduled First Tier Evaluation Meeting, for subject project, which takes place today at 1:00 P.M. If we do not hear back from you by noon, then we will proceed to cancel the meeting until such time as your guidance is received.

Thank you very much for your time and cooperation.

Regards,

Amelia M. Córdova-Jiménez
A&E Consultant Selection Coordinator
Internal Services Department

111 NW 1 Street - Suite 1300 - Miami, Florida 33128-1909

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From: Denis, Marie (CUA)
Sent: Friday, July 11, 2014 10:53 AM
To: Cordova, Amelia (ISD)
Cc: Reddick, Brandi (CUA)
Subject: Art in Public Places Program

Amy,

The Department of Cultural Affairs manages the Art in Public Places Program, but does not select or approve the artists' work. Artists are short-listed and chosen by a Professional Advisory Committee (PAC) for specific projects based on their credentials and project-specific submittals. The selection/recommendations of the PAC are approved by the Art in Public Places Trust. Members of the PAC are citizens in the art, architecture and related fields, and members of the trust are citizens appointed by the Board of County Commissioners. Please refer to the links below for the full member lists and additional information on the program.

Professional Advisory Committee:
<http://www.miamidadepublicart.org/#pac>

Trust:
<http://www.miamidadepublicart.org/#trust>

For any specific questions regarding the program, please contact:
Brandi Reddick
Curator and Artists Manager
brandi@miamidade.gov
305.375.5436

Thanks,
Marie

Marie Denis, Construction Projects Manager
Miami-Dade County Department of Cultural Affairs
111 N.W. First Street • Suite 625 • Miami, FL 33128
305-375-4981 Phone 305-375-3068 Fax
www.miamidadearts.org
www.miamidade.gov
"Delivering Excellence Every Day"

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E-mail messages are covered under such laws and thus subject to disclosure.*

From: Cordova, Amelia (ISD)
Sent: Friday, July 11, 2014 9:13 AM
To: Centorino, Joseph (COE)
Cc: Roundtree, Amos (ISD); Samuels, Faith (ISD)
Subject: FW: ISD Project No. A13-CUA-01: A/E Services for the Westchester Cultural Arts Center
Importance: High

Good Morning Mr. Centorino,

Please see e-mail below and advise.

Feel free to contact me, should you have any questions and/or concerns.

Regards,

Amelia M. Córdova-Jiménez

A&E Consultant Selection Coordinator

Internal Services Department

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<http://www.miamidade.gov/internalservices/>

“Delivering Excellence Every Day”

From: Cordova, Amelia (ISD)

Sent: Thursday, July 10, 2014 5:03 PM

To: Centorino, Joseph (COE)

Cc: Roundtree, Amos (ISD); Samuels, Faith (ISD)

Subject: ISD Project No. A13-CUA-01: A/E Services for the Westchester Cultural Arts Center

Importance: High

Good Afternoon Mr. Centorino,

The Internal Services Department (ISD) respectfully requests your guidance on the following matter:

ISD is currently overseeing the procurement for A/E Services for the Westchester Cultural Arts Center. The user department for said project is Cultural Affairs (CUA). Mr. Alberto Latorre, is an outside architect who is appointed to serve as a Competitive Selection Committee member for the Westchester project. Mr. Latorre has advised that he is currently working on several projects for the Miami-Dade Aviation Department (MDAD) through the Art In Public Places Trust. Mr. Latorre’s work for MDAD consists of providing artwork for public spaces. CUA oversees the Art in Public Places Program, and as previously mentioned is also the user department for the Westchester solicitation for which Mr. Latorre has been appointed as a Competitive Selection Committee member. As a result, Mr. Latorre would like to know if he can still participate as a member of the Selection Committee for the Westchester project.

Our First Tier Evaluation meeting is tomorrow at 1PM. A prompt response is greatly appreciated.

Best regards,

Amelia M. Córdova-Jiménez

A&E Consultant Selection Coordinator

Internal Services Department

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<http://www.miamidade.gov/internalservices/>

“Delivering Excellence Every Day”

From: Alberto Latorre [<mailto:albertolatorrearc@bellsouth.net>]

Sent: Friday, March 28, 2014 3:02 PM

To: Cordova, Amelia (ISD)

Subject: RE: ISD Project No. A13-CUA-01: A/E Services for the Westchester Cultural Arts Center / Notification of Required Services

Hello Amelia,

Hope you are doing well.

Wanted to let you know that I am currently working on several projects for MDAD through the Art In Public Places Trust. Work consist of providing artwork for public spaces. Please let me know if I still qualify as member of the Selection Committee.

Looking forward to hearing from you,

All the best,

Alberto Latorre Architecture, Co

www.a-Latorre.com

albertolatorrearc@bellsouth.net

786.312.4860

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Memorandum



Date: February 3, 2014

To: Those Listed Below

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez", written over the printed name and title.

Subject: Appointment of Selection Committee for Miami-Dade Cultural Affairs Department Request to Advertise for A/E Services for the Westchester Cultural Arts Center- Project No. A13-CUA-01

In accordance with Implementing Order 3-34, I am hereby appointing those listed below as the Selection Committee for Miami-Dade Cultural Affairs Department Request to Advertise for A/E Services for the Westchester Cultural Arts Center- Project No. A13-CUA-01

Selection Committee

Amy Cordova-Jimenez, ISD (Non-Voting Chairperson)

Carolina Alfonso, CUA

Alissa Turtleaub, PROS

Alberto Latorre, Alberto Latorre Architecture

Monica Vazquez, Rene Gonzalez Architect, Inc.

Malik Benjamin, Florida International University

Marilys R. Nepomechie, Florida International University (Alternate)

Alejandro Rodriguez, ISD (Alternate)

You are directed to assist me in the selection process considering the factors delineated in the solicitation. If you are unable to participate in the selection process, contact this office through Small Business Development (SBD) by memorandum from your department director documenting the reason why you cannot participate. Only in cases of **dire** urgency may you be excused from participation.

Each Selection Committee member shall be responsible for evaluating, rating and ranking the proposals based on the criteria and procedure contained in the solicitation. The Selection Committee will meet to review the written proposals. If required, the Selection Committee will select firms to make oral presentations to the Selection Committee at a properly noticed public hearing. If proposers are invited to make oral presentations, the Selection Committee may re-rate and re-rank the proposals based upon the written documents combined with the oral presentation. You may utilize staff of the issuing department and the using agency to conduct a preliminary review of the proposals for responsiveness. All requests for responsiveness determinations shall be made in writing by the issuing department to the County Attorney's Office.

The alternate committee member will serve only in the event of an approved substitution. No substitution of committee members shall be allowed after the first official meeting of the committee. The Internal Services Department (ISD) may substitute the chairperson to ensure the appropriate level of staffing expertise as deemed necessary to accommodate the needs of this solicitation.

Upon completion of the evaluation process, the Selection Committee Chairperson shall prepare and submit a memorandum to include a narrative of the evaluation and justification of the recommended firm(s) and attach supporting documentation which MUST include the following information:

Name of firm(s)
Quality Rating Score
Price
Adjusted Score (if applicable)
Committee's Overall Ranking

This report should be submitted to me through ISD for review and consideration.

As a matter of administrative policy and to maintain a fair and impartial process, all individuals appointed to the Selection Committee (including the Chairperson) and staff are instructed to refrain from discussing the solicitation with prospective lobbyists and/or consultants. Selection Committee members are reminded that in accordance with the Cone of Silence Ordinance 98-106, there are restrictions on communications regarding the solicitation with potential proposers, service providers, lobbyists, consultants, or any member of the County's professional staff. Violation of this policy could lead to termination of County service.

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

c: Lester Sola, Director, ISD
Michael Spring, Director, CUA
Jack Kardys, Director, PROS
Gary T. Hartfield, SBD Division Director, ISD

Selection Committee

Amy Cordova-Jimenez, ISD (Non-Voting Chairperson)
Carolina Alfonso, CUA
Alissa Turteltaub, PROS
Alberto Latorre, Alberto Latorre Architecture
Monica Vazquez, Rene Gonzalez Architect, Inc.
Malik Benjamin, Florida International University
Mariyls R. Nepomechie, Florida International University (Alternate)
Alejandro Rodriguez, ISD (Alternate)

**SELECTION COMMITTEE
MIAMI-DADE CULTURAL AFFAIRS DEPARTMENT
A/E SERVICES FOR THE WESTCHESTER CULTURAL ARTS CENTER**

PROJECT NO. A13-CUA-01

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Amy Cordova-Jimenez (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-3022
Carolina Alfonso Construction Projects Manager	CUA	2006	Hispanic Female	Masters in Construction Management; Bachelor of Architecture;	LEED AP Building Design and Construction Certified Professional	305-375-3671
Alissa Turteltaub Park Planner III	PROS	2002	White Female	Master of Science	---	305-755-7952
Alberto Latorre	Alberto Latorre Architecture	---	Hispanic Male	Bachelor's in Architecture	Registered Architect	786-312-4860
Monica Vazquez	Rene Gonzalez Architect, Inc.	---	Hispanic Female	Masters in Architecture	---	305-762-5895
Malik Benjamin Instructor	Florida International University	---	Black Male	Master of Computing & Design; Master of Urban Design; Bachelor of Architecture	---	786-372-0522
Marilyn R. Nepomechie Associate Professor (Alternate)	Florida International University	---	Hispanic Female	Master of Architecture	Architect	305-348-1887
Alejandro Rodriguez Architect 4 (Alternate)	ISD	2008	Hispanic Male	Master of Business Administration; Bachelor of Architecture	Registered Architect; Certified General Contractor; LEED Accredited Professional	305-375-5965