




## CITY OF DORAL Office of the City Manager Letter to Council

LTC No. 011-2023

To: The Honorable Mayor and Members of the City Council

From: Barbara Hernandez, City Manager 

Date: July 18, 2023

Subject: Selection of Procurement Manager

This Letter to Council (LTC) serves to inform the Mayor and Members of the City Council of the selection of the City's new Procurement Manager, Jacqueline Lorenzo, who joined our team on July 17, 2023.

Mrs. Lorenzo brings a wealth of experience and expertise in the field of public procurement and asset management, which will greatly contribute to our city's operations and financial management.

Mrs. Lorenzo's experience includes:

- Assistant Division Chief / Real Estate Manager at Miami Dade County's Internal Services Department Real Estate Development Division, where she managed the asset management section, conducted complex negotiations, coordinated land acquisitions, and oversaw sales and leases of county-owned real property.
- Assistant Director / Interim Director at the City of Miami's Department of Real Estate & Asset Management, where she oversaw the management of all city-owned real estate, negotiated with developers, landowners, and other public and private entities to procure, lease, dispose of, or acquire city real estate and related services.
- Assistant City Attorney in the City of Miami's Office of the City Attorney, specializing in real estate-related agreements and providing legal advice to city officials and staff.

- Senior Project Representative and Property Management Specialist at the City of Miami's Department of Real Estate & Asset Management, where she administered procurement processes, drafted and negotiated agreements, and coordinated complex real estate development projects.

Mrs. Lorenzo holds a Juris Doctor degree from Florida International University's College of Law, and she is a member of the Florida Bar. She also possesses a Certificate in Commercial Real Estate from Cornell University.

In addition to her professional qualifications, Mrs. Lorenzo is fluent in Spanish, which will further enhance our City's ability to serve our diverse community.

Please join me in welcoming Mrs. Jacqueline Lorenzo to our team. Her knowledge, skills, and dedication to excellence will undoubtedly contribute to the success and efficiency of our procurement processes, ensuring that we continue to provide quality services to our citizens and customers.

CC: Human Resources

# JACQUELINE LORENZO

## EXPERIENCE

**Miami Dade County – Internal Services Department Real Estate Development Division** Miami, FL  
*Assistant Division Chief/ Real Estate Manager,* January 2023 – Present  
Manages the asset management section of Miami Dade County's Internal Services Department Real Estate Development Division; Supervises and leads staff to coordinate acquisitions of land for various County departments as well as sales of County real property; Reviews surveys, maps, appraisal reports and other third party assessments; Reviews and drafts deeds, purchase and sale agreements, declaration of restrictive covenants, easements, and other real estate agreements; Negotiates complex real estate acquisitions and sales; oversees and conducts competitive and non-competitive procurements for real estate disposition and real estate-related services such as appraisals, property maintenance, title reports, brokerage services, and other third party services in accordance with existing Florida statutes; Works closely with County Attorney's office to ensure the proper process is followed for acquisitions and sales pursuant to County Charter and Code.

**City of Miami – Department of Real Estate & Asset Management** Miami, FL  
*Assistant Director/Interim Director,* March 2022 – January 2023  
Oversaw the Department of Real Estate & Asset Management, which is charged with managing the City's fee simple real estate and facilities; Negotiated with developers, landowners, potential tenants, government entities, and other third parties for the use, lease, disposition, or acquisition of the City's real estate; Directed the operation of the City's facilities including the City-operated marinas and theaters; Prepared and approved legislation for City Commission consideration and approval; Briefed City Commissioners, Mayor, City Manager, and staff on various leases, easements, agreements, and projects coordinated through the Department and presented at City Commission meetings; Performed related tasks as necessary to properly manage the Department and ensure maximized revenues for the City and continued operations of City facilities for the benefit of the general public.

**City of Miami – Office of the City Attorney** Miami, FL  
*Assistant City Attorney,* March 2021 – March 2022  
Drafted and negotiated various real estate-related agreements, including purchase and sale agreements, leases, easements, license and use agreements, etc.; Assisted the City Attorney in coordinating and administering legal matters concerning the City of Miami, with emphasis on the Department of Real Estate and Asset Management; Supervised support staff; Provided legal advice and direction to the City Manager, Department Directors, assigned Boards, and the City Commission in the best interests of the City; Worked in conjunction with other Assistant City Attorneys; Served as advisor and consultant in the resolution of moderately complex legal matters with other legal staff and administrators, when necessary.

**City of Miami – Department of Real Estate & Asset Management** Miami, FL  
*Senior Project Representative,* July 2019 – March 2021  
Drafted and negotiated contracts for the use of City-owned land and facilities; Conducted research, including review of City Charter and Code to determine feasibility of various departmental actions; Reviewed lease agreements to determine and enforce tenant compliance; Prepared various solicitations for private developer proposals for design, financing, construction and management of projects in accordance with City plans; Administered procurement process for solicitations, including, coordination with the City's procurement office, scheduling of advertisements and meetings, evaluation of submissions, and drafting of reports, legislation and agreements; Reviewed and prepared legislative documents for City Commission approval; Reviewed reports, including, but not limited to, appraisal reports, real estate analyses, title documents, surveys, environmental reports, professional planning and design documents and others; coordinated with City staff to ensure compliance with procurement, financing, insurance, and other City requirements; Monitored implementation of complex redevelopment projects by coordinating with developers, consultants, lessees, lessors, and others during each phase.

**City of Miami – Department of Real Estate & Asset Management** Miami, FL  
*Property Management Specialist,* April 2015 – July 2019  
Prepared Requests for Proposals and other solicitation documents; coordinated with professional staff, lessees, lessors, licensees and consultants, etc.; Administered procurement processes for real estate development and sales; Performed research, facilitated meetings, coordinated submission, reviewed and prepared reports, agreements, legislation, and related documents to obtain City Commission approval of complex real estate development projects, sales, and lease agreements. Drafted agreements and assisted in negotiation of sales and long-term lease agreements for the development and lease of

major redevelopment projects on City-owned properties; Coordinated with other departments to ensure compliance with various City requirements; Reviewed technical reports and information, including title, deeds, easements, covenants, maps, surveys, condition assessment reports, environmental reports.

**City of Miami – Department of Real Estate & Asset Management**

Miami, FL

*Property Management Representative,*

January 2015 – April 2015

Prepared Requests for Proposals and other Competitive Solicitations for the procurement of Real Estate sales, leases, licenses, and other agreements for the design, financing, construction and management of projects in accordance with adopted City plans; Drafted and negotiated various agreements; Performed research, facilitated meetings, coordinated the review of submissions, prepared reports and related documents, technical documents, land surveys, deeds, folio numbers; Prepared/Reviewed administrative reports, market and financial analysis, studies, and all necessary correspondence and legislation; Monitored and reviewed appraisal reports for completeness and compliance with USPAP.

**Lorenzo Law, P.A.**

Miami, FL

*Associate,*

March 2014 – January 2015

Practiced real estate and contract law, including by providing legal guidance for real estate sale, acquisition, management and leasing; conducted legal research to assess legal risks and provided creative solutions to clients; reviewed property appraisals and related reports; drafted and negotiated real estate purchase and sale agreements, lease agreements, and other related documents; conducted title searches and reviewed title abstracts; prepared, reviewed, and amended management agreements; drafted and reviewed easement agreements; and managed and organized all client files and client property information.

**Acosta Law – Civil Trial Attorneys**

Miami, FL

*Associate,*

October 2013 – March 2014

Investigated legal actions and defenses on behalf of various property insurance companies; conducted research of property status, including ownership, tenancy, mortgages, liens, etc., through official records in Property Appraiser and Clerk of Courts; reviewed and analyzed discovery; drafted and reviewed briefs; prepared pleadings and discovery; motions to dismiss, and summary judgment; communicated with clients and opposing counsel; attended hearings.

**EDUCATION**

**Cornell University, eCornell**

Online

Certificate in Commercial Real Estate, February 2019

**Florida International University, College of Law**

Miami, FL

Juris Doctor, *cum laude*, May 2013

Class Rank: 19/104

Honors: Dean's List (all semesters)

Law Review Article/Comments Editor

Moot Court Orseck Competition Semi-Finalist

**Florida International University, Honors College**

Miami, FL

Bachelor of Arts, *magna cum laude*, May 2010

Certificate: Latin American and Caribbean Studies

Honors: Gamma Epsilon Phi Honors Society, Member

Activities: Aesthetics and Values Art Exhibition 2009, Curator

**Miami Dade College, Honors College**

Miami, FL

Associate of Arts, highest honors and distinction, May 2008

Honors: Phi Theta Kappa Honors Society, Member

Activities: Presidential Seminars, Participant

Model United Nations, Delegate

Salzburg Global Seminars, Participant

**PROFESSIONAL ADMISSIONS**

**Florida Bar Member**

**LANGUAGES**

Spanish