



CITY OF DELRAY BEACH  
**100 NW 1<sup>st</sup> AVENUE, DELRAY BEACH, FL 33444**

AGREEMENT FOR PROFESSIONAL SERVICES  
RFQ 2017-048 (918-42, 918-89, 906-56)

SGM ENGINEERING, INC.

**AGREEMENT  
FOR  
PROFESSIONAL SERVICES (CCNA)**

**AGREEMENT NO. RFQ 2017-048 (918-42, 918-89, 906-56)**

THIS AGREEMENT is made and entered into this 31<sup>st</sup> day of August, 2017 (the "effective date"), by and between the **City of Delray Beach**, a Florida municipal corporation (hereinafter referred to as "City"), whose address is 100 NW 1<sup>st</sup> Avenue, Delray Beach, Florida, 33444, and **SGM Engineering, Inc.** a Florida corporation (hereinafter referred to as "Consultant"), whose principal address is 935 Lake Baldwin Lane, Orlando, Florida 32814.

WHEREAS, the City desires to retain the services of the Consultant to provide certain Professional Services in accordance with the City's Request for Qualifications RFQ 2017-048, Continuing Engineering, Surveying, and Landscaping Architectural Consulting Services (918-42, 918-89, 906-56), and the Consultant's response thereto, which are attached hereto and incorporated herein as Exhibit "A".

NOW, THEREFORE, in consideration of the mutual covenants and promises hereafter set forth, the Consultant and the City agree as follows:

**ARTICLE 1. INCORPORATION OF REQUEST FOR QUALIFICATIONS**

The terms and conditions of this Agreement shall include and incorporate the terms, conditions, and scope of services set forth in the City's Request for Qualifications, RFQ 2017-048, and the Consultant's response to the Request for Qualifications, including all addenda and documentation required thereunder.

**ARTICLE 2. SCOPE OF SERVICES**

The Consultant shall provide Professional Services to the City, under the following categories of work as defined in the Request for Qualifications:

- a. Category(s)
  - i. Engineering Services
  - ii. Surveying/Mapping Services
  - iii. Landscape Architectural Services

The Consultant shall provide the services on an as-needed and project-by-project basis, based on work requests from City departments through the issuance of Service Authorizations.

### ARTICLE 3. COMPENSATION

The City shall pay the Consultant for performing the Services based on the Prices and Rates shown in Exhibit "B", which is attached hereto and incorporated herein.

### ARTICLE 4. TERM

The term of this Agreement shall be from the effective date until August 30, 2022, unless terminated beforehand as provided for in Article 5. Nothing contained in the Request for Qualifications or this Agreement shall be construed by the Consultant as a guarantee of work from the City. The City reserves the right to extend the Agreement for one, two-year term, providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City.

At the City's request, the Consultant shall continue services beyond the final expiration date. This extension period shall not extend for more than one year beyond the final expiration date of the Agreement. The Consultant shall be compensated at the rate in effect when this extension period is invoked by the City.

### ARTICLE 5. TERMINATION

a. This Agreement may be terminated by the City, with or without cause, upon providing written notice to the Consultant. This Agreement may be terminated by the Consultant upon thirty (30) days' prior written notice to the City. Upon any such termination, the Consultant waives any claims for damages from such termination, including, but not limited to, loss of anticipated profits. Unless the Consultant is in breach of this Agreement, the City shall pay the Consultant for services rendered through the date of termination in accordance with the terms of this Agreement.

b. The continuation of this Agreement beyond the end of any fiscal year shall be subject to both the appropriation and the availability of funds in accordance with Florida law.

### ARTICLE 6. LAW, JURISDICTION, VENUE, WAIVER OF JURY TRIAL

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the state of Florida. All Parties agree and accept that jurisdiction of any controversies or legal problems arising out of this Agreement, and any action involving the enforcement or interpretation of any rights hereunder, shall be exclusively in the state courts of the Fifteenth Judicial Circuit in Palm Beach County, Florida, and venue for litigation arising out of this Agreement shall be exclusively in such state courts, forsaking any other jurisdiction which either party may claim by virtue of its

residency or other jurisdictional device. **BY ENTERING INTO THIS AGREEMENT, SECOND PARTY AND CITY HEREBY EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS AGREEMENT. IF A PARTY FAILS TO WITHDRAW A REQUEST FOR A JURY TRIAL IN A LAWSUIT ARISING OUT OF THIS AGREEMENT AFTER WRITTEN NOTICE BY THE OTHER PARTY OF VIOLATION OF THIS SECTION, THE PARTY MAKING THE REQUEST FOR JURY TRIAL SHALL BE LIABLE FOR THE REASONABLE ATTORNEYS' FEES AND COSTS OF THE OTHER PARTY IN CONTESTING THE REQUEST FOR JURY TRIAL, AND SUCH AMOUNTS SHALL BE AWARDED BY THE COURT IN ADJUDICATING THE MOTION.**

#### ARTICLE 7. ATTORNEY'S FEES

Any costs or expense (including reasonable attorney's fees) associated with the enforcement of the terms and for conditions of this Agreement shall be borne by the respective Parties, however, this clause pertains only to the Parties to this Agreement.

#### ARTICLE 8. MISCELLANEOUS PROVISIONS

a. Notice Format. All notices or other written communications required, contemplated, or permitted under this Agreement shall be in writing and shall sent by certified United States Mail, postage prepaid, return receipt requested, or sent by commercial express carrier with acknowledgement of delivery, or by hand delivery with a request for a written receipt of acknowledgment of delivery, addressed to the party for whom it is intended at the place last specified. The place for giving notice shall remain the same as set forth herein until changed in writing in the manner provided in this section. For the present, the Parties designate the following:

As to the City:

**City of Delray Beach**  
100 NW 1<sup>st</sup> Avenue  
Delray Beach, FL 33444  
Attn: City Manager

With a copy to:

**City of Delray Beach**  
200 NW 1<sup>st</sup> Avenue  
Delray Beach, Florida 33444  
Attn: City Attorney

As to the Consultant:

**SGM Engineering, Inc.**  
935 Lake Baldwin Lane  
Orlando, Florida 32814  
Attn: Tony Shahnami, President

b. Headings. The headings contained in this Agreement are for convenience of reference only and shall not limit or otherwise affect in any way the meaning or interpretation of this Agreement.

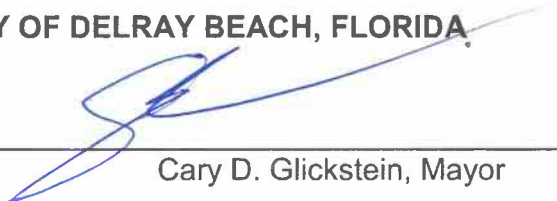
c. The documents listed below are a part of this Agreement and are hereby incorporated by reference. In the event of inconsistency between the documents, unless otherwise provided herein, the terms of the following documents will govern in the following order of precedence:

- i. Terms and conditions as contained in this Agreement.
- ii. Terms and conditions of RFQ 2017-048.
- iii. Consultant's response to RFQ 2017-048 and any subsequent information submitted by Consultant during the evaluation and negotiation process.

(The remainder of this page intentionally left blank)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date hereinabove first written.

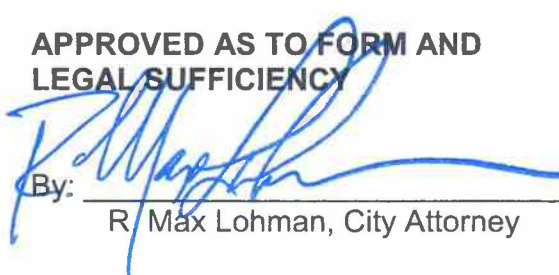
**CITY OF DELRAY BEACH, FLORIDA**

By:   
Cary D. Glickstein, Mayor

**ATTEST:**

By:   
Katerri Johnson, City Clerk

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY**

By:   
R. Max Lohman, City Attorney

**CONSULTANT**

By: 

Title: Tony Shabnam, President

**WITNESSES:**

By: 

Print Name: Laurie Stranieri

By: 

Print Name: NASSI RAMBARI



EXHIBIT A

**RFQ 2017-048**

(918-42, 918-89, 906-56)

## **Continuing Engineering, Surveying, Landscaping, Architectural Consulting Services**

*Mechanical, Electrical, and Plumbing Engineering; Coastal and Marine  
Environment Engineering*

**COPY**

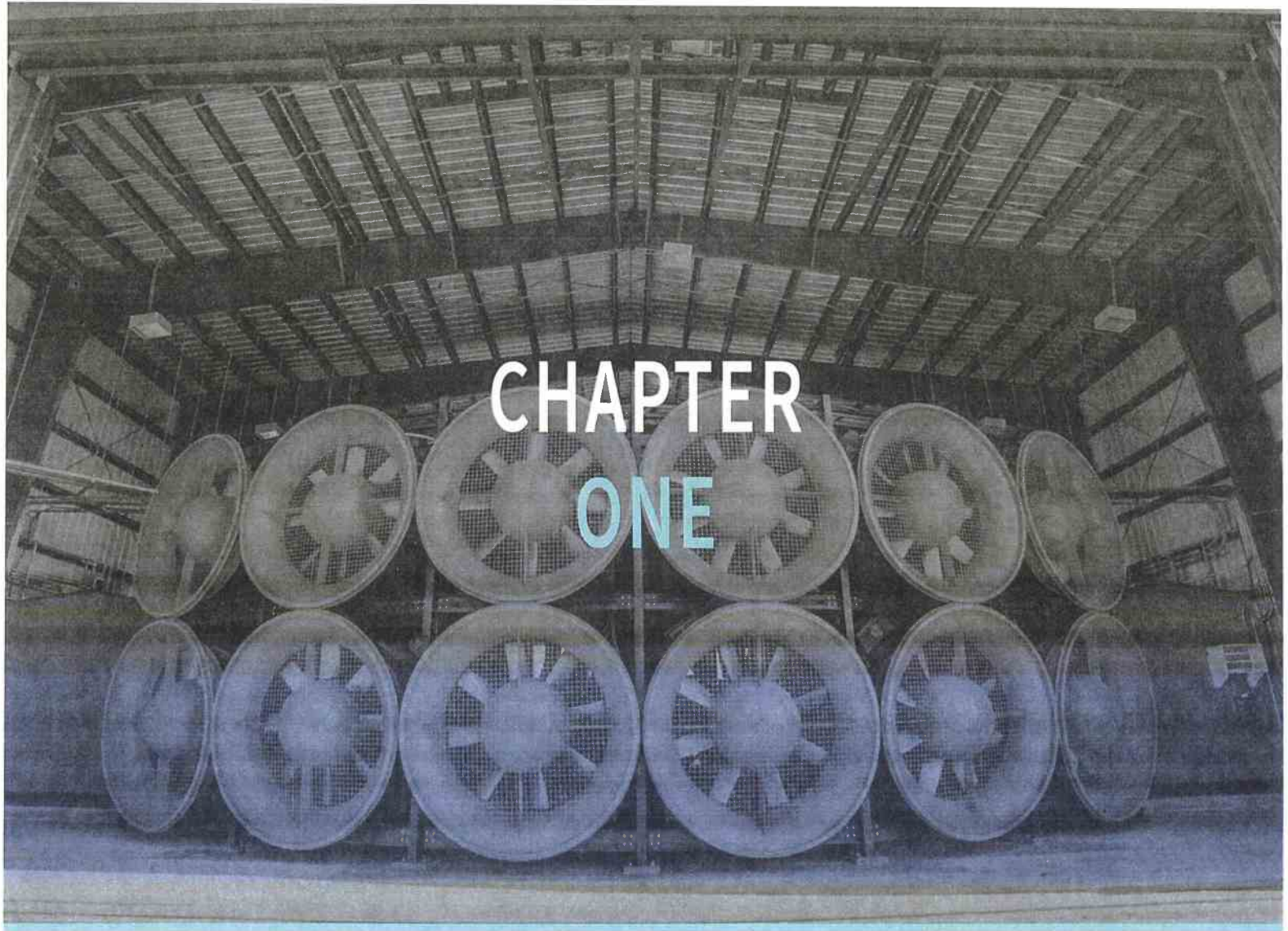
**May 22nd, 2017**





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## Letter of Intent Proposal Submittal Signature Page





## LETTER OF INTENT

May 22nd, 2017

The City of Delray Beach, Purchasing Dept.  
100 NW 1st Avenue  
Delray Beach, FL 33444

RE: RFQ No. 2017-048 | Continuing Engineering,  
Surveying, and Landscaping Architectural Consulting  
Services (918-42, 918-89, 906-56)

Dear Selection Committee Members,

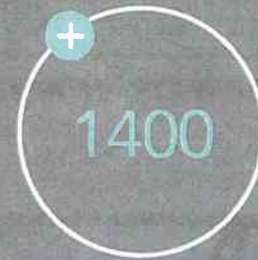
SGM Engineering, Inc. is pleased to present our qualifications for the City of Delray Beach's RFQ No. 2017-048 Continuing Engineering, Surveying, and Landscaping Architectural Consulting Services. We wish to be considered for the following professional service disciplines: (1) Engineering, (5) Mechanical / Electrical / Plumbing, and (10) Coastal and Marine Engineering.

Our firm was established in 1991 as a Minority Business Enterprise (MBE) and an S Corporation chartered by the Florida Department of State. Today, we possess 26 years of experience with continuing contracts, providing maintenance, remodeling, renovation, and construction of mechanical, electrical, plumbing, and fire protection systems. We specialize in local government facilities, particularly in regards to HVAC and plumbing, lighting and fire protection, construction administration, and QA/QC.

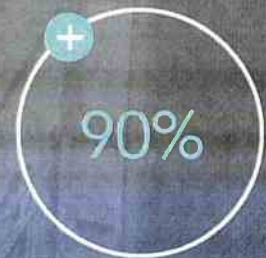
Currently, our staff consists of over 30 highly qualified designers and engineers who are certified with the Indoor Air Quality Council, American Forensic Engineering, U.S. Green Building Council, ACG Commissioning Group, and more. Our project experience includes city hall buildings, convention centers, utility facilities, stadiums and auditoriums, police and fire departments, airports, parks and recreation facilities, convention centers, and libraries.

Our resources and combined knowledge allow us to be flexible and cost-effective with projects for the City of Delray Beach. The timing of this contract is perfect, allowing our team to commit as soon as the notice to proceed is issued. We have completed hundreds of projects through continuing contracts across the State of Florida, giving us the necessary experience to perform multiple projects concurrently. We have evaluated our current workload over the course of this year and the time frame of this contract, and determined that we have the resources available to immediately begin work on this contract.

## WHY SGM



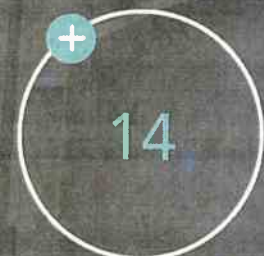
Successful projects



Percentage of our  
workload contracted  
through repeat clients



Square feet of  
local government  
experience



Minutes from Delray  
Beach to our Deerfield  
Beach office

## THE UNIQUE FACTORS OF THIS CONTINUING CONTRACT

We are confident that you will find our team to be knowledgeable and experienced, just as our track record has proved over the past 26 years. SGM supports the best interest of the city by ensuring that projects are completed energy-efficiently, on time, within budget, and considering the safety of city residents and staff. We greatly appreciate your time and consideration, and we look forward to hearing back from the City of Delray Beach in the upcoming weeks.

Sincerely,



Tony Shahnami, PE, CxA, CES, CHS-III  
President, SGM Engineering, Inc.

**We have the resources  
available to immediately  
begin work on this contract.**



### HANDLING MULTIPLE MINOR PROJECTS CONCURRENTLY

SGM has the experience and manpower to tackle multiple projects simultaneously. We have completed over 500 government projects varying in size, type, complexity, and function. We know what it takes to get the job done.

### SINGLE POINT OF CONTACT

We understand how significantly quick turnaround times and effective communication can affect the success of a project. That's why we can be reached through a single point of contact to provide rapid on-site response times.

### ENERGY AND MAINTENANCE FRIENDLY DESIGNS

Our municipal clients have reaped substantial cost savings from sustainable and energy-efficient design options pertaining to HVAC and related equipment. This includes lowered O&M costs.

### CONSTRUCTION PHASING AND OCCUPIED FACILITIES

Coordination and communication among the designer, owner, users, and local agencies are imperative to the success of any phased construction process. We ensure careful planning during design and construction for the safety of end-users in occupied buildings.

### ENGINEERING MARINE AND COASTAL ENVIRONMENTS

The Florida environment is unique, and our staff knows how to work with the landscape and climate, producing designs that result in substantial energy savings and operationally smooth facilities that serve our clients for years into the future.



## FORM A - PROPOSAL SUBMITTAL SIGNATURE PAGE

### Form A - Proposal Submittal Signature Page

By signing this Proposal, the Proposer certifies that it satisfies all legal requirements as an entity to do business with the City, including all Conflict of Interest and Code of Ethics provisions.

Firm Name: SGM Engineering, Inc.

Street Address: 700 W. Hillsboro Blvd., Bldg. 4, Suite 205, Deerfield Beach FL, 33441

Mailing Address (if different from Street Address): See above

Telephone Number(s): (954) 421-1944

Fax Number(s): (954) 421-1924

Email Address: tony@sgmengineering.com

Federal Identification Number: 59-3101052

Acknowledged by:

SGM Engineering, Inc.

Firm Name

Signature

05/16/2017

Date

Tony Shahnami, President

Printed Name and Title

By signing this document, the Proposer agrees to all terms and conditions of this RFQ which includes the Sample Agreement.

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS PROPOSAL.

(Remainder of page intentionally left blank)



## FORM A - PROPOSAL SUBMITTAL SIGNATURE PAGE CONT'D

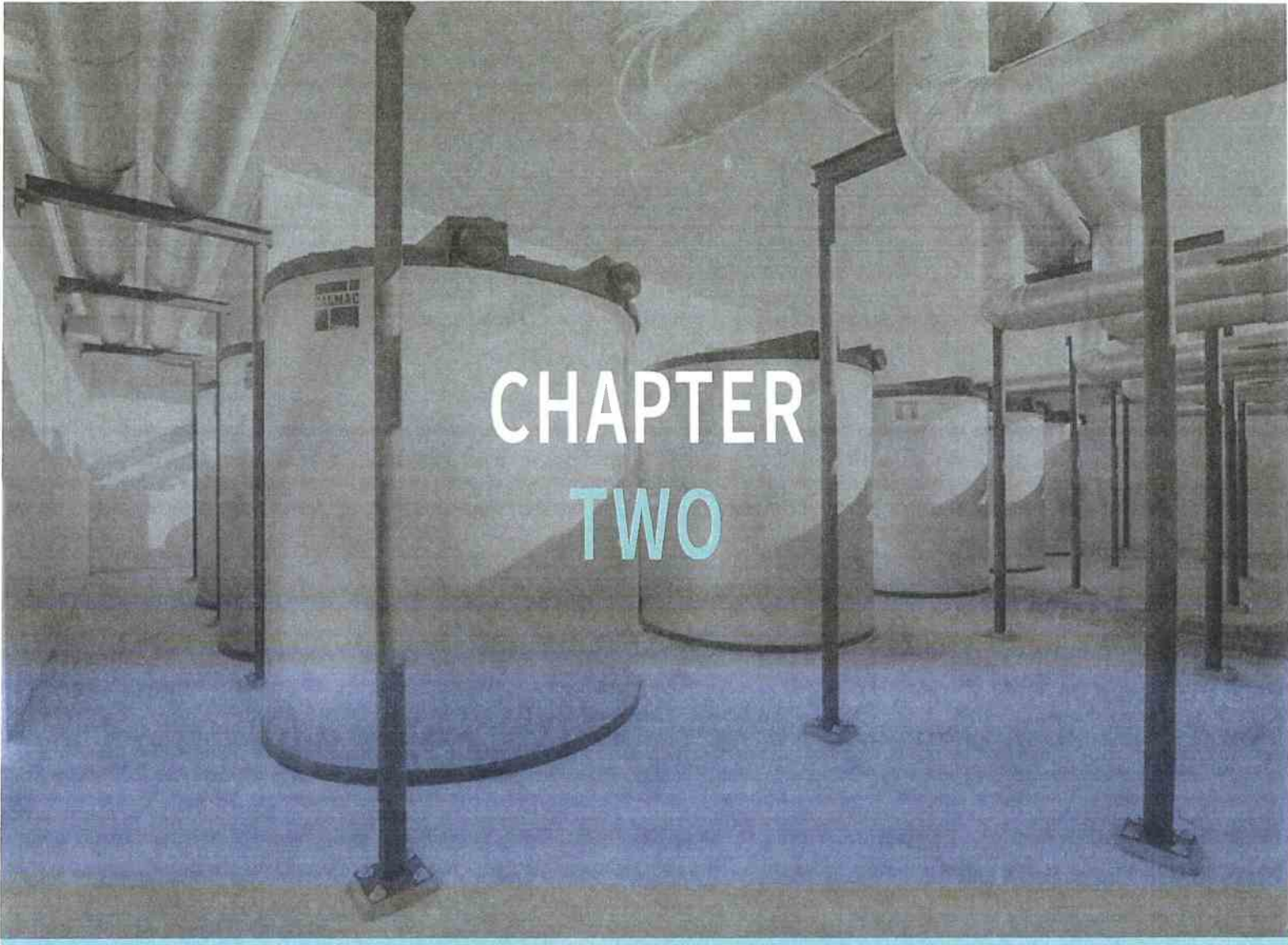
### Form A - Signature Authority

Indicate below Proposer's type of organization and provide the required documentation as applicable to demonstrate that the executor of Proposer's Proposal is duly authorized to execute on behalf of, and as the official act of, Proposer.

| Select                              | Type of Organization                              | Officer Who Signed Proposal Submittal Signature Page  | Required Authorizing Documentation                                         |
|-------------------------------------|---------------------------------------------------|-------------------------------------------------------|----------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Corporation                                       | President, Vice President, or Chief Executive Officer | None                                                                       |
| <input type="checkbox"/>            | Corporation                                       | Director, Manager, or other title                     | Corporate resolution                                                       |
| <input type="checkbox"/>            | Limited Liability Company (LLC) – Member-Managed  | Member                                                | Articles of Organization or Operating Agreement                            |
| <input type="checkbox"/>            | Limited Liability Company (LLC) – Manager-Managed | Manager                                               | Articles of Organization or Operating Agreement                            |
| <input type="checkbox"/>            | Limited Partnership                               | General Partner                                       | Document demonstrating the legal authority to bind the Limited Partnership |
| <input type="checkbox"/>            | Partnership                                       | Partner                                               | None                                                                       |
|                                     |                                                   | CEO, Director, Manager or other title                 | Authorizing documentation                                                  |
| <input type="checkbox"/>            | Individual                                        | Individual                                            | None                                                                       |

☒ Documentation is not required.

☐ The required authorizing documentation is included with Proposal.



# CHAPTER TWO



## Proposer Statement of Organization W-9



## PROPOSER STATEMENT OF ORGANIZATION

a

### Legal Contracting Name

SGM Engineering, Inc | MBE

b

### State of Incorporation

Incorporated in 1991 in the State of Florida

c

### Ownership Structure

S. Corporation

d

### W-9 Form

See following page (page 7)

e

### Corporate Headquarters Contact Info.

935 Lake Baldwin Lane

Orlando FL 32814

Tel: (407) 767-5188

f

### Local Office Contact Information

700 W. Hillsboro Blvd., Bldg. 4, Suite 205

Deerfield Beach FL, 33441

Tel: (954) 421-1944

g

### Primary Representative Contact Info.

Tony Shahnami | President

Tel: (407) 767-5188

tony@sgmengineering.com

935 Lake Baldwin Lane

Orlando FL 32814

h

### Secondary Representative Contact Info.

Bobby Shahnami | Project Manager

Tel: (954) 421-1944

bobby@sgmengineering.com

700 W. Hillsboro Blvd., Bldg. 4, Suite 205

Deerfield Beach FL, 33441

i

### Officers, Owners, and/or Partners of SGM

Tony Shahnami is the sole owner of SGM

935 Lake Baldwin Lane

Orlando FL 32814

Tel: (407) 767-5188

j

### Litigation

SGM ensures the City of Delray Beach that no action suit, proceeding, inquiry, or investigation,

at law or equity, before or by a court, governmental agency, public board or body, is currently pending or, to the best of the firm's knowledge, threatened, which would in any way prohibit, restrain, or enjoin, the execution or delivery of the firm's obligations or diminish the firm's financial ability to perform the terms of the proposed contract.

SGM has not been involved in any litigation over the past five years and has never been involved in a lawsuit or litigation over a building design or commissioning in 26 years of the firm's history. SGM has the highest possible ranking by Professional Liability Insurance carriers and has never been found liable in a court suit or for any projects or Government entities.

Additionally, SGM has not been involved in any projects in the past three years, or in the 26 years of our existence, where liquidated damages, penalties, liens, defaults, or cancellations of contract were imposed, sought to be imposed, threatened, or filed against our organization.

k

### Ownership Changes

SGM Engineering, Inc. has not experienced any ownership changes in the past two years and does not anticipate any ownership changes in the next six months of the due date and time.





# W-9 FORM

Form **W-9**  
(Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| <b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.<br>SGM Engineering, Inc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                         |
| <b>2</b> Business name/disregarded entity name, if different from above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                         |
| <b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes:<br><input type="checkbox"/> Individual/sole proprietor or single-member LLC<br><input type="checkbox"/> C Corporation<br><input checked="" type="checkbox"/> S Corporation<br><input type="checkbox"/> Partnership<br><input type="checkbox"/> Trust/estate<br><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶<br><b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.<br><input type="checkbox"/> Other (see instructions) ▶ |                                         |
| <b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):<br>Exempt payee code (if any) _____<br>Exemption from FATCA reporting code (if any) _____<br><small>(Applies to accounts maintained outside the U.S.)</small>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                         |
| <b>5</b> Address (number, street, and apt. or suite no.)<br>935 Lake Baldwin Lane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Requester's name and address (optional) |
| <b>6</b> City, state, and ZIP code<br>Orlando, FL 32814                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                         |
| <b>7</b> List account number(s) here (optional)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                         |

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

|                                       |   |  |   |   |   |   |   |   |   |   |
|---------------------------------------|---|--|---|---|---|---|---|---|---|---|
| <b>Social security number</b>         |   |  |   |   |   |   |   |   |   |   |
|                                       |   |  |   | - |   |   |   | - |   |   |
| or                                    |   |  |   |   |   |   |   |   |   |   |
| <b>Employer identification number</b> |   |  |   |   |   |   |   |   |   |   |
| 5                                     | 9 |  | - | 3 | 1 | 0 | 1 | 0 | 5 | 2 |

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

|                  |                            |                  |
|------------------|----------------------------|------------------|
| <b>Sign Here</b> | Signature of U.S. person ▶ | Date ▶ 5/16/2017 |
|------------------|----------------------------|------------------|

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/irw9](http://www.irs.gov/irw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

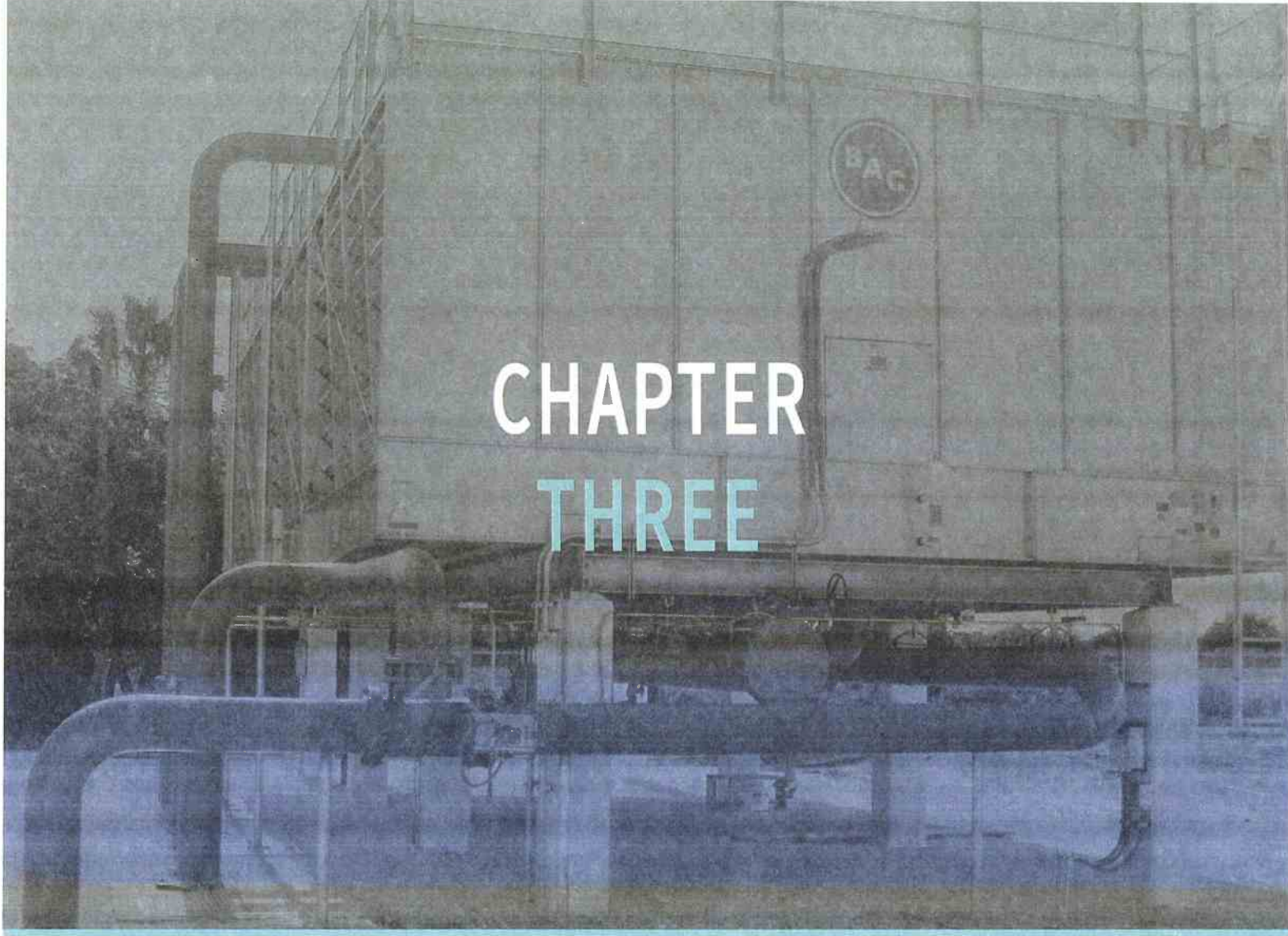
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.





# CHAPTER THREE



## Minimum Qualifications Documentation



## MINIMUM QUALIFICATIONS DOCUMENTATION

- a SGM is registered with the State of Florida Division of Corporations to do business in Florida.
- b SGM has been in business for a minimum of 24 months prior to the due date and time. In fact, we have been in business since 1991—that's 26 years of exceptional MEP engineering services. (See Exhibit A)
- c SGM holds a current, valid license to provide engineering services in the State of Florida. (See Exhibit B)
- d SGM employs a minimum of two employees who hold current, valid Florida licenses in engineering. In fact, we currently have nine professional engineers on staff. (See Exhibits C and D for the professional licenses of our primary and secondary firm representatives.)
- e SGM has no reported conflicts of interest in relation to this RFQ.

### State of Florida Department of State

I certify from the records of this office that SGM ENGINEERING, INC. is a corporation organized under the laws of the State of Florida, filed on December 20, 1991, effective December 17, 1991.

The document number of this corporation is V02240.

I further certify that said corporation has paid all fees due this office through December 31, 2017, that its most recent annual report/uniform business report was filed on January 9, 2017, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Ninth day of January, 2017*



*Ken Detjen*  
Secretary of State

Tracking Number: CC4358587462

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://www.cos.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

Exhibit A

### State of Florida

#### Board of Professional Engineers

Attests that  
SGM Engineering, Inc.



Is authorized under the provisions of Section 471.023, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.

Expiration: 2/28/2019

Audit No: 228201902116 R

CA Lic. No:

62918

Exhibit B

### State of Florida

#### Board of Professional Engineers

Attests that

Ghulam Reza Shahnami, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2019

Audit No: 228201916080 E

P.E. Lic. No:

41204

Exhibit C

### State of Florida

#### Board of Professional Engineers

Attests that

Bobak Shahnami, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2019

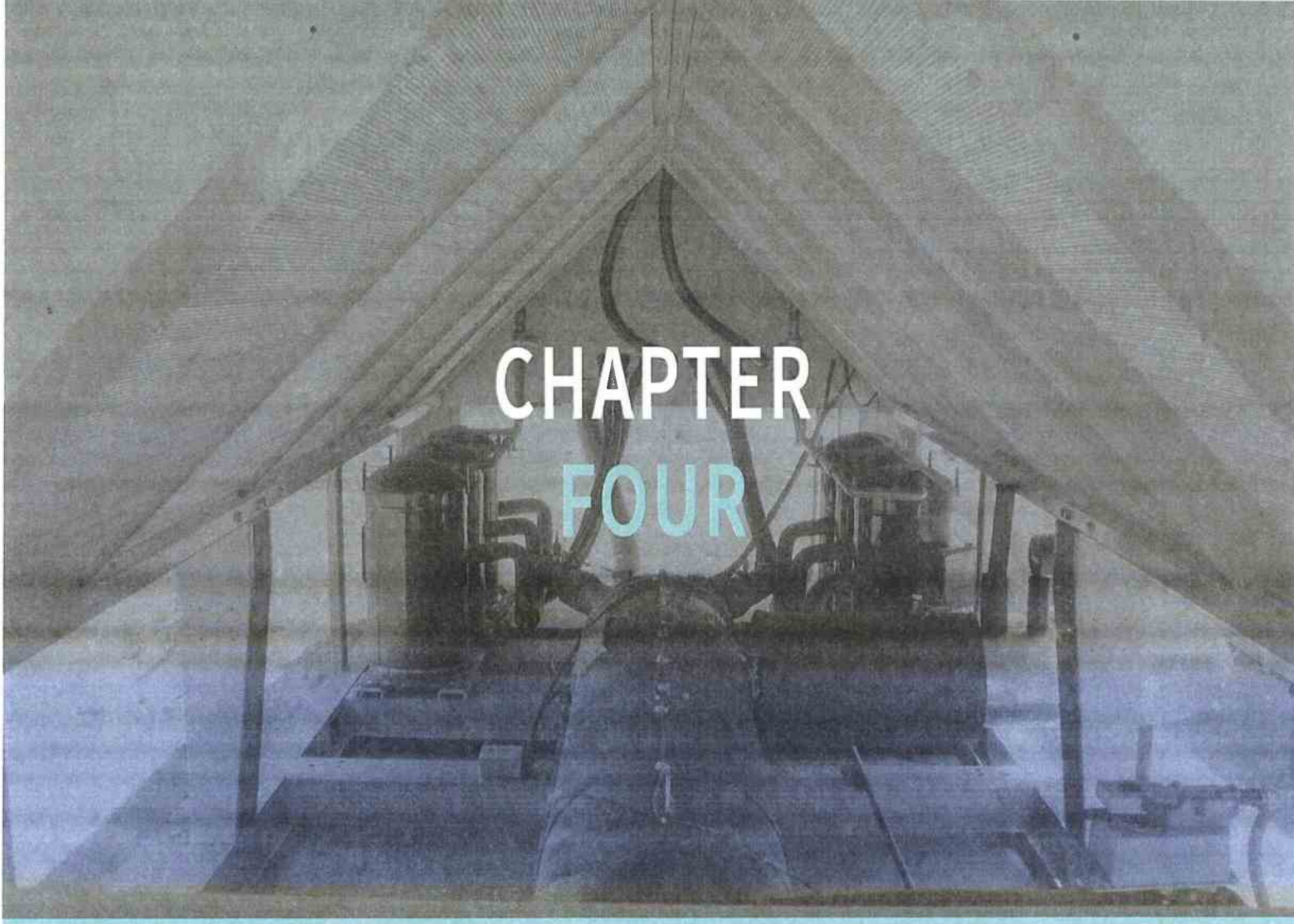
Audit No: 228201915273 E

P.E. Lic. No:

78419

Exhibit D





# CHAPTER FOUR



## Proposal Response Requirements Information



## PROPOSAL RESPONSE REQUIREMENTS INFORMATION

### EXPERIENCE, BACKGROUND, AND REFERENCE FEEDBACK

i

#### Professional Service disciplines or sub-disciplines in which SGM wishes to be considered for award of an Agreement

- (1) Engineering
- (5) Mechanical / Electrical / Plumbing
- (10) Coastal and Marine Engineering

ii

#### Professional Service discipline or sub-discipline narratives

a

##### (1) Engineering

SGM has been providing MEP engineering services in the State of Florida since 1991—that's 26 years. Our diverse clientele includes local municipalities, the federal government, K-12 districts, higher educational institutions, and private entities for multi-family housing, restaurants, and retail stores. With experience in renovations, additions, and construction for new and existing facilities, SGM has developed a deep understanding of Florida Building Codes, Revit 3D Modeling Software, and project management dos and don'ts—skills that help us tackle task orders of any size or complexity. In fact, we employ nine Professional Engineers who possess both the qualifications and capabilities necessary to perform a broad scope of advanced engineering tasks. Over 90% of our workload is contracted through repeat clients, proving our expertise in the field of engineering and our ability to meet the needs of our clients.

##### (5) Mechanical / Electrical / Plumbing

###### Mechanical

Our mechanical design process includes life cycle cost analyses and energy calculations of existing chiller plants with added capacity for future new buildings. Additionally, we design new chilled water piping and controls to feed existing campuses, building Air Handling Units, Variable Air Volumes, electric heat, Energy Management System controls, outside air intake, and ductwork. All discipline designs are created in accordance with Florida Building Code, Florida Mechanical Code, Florida Fire Prevention Code, and standards set by the City.

Our Mechanical Engineers have experience in the design of mechanical systems including, but not limited to, all types and sizes of HVAC systems, high temperature hot water boilers, piping, fluid systems, chilled water, compressed gas systems, specialized mechanical equipment, direct digital controls (DDC), and the facilities to house the mechanical equipment.

We have been providing forensic engineering services and solving problems related to Indoor Air Quality within existing facilities for 26 years throughout the state of Florida and the United States. Our firm employs many well qualified engineers who are:

- Certified with the Indoor Air Quality Council
- Certified with American Forensic Engineering
- LEED
- US Green Council-Commissioning

SGM has been providing cost effective solutions for various facilities types in Boca Raton, Miami, Boynton Beach, and other municipalities along the east coast of Florida. We utilize state of the art



technologies to analyze and determine the fundamental catalysts that cause Indoor Air Quality issues. In order to effectively examine and diagnose a building, SGM embraces the usage of data loggers (which monitor temperature, relative humidity and dewpoint), moisture meters (which measure the percentage of moisture in porous building materials relative to a dry sample of the same material), and micro-manometers (which provides pressure readings of a space relative to an adjacent space). These tools, coupled with sound engineering judgment, have allowed SGM engineers to adequately diagnose buildings with “sick building syndrome”, mold, mildew problems, and issues that can often be found in coastal environments.

Our experienced team has designed energy recovery units to help capture over 75% of the energy of exhaust air, removing moisture at a fraction of the cost of older cool and reheat mechanical systems. With SGM's IAQ building forensic expertise, we are confident that together we will provide long lasting results with high quality indoor air and a work environment that will promote the highest level of productivity, comfort, and success for many years to come.

### Electrical

All SGM electrical engineers and designers have a background in electrical construction and use their hands on knowledge to design electrical systems that are buildable and user-friendly. This understanding of electrical construction helps to facilitate designs that are understandable from the electrical contractor's point of view. Additionally, our comprehensive electrical knowledge typically fosters a better and more accurate pricing and fewer clarifications and changes during the construction process.

The techniques and tasks provided for each electrical design of new and existing facilities include:

- Design of electrical power systems.
- Investigating electrical systems.
- Verifying As-Built Drawings including circuit tracing
- Evaluation and planning of work to be completed per diem.
- Inspection of electrical work for compliance with drawings, specifications, photometrics, and grounding.
- Troubleshooting existing electrical installations.
- Power Distribution.
- Calculating and selecting circuit interrupting devices along with fault current interrupting capability.
- Short Circuit Analysis
- Calculating and selecting conductor ampacity and insulation types.
- Calculation of voltage drop for feeders and customer owned service conductors.
- Circuitry of outlets, equipment, and devices
- Load Computations
- Grounding and bonding measurements
- Design of emergency and standby power systems
- Determining light fixture performance specifications and arrangements in accordance with IES recommendations.
- Provided design of emergency lighting, egress lighting, security, parking, site, walkway, and exit lighting
- Provided design of lighting control and circuiting
- Calculated W/sq ft values to determine compliance with the Florida Energy Code for Building Construction.
- Calculation of photometric values.
- Design of Communication Systems (CATV, Voice/Data, Intercom)
- Design of Alarm (including fire alarm) systems
- Design of lightning protection systems
- Design of Instrumentation and control systems
- Design of grounding systems

### Plumbing

Our plumbing engineers have the ability to design for domestic water systems, hot water return systems, equipment and fixture identification, sanitary drainage systems, storm drainage piping,

liquid propane/natural gas systems, and boilers.

#### (10) Coastal and Marine Engineering

The following entities represent some of the diverse clientele we've served along the coast:

- City of Boynton Beach
- City of Tampa
- City of Hollywood Beach
- City of Jupiter
- City of Boca Raton
- MacDill Air Force Base
- Miami Dade College
- Broward College
- Florida International University, including Biscayne Bay Campus
- School District of Volusia County
- School Board of Broward County
- Miami Dade County Public Schools

When Hurricane Andrew arrived in 1992, it destroyed over 80,000 buildings resulting in property damage exceeding \$30 billion. SGM understands that this project is in a "Hurricane Region" and is aware of the potential hazards. Our team will perform cost benefit analyses to study the uplift pressure on rooftop equipment, make potential use of wind screens, and recommend the use of damping equipment to prevent wind load effects.

Often times, existing rooftop equipment in today's facilities do not meet Florida building wind load code requirements. We understand that rooftop equipment is subject to high wind loads during Florida's hurricane season. SGM carefully makes design recommendations to prevent equipment failure during this critical time of year. The result of equipment failure during Florida's hurricane season not only effects mechanical equipment, but may also result in roof damage, creating water infiltration. Detached mechanical equipment may also result in threats surrounding the equipment under high wind load conditions. SGM ensures equipment design and installation that is properly anchored, sealed, and protected, preventing direct and ancillary damage.

ii

b

#### **Experience in other related services that compliment the above referenced Professional Services**

##### Commissioning

Through Commissioning, Re-commissioning and Retro-Commissioning, SGM seeks to resolve ongoing problems or ensure functionality continues to meet facility needs. Through re-commissioning and retro-commissioning, SGM will be able to diagnose the cause of ongoing, unresolved problems and assist our clients with a planned preventive maintenance program that includes formal re-commissioning elements.

Commissioning during the design phase will achieve the following specific objectives:

- Provide commissioning focused design review.
- Verify that the design and operational intent are clearly documented.
- Ensure that the commissioning for the construction phase is adequately documented in the bid documents.

Commissioning during the construction phase will achieve the following specific objectives:

- Ensure that the applicable equipment and systems are installed properly and receive adequate operational checkout by the installing contractors.
- Verify and document the proper performance of equipment and systems.



- Ensure that the O&M documentation left on-site is complete.
- Make sure that the owner's operation personnel are adequately trained.

### **Awards, certifications, or other recognitions**

#### LEED Certifications and Experience

Over the past 26 years of business, SGM has completed over 60 LEED Certified projects ranging from Silver to Platinum. Needless to say, sustainable design has been a core component of SGM's practice for decades. The importance of light, views, indoor air quality, and energy management all influence planning and the building itself. SGM's approach to planning comes together through fenestration, internal organization for maximum outside exposure, daylight and sun control. Sustainability also drives the selection of energy efficient materials and detailed analysis and monitoring of interior air quality—all in an attempt to reduce the amount of air needed to flow through the facility while maintaining safety for the occupants. SGM is committed to the reduction of energy consumption in all our endeavors. The team utilizes advanced analysis tools and lifecycle costing to achieve energy efficiency that is not only sustainable but also economically justified.

SGM has been and continues to be at the forefront of energy reduction and conservation, applying state-of-the-art techniques to reach the highest goals for our clients. Some of these improvements come from reducing the energy consumption by specifying and designing a more efficient system, adjusting the orientation of the building to reduce solar lading, or improving the efficiency of the products used on the project. Techniques we routinely include on our projects include high performance HVAC systems, energy recovery, ground source heat pumps, low-watt light fixtures including LED, enhanced building envelopes, and solar hot water heating. SGM routinely designs buildings for its clients that are significantly more efficient than the most stringent current energy standard.

Our team is comprised of 4 LEED Accredited Professionals, but all of our engineers are extremely familiar with LEED standards and certification requirements. We follow the values of LEED certified buildings: Lower operating costs and increased asset value, reduced waste sent to landfills, conservation of energy and water, healthier and safer environment for occupants, reduced harmful greenhouse gas emissions, and the ability to qualify for tax rebates, zoning allowances and other incentives in hundreds of cities. SGM is committed to making every effort for all projects to be qualified for LEED processing.

SGM has developed a set of guidelines that represents energy efficient and environmentally responsible practices. They are recommended in supporting a sustainable design checklist. For example, issues may include:

- Environmentally sensitive design
- Protection and preservation of natural resources
- Energy-conscious design
- Water conservation
- Increased materials reuse and recycling
- Environmentally sound building materials and construction
- Eliminating hazardous substances
- Improving indoor and outdoor air quality

## Client References

- 1
  - a. Florida International University
  - b. Danny Paan, Director of Facilities
  - c. paand@fiu.edu
  - d. Campus Support Complex Building, 11555 SW 17th St. Miami, FL 33199
  - e. Tel: (305) 348-4005
  - f. 2014-2016
  - g. SGM designed and renovated existing chillers at Florida International University, allowing the campus to be conditioned when the chillers reached capacity (2,560 tons, or up to 3,840 tons if necessary). The renovation to the existing Chiller Utility Plant (CUP) included: a full replacement of the induced draft counter-flow cooling towers for the entire plant; replacement of the entire primary, secondary and condenser water pumps; and controls upgrades to the existing building energy management system to incorporate the new equipment. SGM also provided new control/sequence of operation for a new chiller. Electrical upgrades increased CUP service to support the additional cooling equipment.
- 2
  - a. Miami Dade College
  - b. Saeed Fatamian, District Director of Plant and Facilities Maintenance
  - c. mfatemia@mdc.edu
  - d. 300 NE 2nd Ave, Miami, FL 33132
  - e. Tel: (305) 237-0514
  - f. 2014-Ongoing
  - g. SGM provided MEP Engineering to replace the existing rooftop chillers with new emergency chillers to serve the top two floors of the Culinary Institute at Miami Dade College. The new design provides 100% primary cooling from the central chiller plant and an air-cooled chiller on the roof as a backup for the main kitchen and restaurant located on the top two floors of the building. The building automation controls / sequence of operation were also upgraded to communicate with the central plant.
- 3
  - a. Lake County Public Schools
  - b. Craig Jackson, Director of Facilities Design & Construction
  - c. Jacksonc2@lake.k12.fl.us
  - d. 201 West Burleigh Blvd, Tavares, FL 32778
  - e. Tel: (352) 253-4172
  - f. 2015-2017
  - g. SGM provided MEP Engineering services for Eustis Elementary School's Chiller Plant Renovations, Tavares Elementary School's Kitchen Renovations, and Seminole Springs Elementary School's HVAC Replacement.
- 4
  - a. School District of Indian River County
  - b. Nicholas Westenberger, Director of Facilities
  - c. nicholas.westenberger@indianriverschools.org
  - d. 6500 57th Street, Vero Beach, FL 32967
  - e. Tel: (772) 564-5016
  - f. 2012-2014
  - g. As part of a continuing contract for MEP/FP Engineering with the School District of Indian River County, SGM was responsible for an initial HVAC assessment of existing conditions and operations. Once mechanical recommendations were evaluated, SGM met with the School District to determine the most cost-effective solutions.



iii

5

- a. Broward College
- b. Mike Hamilton, Senior Construction Project Manager
- c. mhamilto@broward.edu
- d. 111 East Las Olas Boulevard, Fort Lauderdale, FL 33301
- e. Tel: (954) 201-2110
- f. 2014-2016
- g. As the prime consultant, SGM was awarded the design of a new Satellite Chiller Plant at Broward College's South Campus. This New Satellite Chiller Plant includes the design of a primary-secondary chilled water plant of approximately 7,500 square feet which ties into the existing campus loop to operate in parallel with the existing main chiller plant. The plant design incorporates the use of two 750-ton water cooled chillers with expand-able bays available to install future chillers, cooling towers, and pumps.

iv

#### Experience of Key Personnel

a/b

##### List key personnel proposed for this contract and their role within the provision of services

Tony Shahnami, PE, CxA, CES, CHS-III | Principal in Charge  
 Bobby Shahnami, PE, CxA, LEED AP BD+C | Project Manager  
 Manuel Hernandez, PE | Lead Electrical Engineer  
 Justin Mundell, PE, RCDD | Electrical Engineer  
 John Ball, PE, LEED AP | Lead Mechanical Engineer  
 Christian Rivadeneira | Mechanical Designer  
 Camila Schiel | Mechanical Designer  
 Carlos Pimentel | Plumbing and Fire Protection Designer

5

##### For each key personnel listed above, provide a resume of the individual's experience, qualifications, work history, education, and any other related licenses and certifications

See pages 15 through 21 for resumes and details regarding our key personnel.

**Tony Shahnami, PE, CxA, CES, CHS-III**  
**Principal in Charge**

- Former state employee responsible for Mechanical Engineering and Project Management, proving his familiarity with relevant codes and standards
- Extensive experience with local and federal governments, including the United States Navy, Army Corps of Engineers, the United States Air Force, and over 40 municipalities across FL
- Expertise in heat transfer, fluids, indoor air quality, steam systems, heat recovery, and geothermal systems

**Eastern Florida State College New Public Safety Institute** | Eastern Florida State College | Principal in Charge | \$13 Million | 67,000 SF new const. | Completed 2015

**Courthouse Annex and Sherriff's Dept. Renovations and Energy Upgrades** | Flagler County Government | Principal in Charge | \$3.5 Million | Three floor renovation | Completed 2012

**Main Library Retro-Commissioning and Design Improvements** | City of Jacksonville | Principal in Charge | \$450,000 | 300,000 SF reno. | Completed 2014

**Public Safety Complex and Fire Station 40** | City of Hollywood Beach | Principal in Charge | \$10 Million | 25,500 SF | LEED Silver Certified | Completed 2013

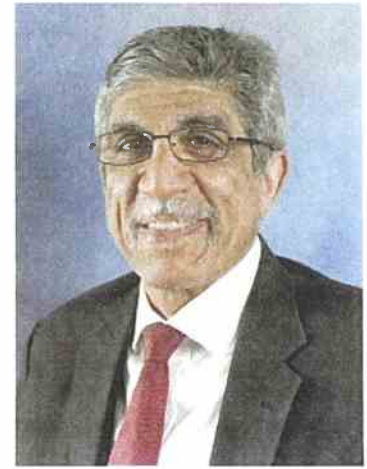
**New Satellite Chiller Plant** | Broward College | Principal in Charge | \$6 Million | 7,500 SF | 750-ton cooling capacity | Completed 2016

**Operations Support Building I - Design-Build HVAC Controls** | Kennedy Space Center - NASA | Principal in Charge | \$764,000 | 302,400 SF | Completed 2014

**Culinary Institute Chiller Replacement** | Miami Dade College | Principal in Charge | \$1.05 Million | Two floor renovation | LEED Gold Certified | Estimated Completion Summer of 2017

**Satellite Chiller Plant Replacement** | Florida International University | Principal in Charge | \$7.1 Million | 16,000 SF | Over 10,000-ton cooling capacity | Completed 2013

**Community Center** | City of Hollywood Beach | Principal in Charge | \$180,000 | Included salvaging and reusing existing equipment for cost-saving measures | Completed 2016



**Years with SGM**  
26

**Total Years Experience**  
36

**Licenses/Registrations**

- Registered Professional Engineer, Mechanical, License #41204
- ACG Certified Commissioning Authority

**Education**

BS in Mechanical Engineering,  
University of Miami

**Role at SGM**

Principal / President

## Bobby Shahnami, PE, CxA, LEED AP BD+C

### Project Manager

- Achieved 300+ projects while with SGM and has a clear understanding of both the design and construction sectors
- Seamlessly links BACnet, LonTalk, Modbus and other common open protocol devices into a single system. He also ensures proper set-points, schedules and sequences of operation are correctly programmed
- Has provided energy savings of 50% above ASHRAE 90.1 Standards

**Eastern Florida State College New Public Safety Institute** | Eastern Florida State College | Mechanical Engineer | \$13 Million | 67,000 SF new const. | Completed 2015

**Public Safety Complex and Fire Station 40** | City of Hollywood Beach | Mechanical Project Engineer | \$10 Million | 25,500 SF | LEED Silver Certified | Completed 2013

**New Satellite Chiller Plant** | Broward College | Mechanical Engineer | \$6 Million | 7,500 SF | 750-ton cooling capacity | Completed 2016

**Culinary Institute Chiller Replacement** | Miami Dade College | Project Manager | \$1.05 Million | Two floor renovation | LEED Gold Certified | Estimated Completion Summer of 2017

**Satellite Chiller Plant Replacement** | Florida International University | Commissioning Agent | \$7.1 Million | 16,000 SF | Over 10,000-ton cooling capacity | Completed 2013

**Community Center** | City of Hollywood Beach | Project Manager | \$180,000 | Included salvaging and reusing existing equipment for cost-saving measures | Completed 2016

**Design Criteria Package, Public Safety Operations Complex** | Hillsborough County Government | Project Engineer | \$26 Million | 77,500 SF | Completed 2016

**Public Safety and Public Works Conversion** | City of Riviera Beach | Project Engineer | \$10.3 Million | Full MEP/FP conversion including police operations, fire station, and administrative spaces | Completed 2016

**Public Safety Information Management Center** | City of Boca Raton | Mechanical Project Engineer | \$4 Million | 13,500 SF | Completed 2015



**Years with SGM**  
18

**Total Years Experience**  
18

#### Licenses/Registrations

- Registered Professional Engineer, Mechanical, License #78419
- ACG Certified Commissioning Authority
- LEED Accredited Professional in Building Design and Commissioning

#### Education

BS in Mechanical Engineering,  
University of Central Florida

#### Role at SGM

Project Manager

**Manuel Hernandez, PE**  
**Lead Electrical Engineer**

- Currently working as Engineer of Record for similar South Florida projects, including those for Broward College, Miami Dade College, and FIU
- Highly proficient in calculating service, feeder, and branch circuit sizes, short circuit currents, and voltage drop as well as performing short circuit/arc flash/coordination studies and over current protection device selection using specialized software
- Senior Engineer for LEED Certified projects

**Community Center** | City of Hollywood Beach | Electrical Project Engineer | \$180,000 | Included salvaging and reusing existing equipment for cost-saving measures | Completed 2016

**Public Safety and Public Works Conversion** | City of Riviera Beach | Project Engineer | \$10.3 Million | Full MEP/FP conversion including police operations, fire station, and administrative spaces | Completed 2016

**Sheriff's Office Security Upgrades** | Indian River County Government | Electrical Project Engineer | \$175,000 | Designs included 10 cameras and 16 door openings with access control devices | Completed 2015

**Public Safety Information Management Center** | City of Boca Raton | Electrical Project Engineer | \$4 Million | 13,500 SF | Completed 2015

**Dimick Building Fire Alarm Replacement** | City of West Palm Beach | Electrical Project Engineer | \$155,000 | Completed within two months of NTP | Completed 2016

**District-Wide Arc Flash Risk Analysis** | School Board of Broward County | Electrical Engineer | \$65,000 AE Fee | 36 Schools | Completed 2015

**Emergency Generator Replacement** | Florida International University | Electrical Engineer | \$325,000 | (2) 260 kW and (1) 750 kW generators | Completed 2014

**County-Wide Library Renovations** | Osceola County Government | Electrical Engineer | \$5 Million | Four libraries total | Combined 83,000 SF | Completed 2016

**Omni Auditorium House Lighting Study** | Broward College | Electrical Engineer | \$225,000 | Scope included suggestions for independent lighting controls | Completed 2015



**Years with SGM**  
2

**Total Years Experience**  
8

**Licenses/Registrations**

- Registered Professional Engineer, Electrical, License #74989

**Education**  
BS in Electrical Engineering,  
University of Puerto Rico

**Role at SGM**  
Electrical Department Assistant  
Manager



**Justin Mundell, PE, RCDD**  
**Electrical Engineer**

- 15 years experience with project management, scheduling, manpower loading, field coordination, change order estimating, technical assistance to field personnel, and project closeouts
- Over 10 years experience drafting and designing power, lighting, and communications systems for a variety of facilities
- Familiar with IESNA Standards, and USGBC high-performance sustainable lighting designs

**Public Safety and Public Works Conversion** | City of Riviera Beach | Communications Project Engineer | \$10.3 Million | Full MEP/FP conversion including police operations, fire station, and administrative spaces | Completed 2016

**Public Safety Complex and Fire Station 40** | City of Hollywood Beach | Electrical Engineer | \$10 Million | 25,500 SF | LEED Silver Certified | Completed 2013

**Public Safety Information Management Center** | City of Boca Raton | Communications Project Engineer | \$4 Million | 13,500 SF | Completed 2015

**Street Lighting Replacement** | Town of Palm Beach | Electrical Engineer | \$125,000 | Replaced and relocated 46 street lights to achieve aesthetic uniformity | Completed 2012

**Design Criteria Package, Public Safety Operations Complex** | Hillsborough County Government | Communications Project Engineer | \$26 Million | 77,500 SF | Completed 2016

**500 Ocean Multi-Use Residential and Retail Complex** | City of Boynton Beach | Electrical Engineer | \$24 Million | 20,000 SF new const. | Completed 2016

**Courthouse Annex and Sherriff's Dept. Renovations and Energy Upgrades** | Flagler County Government | Electrical Engineer | \$3.5 Million | Three floor renovation | Completed 2012

**Public Works Facility** | City of Hialeah | Electrical Engineer | \$1.5 Million | 1,600 SF addition | LEED Compliant | Completed 2012

**Existing Electrical Line Repair** | US Air Force - MacDill Air Force Base (Tampa, FL) | Project Manager | \$1.1 Million | 13.2 kV electrical distribution system | Completed 2012



**Years with SGM**  
10

**Total Years Experience**  
15

**Licenses/Registrations**

- Registered Professional Engineer, Electrical, License #70700
- Registered Communications Distribution Designer

**Education**

BS in Electrical Engineering,  
University of Central Florida

**Role at SGM**

Electrical Department Manager

**John Ball, PE, LEED AP**  
**Lead Mechanical Engineer**

- SGM's Mechanical Department Manager with 17 years experience as a leader and key designer
- Displays professional communication with design-build projects requiring client, user, and contractor interactions
- Specializes in the programming phase, where he determines the most cost-effective scope of work for related systems and associated equipment with the city's needs

**Eastern Florida State College New Public Safety Institute** | Eastern Florida State College | Mechanical and Plumbing Engineer | \$13 Million | 67,000 SF new const. | Completed 2015

**Riviera Beach City Hall HVAC Replacement** | City of Riviera Beach | Mechanical Engineer | \$325,000 | Reduced HVAC systems from 8 to 2 with strategic redundancy | Completed 2012

**Maitland City Centre** | City of Maitland | Mechanical Engineer | \$66 Million | 35,000 SF | Completed 2016

**MacDill Fitness Center Assessment and Addition** | US Air Force - MacDill Air Force Base (Tampa, FL) | Mechanical Engineer | \$1.5 Million | Addition of second floor mezzanine | Completed 2013

**Freedom Tower HVAC Replacement** | Miami Dade College | Mechanical Engineer | \$1.8 Million | Design incorporated two chillers to provide a redundant system to maintain humidity control | Estimated Completion Winter of 2017

**County-Wide Library Renovations** | Osceola County Government | Electrical Engineer | \$5 Million | Four libraries total | Combined 83,000 SF | Completed 2016

**MacDill Fitness Center Energy Upgrades** | US Air Force - MacDill Air Force Base (Tampa, FL) | Mechanical Engineer | \$850,000 | 200-ton air-cooled chiller upgrade | Completed 2014

**Campus-Wide Chilled Water Extension** | Florida International University | Mechanical Engineer of Record \$26,000 | Campus-Wide | Completed 2016

**Cooper City High School Design-Build** | School Board of Broward County | Mechanical Engineer | \$19 Million | 111,000 SF new const. | 1,500-ton water-cooled central energy plant | Completed 2014



**Years with SGM**  
3

**Total Years Experience**  
17

**Licenses/Registrations**

- Registered Professional Engineer, Mechanical, License #
- LEED Accredited Professional

**Education**

BS in Mechanical Engineering,  
Mississippi State University

**Role at SGM**

Mechanical Department Manager

## Christian Rivadeneira

### Mechanical Designer

**Palmetto High School** | Miami Dade County Public Schools | Mechanical Designer | \$459,818 Design Fee | 134,000 SF new const. in phased delivery | Estimated Completion 2020

**Hillcrest Elementary School** | Orange County Public Schools | Mechanical Designer | \$203,728 Design Fees | 23,600 SF reno. | 52,000 new const. + parking garage | Estimated Completion 2017

**James Rickard Elementary School Renovations** | School Board of Broward County | Mechanical Designer | \$110,000 Design Fees | Estimated Completion 2017

**Ramblewood Elementary School Renovations** | School Board of Broward County | Mechanical Designer | \$88,253 Design Fees | Estimated Completion 2017

**Rooftop Unit Replacement** | Florida International University | Mechanical Designer | \$500,000 | 1,000 SF rooftop repairs | Completed 2017



**Yrs with SGM / Total Experience**  
8 months / 3 years

**Licenses/Registrations**  
N/A

**Education**  
MS in Mechanical Engineering,  
University of South Florida

## Camila Schiel

### Mechanical Designer

**Glenn Hubert Library Upgrades** | Florida International University | Mechanical HVAC Designer | \$250,000 | 100,087 SF | Completed 2015

**Humidity Control Improvements** | Florida International University | Mechanical HVAC Designer | \$90,000 | 3,260 SF | Completed 2015

**Building 4000 Deferred Maintenance** | Miami Dade College | Mechanical HVAC Designer | \$93,000 Design Fees | Building-Wide Maintenance | Completed 2016

**Arena Chiller Replacement** | Florida Atlantic University | Mechanical HVAC Designer | \$14,275 Design Fees | 3,500 seat arena | Completed 2016

**Boyd Anderson High School Media Center Renovation and Remodel** | School Board of Broward County | Mechanical HVAC Designer | \$11,000 Design Fees | Entire Media Center Remodel | Completed 2016



**Yrs with SGM / Total Experience**  
2 / 2

**Licenses/Registrations**  
N/A

**Education**  
MS in Mechanical Engineering,  
University of Central Florida

**Carlos Pimentel**  
**Plumbing and Fire Protection Designer**

**Public Safety and Public Works Conversion** | City of Riviera Beach | Plumbing and Fire Protection Designer | \$10.3 Million | Full MEP/FP conversion including police operations, fire station, and administrative spaces | Completed 2016

**Public Safety Information Management Center** | City of Boca Raton | Plumbing and Fire Protection Designer | \$4 Million | 13,500 SF | Completed 2015

**Building 47 Renovations** | Broward College | Plumbing and Fire Protection Designer | \$2.8 Million | Three floor renovation | Estimated Completion 2017

**Chiller Utility Plant Renovations** | Florida International University | Plumbing and Fire Protection Designer | \$1.7 Million | 2,560-3,840-ton cooling capacity | Completed 2016

**Casavana Restaurant and Cafe** | Fort Lauderdale Airport | Plumbing and Fire Protection Designer | \$36,800 Design Fees | Completed 2016



**Yrs with SGM / Total Experience**  
2 / 2

**Licenses/Registrations**  
N/A

**Education**  
BS in Aerospace Engineering  
University of Central Florida



## PROPOSAL RESPONSE REQUIREMENTS INFORMATION

### APPROACH TO PROJECT MANAGEMENT

i

#### Approach and methodology for engaging with City representatives while in the course of performing duties

SGM understands the importance of coordinating with City representatives to achieve comprehensive and complete engineering services, especially considering the variety of major and minor projects potentially involved in this contract. We have been collaborating with engineers of all disciplines, architects, end-users, and Owner's Representatives on thousands of projects over the past 26 years. Our success rate for A/E projects is huge, reflecting on the experience and professionalism of SGM's engineers. We apply a variety of "action items" to each contract we undergo, ensuring proper lines of communication are outlined and followed throughout each stage of the project. Below are a few of the items that help SGM maintain coordination with our clients:

- Establish routine and frequent coordination meetings between firm and Owner. These take on a decidedly design-oriented tone during design development, but serve as the basis for the more frequent Quality Control Coordination meetings as the construction documents are completed.
- Provide a single point of contact for outside firms and Owner to contact SGM quickly and efficiently.
- Utilize Latista software, which is designed to allow all parties to view construction documents at the same time. Once the app has been synced, all information and updates are automatically shared with everyone on the application. This allows faster communication between the parties, quicker distribution of information, and ultimately faster responses to problems.

ii

#### Approach to the design of projects

Our design process includes working with Project Architects to provide on-site design Charrettes (client/user participatory design/planning process). This is a proven systematic approach for achieving design excellence by working with the client to establish project goals, collect facts and to discover and examine concepts early in the design process where sound decisions have the highest return in value to the client. We have utilized this approach on numerous projects in the last 26 years and have enjoyed significant success utilizing it.

Secondly, we believe high quality control measures are essential to producing quality design documents. SGM views this effort as the responsibility of every individual involved with a project. We have established a Design Quality Assurance Program to address the issues we believe are paramount to quality control and standard design production. The following six points define our Quality Assurance Program:

Office Standards: As part of the Quality Assurance Program, Office Standards have been developed for the use of all staff members to maintain a consistent level of quality documentation. The goal is to produce complete and consistent technically accurate documents.

Quality Assurance Reviews: Responsibility for quality is delegated to each member of the project team. The goal of the Quality Assurance review is to insure that the Project has successfully completed all procedures and phases in an accurate manner to yield a quality product.

Interdisciplinary Review: An interdisciplinary review utilizing our Interdisciplinary design Review

Program is conducted at the office of SGM with all design consultants in attendance. Checklists are compiled at the end of the review and a formal out-briefing is conducted with each project team to discuss general findings and comments relative to the project. All corrective measures are then implemented for the 100% Design Submittal. The time necessary to perform the interdisciplinary review usually takes from ½ hour to 1 hour per sheet of drawings, plus additional time necessary to perform the corrective work listed in the interdisciplinary review checklists. Average time is usually 1 ½ to 2 days for this type of review, depending on the project complexity and total drawings required.

Project Organization and Team Communications: Effective team management is dependent on all staff members having a clear understanding of their respective roles and responsibilities on a project. The primary goal of this process is to instill in all team members the concept that responsibility for the accuracy and completeness of the documents is the professional responsibility of each individual team member.

Training and Intern Development: As part of our professional obligation, we devote considerable time and resources to coach and develop the design and technical skills of our staff members.

Technical Reviews: A technical review occurs at the In-Progress Design Submittal Stage and continues up to the 100% Design Submittal. The review includes the use of component checklists, which include items of technical nature relative to a projects usage of construction materials and methods; identified by graphic means (drawings) or written specifications. A Project Engineer is responsible for checklist implementation.

Another way SGM ensures quality design production is ensuring an adequate budget upfront and managing costs throughout design and construction. We will utilize the following collaborative meetings and tools to facilitate effective communication, immediate responsiveness, general understanding, and overall resource management for this contract. Through these three steps, SGM ensures the adherence to the City's budget requirements:

#### Contract Orientation and Pre-Planning

Years of experience with municipal contracts have shown us that task order pre-planning is critical to cost and time savings on a project and is essential for the timely detection and resolution of problems. The initial planning starts even before the receipt of a specific task-order, at the notification of contract award. The Principal-in-Charge, Project Manager, Design Engineer, and Engineering Professionals will coordinate the assembly of all contractual requirements, design standards, and design directives required by the City of Delray Beach. The team will bring these materials to City personnel, incorporating and finalizing pre-plans into the larger Management Plan. Modifications will be made, as required, to ensure that the plan remains a viable management tool.

Following this orientation, a "kick-off" meeting will occur to orient the entire team with projected goals, objectives, and requirements. During this time, the team will discuss project characteristics (including schedule and phasing, budget, and physical/technical objectives), individual responsibilities, lines of communication and reporting protocols, and design and construction procedures.

#### Task Order Meeting

For each task-order awarded under this contract, a project meeting (formal, teleconference, or GoToMeeting) between SGM and district personnel will be scheduled. The Task-Order Meeting is dedicated to developing an overall understanding the scope of work, schedules, team members, budgets, and general expectations. At the completion of the Task Order Meeting, all involved parties will have an understanding of their unique contributions, timelines, and budget restraints.



The Task-Order Meeting exists to establish guidelines and resolve issues. Point of discussion may include: processes, where we discuss local codes and conditions, documentation formats and project procedures; deliverables on a per project basis; design standards per local requirements; macro and micro-schedules; and budget parameters. SGM employs a multi-layered approach to ensuring Owner's Project Requirements are met, leaving little room for mistakes and oversights.

#### Professional Experienced Scheduling

SGM is structured with many qualified and experienced Project Managers who oversee engineers, designers, and CAD technicians assigned to specific projects. Every Monday, our team holds a Project Manager's Meeting to discuss updates to a spreadsheet outlining each project, its respective deadlines, and all assigned staff. This routine promotes project accountability and timely completions, while building a team dynamic between departments.

For individual projects, we develop and maintain a Critical Path Method. More than merely a tool to manage progress to contract completion dates, this method encompasses all design development and construction documentation. Additionally, it serves to establish a work plan for accomplishing period and systematic reviews, and to ensure the accommodation of significant quality control requirements. Our detailed Critical Path Method will include: fee expenditures, project resources, work schedules, documentation, and submissions, reviews, and sign offs.

Lastly, SGM will utilize value engineering as a last resort if the actual construction bid(s) exceeds the budgeted amount. The VE items are usually based upon:

- Different manufacturer – same performance.
- Issue "Owner Direct Purchase" of the equipment, which will save the owner sales tax money and mark-up money by the contractor.
- If follow-up consultation services are needed but not requested by the owner, then the specifications will be written in a format to protect the owner from any additional cost of the project. Contractor will be liable to perform the same services at no additional cost to the owner.



#### **Knowledge and Understanding of the Professional Service Requirements in this RFQ**

SGM has a comprehensive understanding of the scope of services in this RFQ. We understand that as projects arise and are assigned, our responsibilities will include negotiating the scope of services and basis of compensation, then maintaining a professional and technical relationship with the City to complete designs in accordance with professional practices and ethical standards.

Furthermore, SGM understands that it is the City's obligation to establish budgets, and SGM's duty to provide drawings, designs, specifications, reports, and other applicable services. We will follow all rules and regulations, comply with all laws, and coordinate with any appropriate agencies as needed. Additionally, we commit to providing professional quality, technical accuracy, timely completion, and expedient solutions to all errors and/or omissions that may occur.

At the will of the City of Delray Beach, SGM commits to providing any and all mechanical, electrical, plumbing, fire protection and coastal/marine environment engineering services, drawing on our 26 years of expertise in the field to meet deadlines with quality results. Whether the required scope of work included existing facility renovations/remodels or new construction, SGM is prepared to tackle any task order, large or small. We possess invaluable experience with clients in South Florida and along the East Coast from Jacksonville to Miami. For the City of Delray Beach, SGM will utilize our extensive project experience and engineering knowledge to exceed Owner Project Requirements.





## Implementing work under a Service Authorization

To reiterate our approach upon receiving a Notice to Proceed, SGM will implement the following 3 steps, ensuring all parties are engaged, informed, and prepared to complete each task order with quality services:

### Contract Orientation and Pre-Planning

Years of experience with municipal contracts have shown us that task order pre-planning is critical to cost and time savings on a project and is essential for the timely detection and resolution of problems. The initial planning starts even before the receipt of a specific task-order, at the notification of contract award. The Principal-in-Charge, Project Manager, Design Engineer, and Engineering Professionals will coordinate the assembly of all contractual requirements, design standards, and design directives required by the City of Delray Beach. The team will bring these materials to City personnel, incorporating and finalizing pre-plans into the larger Management Plan. Modifications will be made, as required, to ensure that the plan remains a viable management tool.

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v

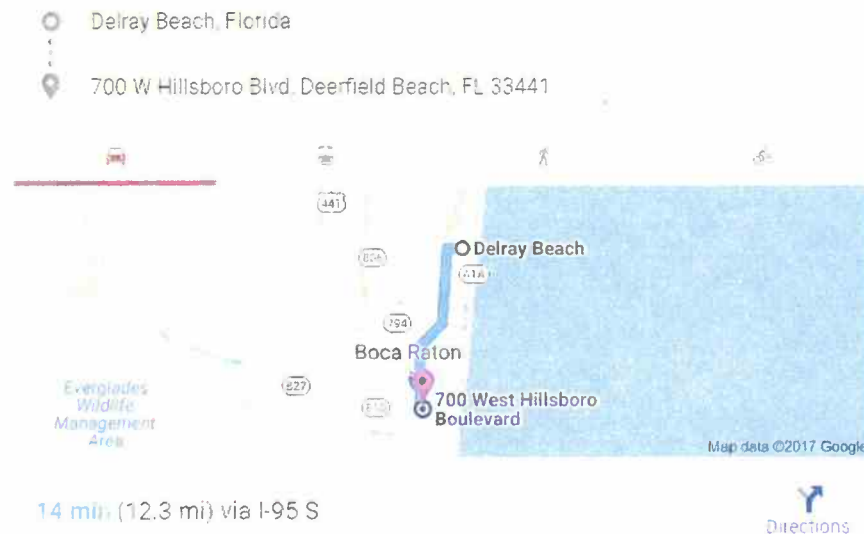
### Locations where work will be performed under this contract

All work under this contract will be completed at SGM's branch office in Deerfield Beach, located at:

700 W. Hillsboro Blvd., Bldg. 4, Suite 205  
Deerfield Beach FL, 33441

Should our branch need additional assistance completing the duties, our headquarters office in Orlando, FL will be our second line of defense against late project deadlines and design errors. We are located at:

935 Lake Baldwin Lane  
Orlando, FL 32814



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### Additional explanations

1

Our staff at Deerfield Beach will be readily available during business hours and after hours, prioritizing our responses to emergencies, questions, and requests. Additionally, our engineers understand the importance of attending meetings, general communications, coordination, and supervision. We are committed to making every effort toward these goals.

2

SGM prefers to physically attend meetings with the City to have personal, face-to-face interactions with City staff. We believe that these types of interactions facilitate heightened accountability on each party's behalf and ensure our clients have every opportunity to communicate their needs and desires. In order to provide every one of our clients with this same courtesy, we would appreciate at least 3 days notice before attending any in-person meetings. If the City is unable to provide 3 days, we would appreciate at least 24-hours notice in order to attend any meetings by phone or conference call.

3

As mentioned in our previous response, we prefer to attend meetings in person and will make every effort to achieve this goal.

4

All of our engineers are available through both phone (office and cell) and email. With so many lines of communication and an entire team of engineering professionals on staff to coordinate with clients, SGM is confident that someone will always be available to attend to the City of Delray Beach personnel.



## PROPOSAL RESPONSE REQUIREMENTS INFORMATION

### PROJECTS FOR SIMILAR SERVICES

# OSLO MIDDLE SCHOOL HVAC UPGRADE

i. **Owner Name**  
School District of Indian River County

ii. **Address (City/State)**  
Vero Beach, Florida

iii. **Project Date (Start/End)**  
2012 Start – 2013 End

iv. **Status of Project**  
Complete

v. **Scope**  
As part of a continuing contract for MEP/FP Engineering with the School District of Indian River County, SGM was responsible for an initial HVAC assessment of existing conditions and operations. Once mechanical recommendations were evaluated, SGM met with the School District to determine the

most cost-effective solutions.

SGM provided design and CA services for multiple mechanical upgrades throughout the campus, including:

- One air-cooled chiller with an associated ice storage tank.
- New AHU in the gymnasium, including a duct-mounted smoke detector.
- Evaluated existing BAS operation with Johnson Controls.
- Designed new OA dampers and roof drains.

SGM was also heavily involved with selecting a contractor, submittal reviews, answering RFI's, and on-site construction meetings and inspections.

Project Cost: \$2.7 Million

# FREEDOM TOWER HVAC RENOVATION

i. **Owner Name**  
Miami Dade College

ii. **Address (City/State)**  
Miami, Florida

iii. **Project Date (Start/End)**  
2014 Start – Ongoing (Estimated Completion Winter of 2017)

iv. **Status of Project**  
Construction

v. **Scope**  
As part of a MEP Engineering Continuing Contract with MDC, SGM was commissioned to renovate portions of the building's existing HVAC system while ensuring the structure and humidity control was intact during construction due to the history/artwork

within the Freedom Tower.

During investigations, SGM recognized the critical nature of the building's artwork and recommended the design incorporated two chillers to provide a redundant system to maintain humidity control to portions of the building during times of emergencies and required equipment maintenance.

Scope of services included:

- Deficiency report to identify code deficiencies.
- Life cycle cost analysis of chiller selections.
- Two roof-mounted, air-cooled chillers.
- Replaced AHU's.
- Upgraded electrical system.
- Reprogrammed controls to satisfy new sequence of operation.

Project Cost: \$1.8 Million

# CULINARY INSTITUTE CHILLER REPLACEMENT

**i. Owner Name**

Miami Dade College

**ii. Address (City/State)**

Miami, Florida

**iii. Project Date (Start/End)**

2014 Start – Ongoing (Estimated Completion Summer of 2017)

**iv. Status of Project**

Construction

**v. Scope**

SGM was the prime consultant as part of a continuing contract for chiller replacements at Miami Dade College's Wolfson Campus' Culinary Institute. The existing chillers had four independent circuits that all used the same control panel and there was a history of unstable and unreliable chiller operation throughout the life of the chiller. The Culinary

Institute is a LEED Gold Certified facility requiring HVAC replacements to help keep the carbon footprint of the building significantly low.

Based on SGM's communication with MDC, they had a preference to get the building to utilize chilled water from the central plant to condition the entire building, and replace the existing chillers with a backup chiller on site in case of emergencies and after-hour use to condition the 6th and 7th floors.

SGM provided MEP Engineering to replace the existing rooftop chillers with new emergency chillers to serve the top two floors. The new design provides 100% primary cooling from the central chiller plant and an air-cooled chiller on the roof as a backup for the main kitchen and restaurant located on the top two floors of the building. The building automation controls / sequence of operation were also upgraded to communicate with the central plant.

Project Cost: \$1.05 Million

# DISTRICT-WIDE CEP ASSESSMENT

**i. Owner Name**

Lake County Public Schools

**ii. Address (City/State)**

Lake County, Florida

**iii. Project Date (Start/End)**

2014 Start – 2015 End

**iv. Status of Project**

Complete

**v. Scope**

In an effort to optimize the operation of 45 Central Energy Plants within Lake County Public Schools, and reduce the operational cost of maintaining these plants, the district tasked SGM Engineering to evaluate all of the chiller plants in the district.

The goal of the project was as follows:

- How efficient schools Central Energy Plants are operating
- Identify any and all operational issues
- Identify immediate critical repairs needed
- Evaluate the sequence of operation for efficiency
- Evaluate operational schedule for feasibility
- Make recommendations to improve on all existing systems
- Make recommendations to incorporate efficiency into the construction of future schools

By diminishing the critical issues, the central energy plants would have the capability to perform more efficiently, which may result in accumulative annual savings cost by lowering energy consumption. Maintaining equipment health would help produce efficient equipment performance.

Project Cost: \$95,690 Evaluation Fee

## NEW SATELLITE CHILLER PLANT

**i. Owner Name**

Broward College

**ii. Address (City/State)**

Pembroke Pines, Florida

**iii. Project Date (Start/End)**

2013 Start – 2016 End

**iv. Status of Project**

Complete

**v. Scope**

As the prime consultant, SGM was awarded the design of a new Satellite Chiller Plant at Broward College's South Campus. This New Satellite Chiller Plant includes the design of a primary-secondary chilled water plant of approximately 7,500 square feet which ties into the existing campus loop to operate in parallel with the existing main chiller

plant. The plant design incorporates the use of two 750-ton water-cooled chillers with expandable bays available to install future chillers, cooling towers, and pumps.

The design accommodates for future expansion build-out of up to 4,500 tons, which includes header pipe sizes, cooling towers water make-up, and electrical service to accommodate for the anticipated future load. It also includes water distribution pipe for the new science building, aviation building, and bookstore with provisions to extend to other facilities creating chilled water loop distribution system campus wide. Sustainable features include the use of domestic water well to provide make-up water for the cooling towers, as well as energy efficient chillers, cooling towers, and pumps.

Project Cost: \$6 Million

## BUILDING 47 RENOVATIONS

**i. Owner Name**

Broward College

**ii. Address (City/State)**

Coconut Creek, Florida

**iii. Project Date (Start/End)**

2016 Start – Ongoing

**iv. Status of Project**

Construction

**v. Scope**

As part of an Architectural Continuing Contract, SGM is providing Mechanical, Electrical, Plumbing and Fire Protection Engineering for renovations to several floors in Building 47, located at Broward College's North Campus. The project scope consists of renovating three floors, including the building's MEP/FP

systems.

Where ever possible, SGM worked the existing AV into the new design, coordinating with IT to accomplish this goal. Additionally, the HVAC system was in need of independent zoning by floor. We provided demolition as necessary, ducted return air plenum ceilings, and an overall above ceiling walkthrough with the AE team and Broward College's Electrical Representative.

Project Cost: \$2.8 Million



## CHILLER UTILITY PLANT RENOVATIONS

- i. **Owner Name**  
Florida International University
- ii. **Address (City/State)**  
Miami, Florida
- iii. **Project Date (Start/End)**  
2014 Start – 2016 End
- iv. **Status of Project**  
Complete

- v. **Scope**  
SGM designed and renovated existing chillers at Florida International University, allowing the campus to be conditioned when the chillers reached capacity (2,560 tons, or up to 3,840 tons if necessary). The renovation to the existing Chiller Utility Plant (CUP) included: a full replacement of the induced draft counter-flow cooling towers for the entire plant;

replacement of the entire primary, secondary and condenser water pumps; and controls upgrades to the existing building energy management system to incorporate the new equipment. SGM also provided new control/sequence of operation for a new chiller. Electrical upgrades increased CUP service to support the additional cooling equipment.

SGM assisted FIU through contract documents to directly purchase the chiller, in effect saving sales tax and overhead charges by the contractor. SGM underwent review meetings and received comments from the FIU project manager.

Project Cost: \$1.7 Million

## VH THEATRE AHU RENOVATIONS

- i. **Owner Name**  
Florida International University
- ii. **Address (City/State)**  
Miami, Florida
- iii. **Project Date (Start/End)**  
2016 Start – 2017 End
- iv. **Status of Project**  
Complete

- v. **Scope**  
FIU requested SGM assist with the plans to renovate the air handling unit serving the existing theater. FIU would like to reuse the existing unit, which already has a brand new coil, and restore it using the services of Blygold. SGM is responsible for redesigning the condensate system to code and evaluating the

air distribution system to include transfer ducts from a recently renovated control booth, providing direction for the test and balance of the system upon completion. They would also like controls upgrades for the unit to supply the theater.

Project Cost: \$20,000

# STUDENT HEALTH CENTER RENOVATIONS

## i. Owner Name

Florida International University

## ii. Address (City/State)

Miami, Florida

## iii. Project Date (Start/End)

2015 Start – 2016 End

## iv. Status of Project

Complete

## v. Scope

As part of a continuing contract for Architectural services with Florida International University, SGM was responsible for Mechanical, Electrical, Plumbing and Fire Protection Engineering for renovations to first floor of the Student Health Center (SHC) Building located at FIU's Modesto A. Maidique Campus.

SHS provides affordable and accessible student-focused medical care and promotes health lifestyles through education, mentorship, and research activities.

Electrical designs included:

1. Demolition and new design of electrical power distribution to support the renovations, including tie-in to the existing emergency power where noted.
2. Demolition and new design of electrical lighting for the spaces identified. Demolition and new design of fire alarm systems as needed for the renovations.

We also provided mechanical, plumbing, and fire protection engineering design services for the renovation of the existing spaces as identified on the attached floor plan. Designs included demolition and new work layouts identifying the diffuser location to support the new layouts.

Project Cost: \$150,000

## OSLO MIDDLE SCHOOL HVAC UPGRADE

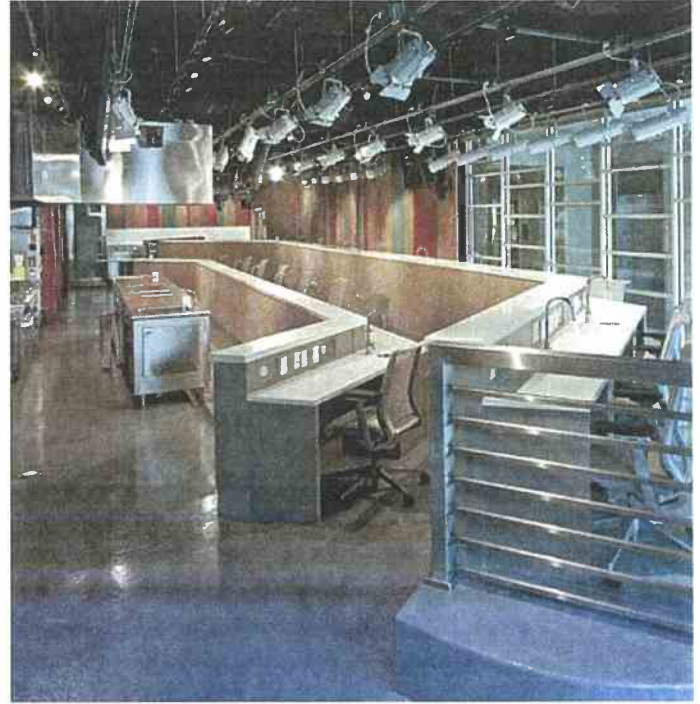


## FREEDOM TOWER HVAC RENOVATION

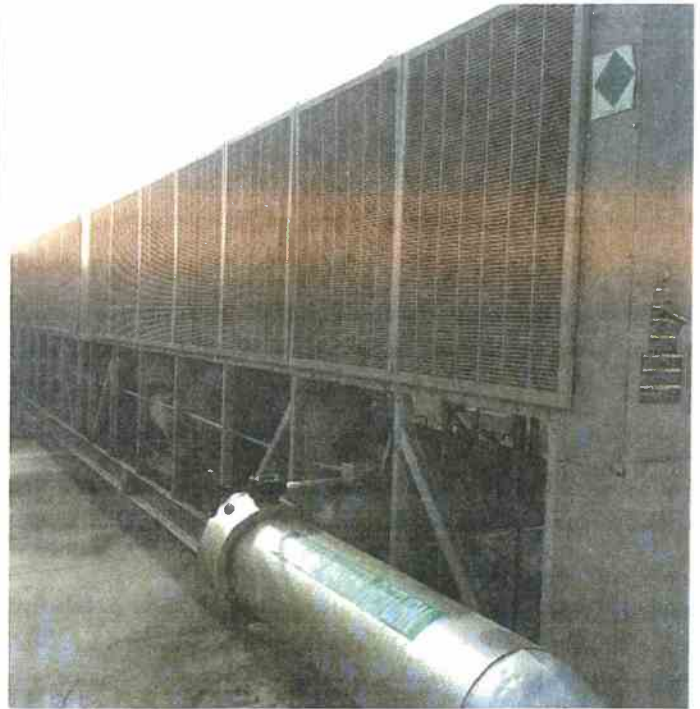




## CULINARY INSTITUTE CHILLER REPLACEMENT



## DISTRICT-WIDE CEP ASSESSMENT





## NEW SATELLITE CHILLER PLANT

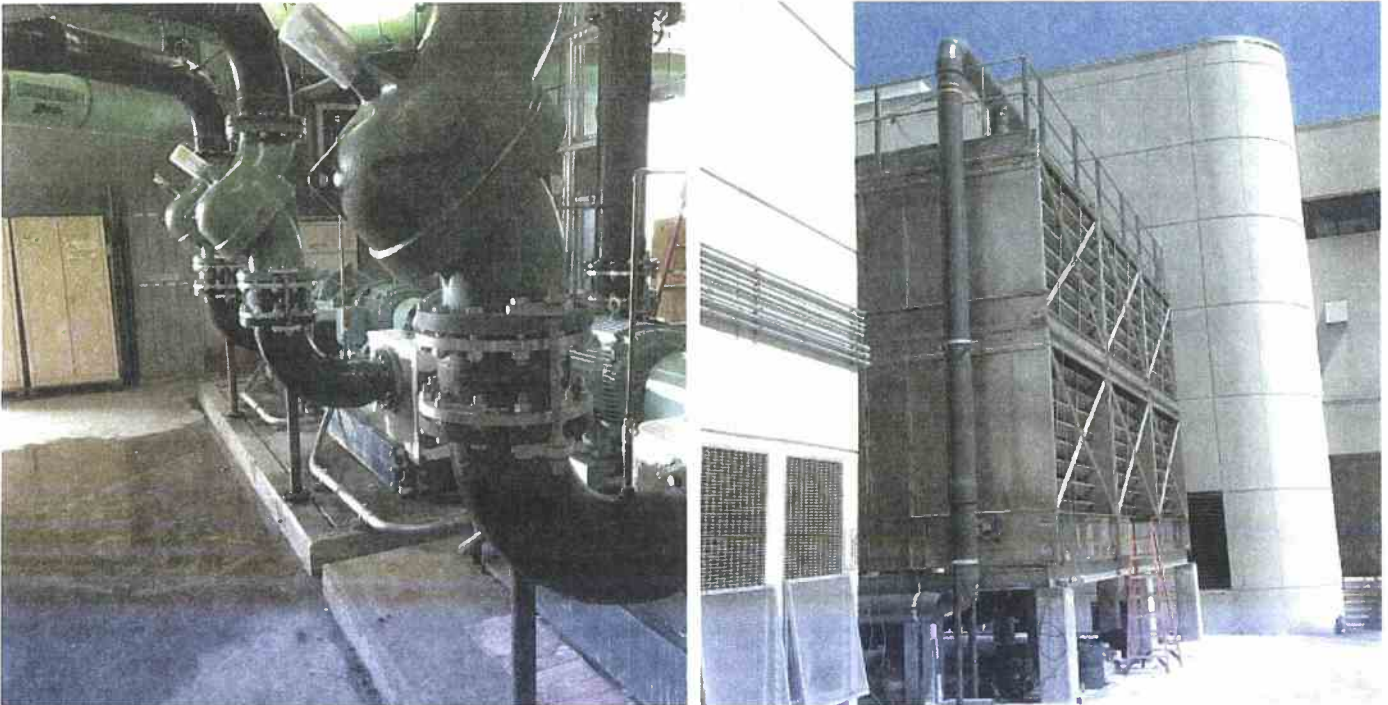


## BUILDING 47 RENOVATIONS

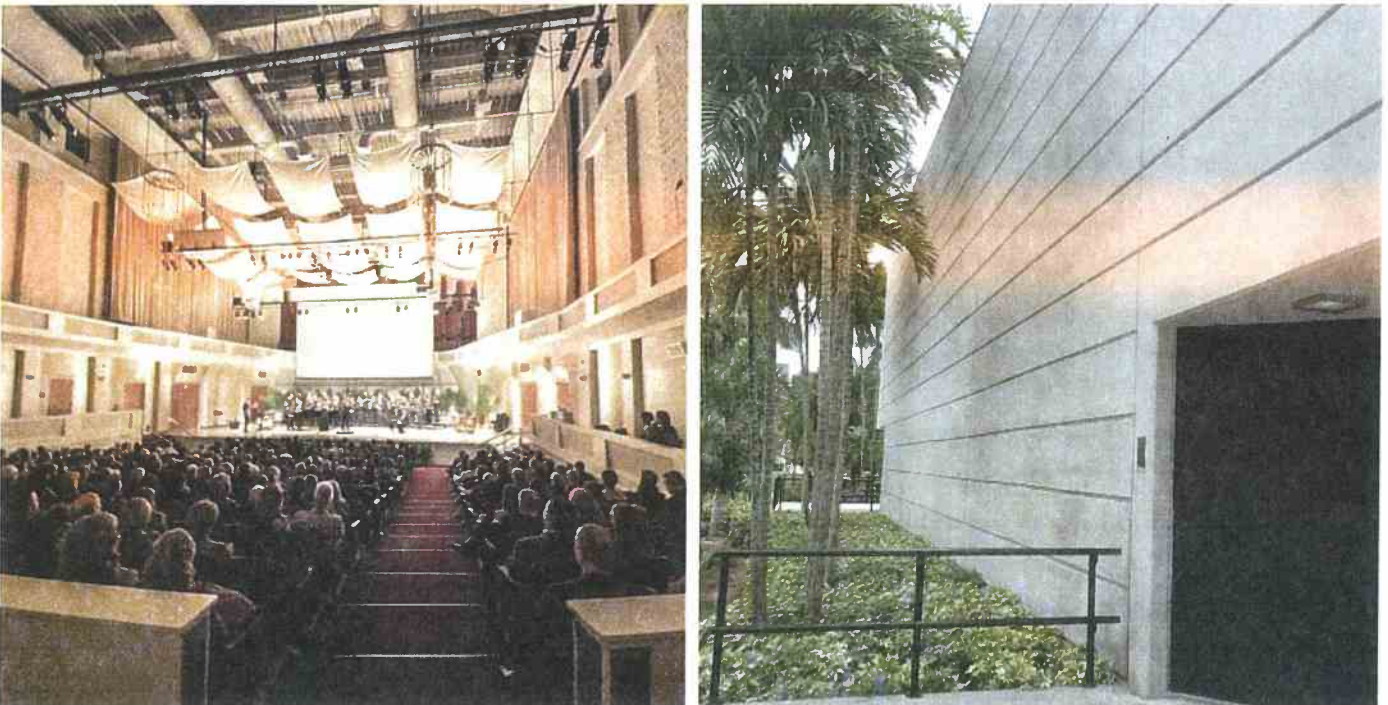




## CHILLER UTILITY PLANT RENOVATIONS



## VH THEATRE AHU RENOVATIONS



# STUDENT HEALTH CENTER RENOVATIONS





## PROPOSAL RESPONSE REQUIREMENTS INFORMATION

### ORGANIZATIONAL STRUCTURE

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#### Local and corporate staffing resources by discipline

SGM's Deerfield Beach office will be primarily responsible for providing engineering services under this contract. However, engineers from our corporate Orlando office will also be readily available to attend site visits, coordinate with City personnel, and otherwise assist with design execution and quality assurance efforts throughout the duration of the contract. Both of these offices are fully staffed with Professional Engineers, Commissioning Agents, and LEED Certified Professionals who are capable and qualified to assume project responsibilities.

##### Deerfield Beach Staffing Load

| Discipline               | # of Personnel |
|--------------------------|----------------|
| Mechanical               | 3              |
| Electrical               | 3              |
| Plumbing/Fire Protection | 1              |

##### Orlando Staffing Load

| Discipline               | # of Personnel |
|--------------------------|----------------|
| Mechanical               | 7              |
| Electrical               | 12             |
| Plumbing/Fire Protection | 5              |

ii

#### Local and corporate staffing resources by discipline

SGM will be the sole provider of engineering services under this contract and will not assume any subconsultants. We will provide engineering services including Mechanical, Electrical, Plumbing, and Fire Protection, as well as engineering for Coastal and Marine Environments, as outlined in "Experience, Background, and Reference Feedback" item ii, section a.

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#### Organizational Diagram







## **Roles, responsibilities, and contractual relationships of key personnel**

### **Tony Shahnami, PE, CxA, CES, CHS-III | Principal in Charge**

As Principal in Charge, Mr. Shahnami will oversee the SGM team and take personal action to authorize any legal documentation on the company's behalf. Additionally, Mr. Shahnami will be available to coordinate with City staff on an as-needed basis if our Project Manager or design engineers are unavailable, or if the City would like to communicate directly in the case of an emergency.

### **Bobby Shahnami, PE, CxA, LEED AP BD+C | Project Manager**

As Project Manager, Mr. Shahnami will be responsible for making project decisions, both large and small. He will be the City's first line of communication, and will facilitate the coordination between City staff and the SGM project team. Mr. Shahnami will minimize risks while developing schedules, budgets, and designs with SGM and Delray Beach, providing updates and reports as necessary to keep the City informed of project progress.

### **Manuel Hernandez, PE | Lead Electrical Engineer**

### **John Ball, PE, LEED AP | Lead Mechanical Engineer**

As Lead Engineers in their respective disciplines, Mr. Hernandez and Mr. Ball will be responsible for managing their discipline teams, taking direction from Mr. Shahnami and executing / delegate work accordingly. These leaders will perform site visits when necessary, developing a deep understanding of existing conditions to ensure intuitive and clear designs for the contractors to follow.

### **Justin Mundell, PE, RCDD | Electrical Engineer**

With a focus in electrical communications design, Mr. Mundell will execute a portion of the design work under this contract. He will coordinate with the SGM team to ensure synergy across discipline designs and make himself available to communicate with City staff when necessary.

### **Christian Rivadeneira | Mechanical Designer**

### **Camila Schiel | Mechanical Designer**

Mr. Rivadeneira and Ms. Schiel will execute a portion of the mechanical design work as directed by our Project Manager and Lead Mechanical Engineer, coordinating with the city and making site visits when necessary to ensure comprehensive design services.

### **Carlos Pimentel | Plumbing and Fire Protection Designer**

As the sole plumbing and fire protection designer, Mr. Pimentel will coordinate with the SGM Project Manager to execute all discipline designs. He will develop an advanced understanding of site conditions and closely coordinate with the SGM staff to ensure plumbing and fire protection designs agree with other discipline designs.

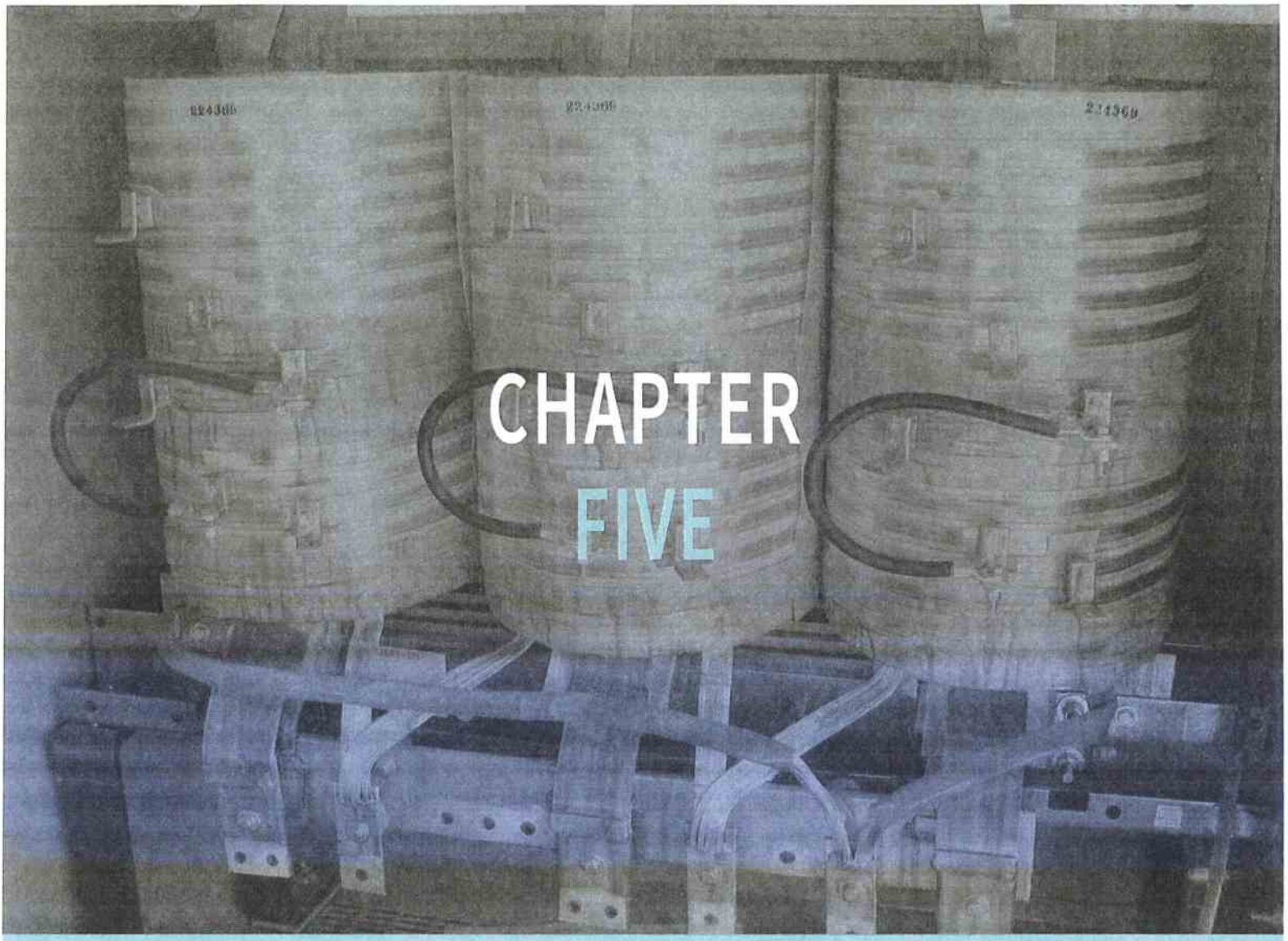


This statement of commitment guarantees SGM's availability for the duration of this contract. All of our staff and SGM as a whole has adequate levels of availability in our recent, current, and projected workloads to assume new project responsibilities for the City of Delray Beach. Although we are currently operating at a moderately high workload, our availability over the next few months and farther into the timeline of this contract will gradually decrease, giving our engineers adequate time and resources to complete City task orders with the detail, precision, and attention they deserve.

Although we do not anticipate the heavy workloads of our proposed staff to continue, work under this contract can easily be delegated to support staff members on the unlikely chance our key personnel cannot assume duties. SGM ensures the City of Delray Beach that we have the personnel, resources, and available workload to complete all task orders under this contract with the same professionalism and quality for which we're known.

Sincerely,

Tony Shahnami, PE, CxA, CES, CHS-III  
President | SGM Engineering, Inc.



# CHAPTER FIVE



**Public Entity, Drug Free Workplace,  
Conflict of Interest, & Acknowledgement  
of Addenda Forms**





## PUBLIC ENTITY CRIMES FORM

### Form B - Public Entity Crimes

#### NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, *Florida Statutes*, you are hereby notified that a person or affiliate who has been placed on the convicted contractors list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases or real property to a public entity; may not be awarded or perform work as a contractor, supplier, sub-Proposer, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted contractors list.

Acknowledged by:

SGM Engineering, Inc.

Firm Name

Signature

05/16/2017

Date

Tony Shahnami, President

Printed Name and Title



## DRUG FREE WORKPLACE FORM

### Form C - Drug-Free Workplace

In the event a tie exists at the conclusion of evaluations, preference will be given to the supplier(s) who certifies it has a drug-free workplace program in accordance with Section 287.087, Florida Statutes. The drug-free workplace preference is applied as follows:

TIE: Whenever two or more proposals are equal with respect to scoring for the evaluation criteria (e.g., price, experience, quality, service) are received for the procurement of commodities or contractual services, a proposal received from a supplier that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing a tie will be followed if none of the tied suppliers have submitted this Form C and/or have a drug-free workplace program.

As the person authorized to sign this statement, I certify that this firm complies fully with the following requirements:

- 1) This firm publishes a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) This firm informs employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) This firm gives each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), this firm notifies the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) This firm imposes a sanction on or requires the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) This firm will continue to make a good faith effort to maintain a drug-free workplace through implementation of this section.

Acknowledged by:

SGM Engineering, Inc.

Firm Name

Signature

05/16/2017

Date

Tony Shahnam, President

Printed Name and Title

City of Delray Beach  
RFQ No. 2017-048  
Continuing Engineering, Surveying, and Landscaping  
Architectural Consulting Services

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## CONFLICT OF INTEREST FORM

### Form D - Conflict of Interest Disclosure

The award of the agreement is subject to the provisions of Chapter 112, Florida Statutes. All Proposers must disclose within their Proposal, the name of any officer, director, or agent who is also an employee or relative of an employee of the City of Delray Beach.

Furthermore, all Proposers must disclose the name of any City employee or relative(s) of a City employee who owns, directly or indirectly, an interest in the Proposers firm or any of its branches.

The purpose of this disclosure form is to give the City the information needed to identify potential conflicts of interest for key personnel involved in the award of this contract.

The term "conflict of interest" refers to situations in which financial or other personal considerations may adversely affect, or have the appearance of adversely affecting, an employee's professional judgment in exercising any City duty or responsibility in administration, management, instruction, research, or other professional activities.

Please check one of the following statements and attach additional documentation if necessary:

☒ To the best of our knowledge, the undersigned firm has no potential conflict of interest as defined in Chapter 112, Florida Statutes and Section 2-443, Palm Beach County Code of Ordinances.

☐ The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other Cities, Counties, contracts, or property interest for this RFQ.

Acknowledged by:

SGM Engineering, Inc.

Firm Name

Signature

05/16/2017

Date

Tony Shahnami, President

Printed Name and Title





## ACKNOWLEDGEMENT OF ADDENDA FORM

### Form E - Acknowledgment of Addenda

The Proposer hereby acknowledges the receipt of the following addenda, which were issued by the City and incorporated into and made part of this RFQ. It is the sole responsibility of the Proposer to ensure that all addenda have been received and receipt of each has been acknowledged. Failure to submit acknowledgement of each addendum issued may result in the Proposer being deemed non-responsive.

| ADDENDA NUMBER | ADDENDA DATE   |
|----------------|----------------|
| 1              | April 24, 2017 |
| 2              | April 27, 2017 |
| 3              | May 4, 2017    |
| 4              | May 10, 2017   |
| 5              | May 10, 2017   |
|                |                |
|                |                |
|                |                |
|                |                |
|                |                |
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|                |                |
|                |                |
|                |                |
|                |                |

Signature of Proposer's Agent

President

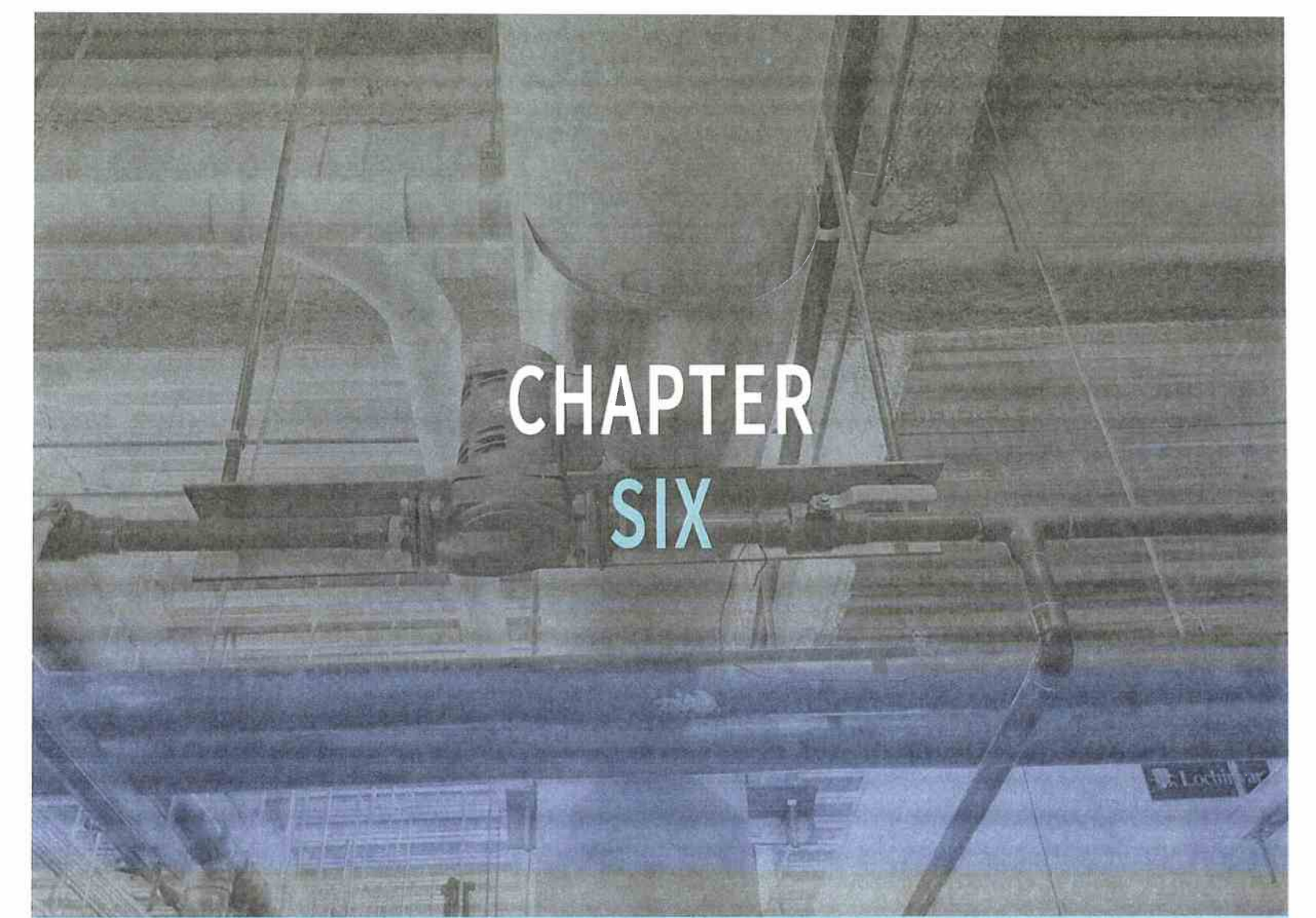
Title

Ghulam "Tony" R. Shahnam, PE, CxA, CES, CHS-III

Printed Name

May 15, 2017

Date



# CHAPTER SIX



## Evidence of Insurance



# EVIDENCE OF INSURANCE



## CERTIFICATE OF LIABILITY INSURANCE

SGMEN-1

OP ID: SL

DATE (MM/DD/YYYY)  
04/04/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                          |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                  |                     |                                                  |                     |                                                |                     |                   |  |                   |  |                   |  |
|----------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------|---------------------|--------------------------------------------------|---------------------|------------------------------------------------|---------------------|-------------------|--|-------------------|--|-------------------|--|
| <b>PRODUCER</b><br>JCJ Insurance Agency<br>2208 Hillcrest Street<br>Orlando, FL 32803<br>Mark E. Jackson |                     | <b>CONTACT NAME:</b> Kristin McIntosh<br><b>PHONE (A/C, No, Ext):</b> 321-445-1860<br><b>FAX (A/C, No):</b> 321-445-1076<br><b>E-MAIL ADDRESS:</b> certs@jcj-insurance.com                                                                                                                                                                                                                                                                                                                                                  |  |                                                  |                     |                                                  |                     |                                                |                     |                   |  |                   |  |                   |  |
| <b>INSURED</b><br>SGM Engineering, Inc.<br>Bobak Shahnami<br>935 Lake Baldwin Lane<br>Orlando, FL 32814  |                     | <b>INSURER(S) AFFORDING COVERAGE</b><br><table border="1"> <tr> <td><b>INSURER A:</b> Travelers Indemnity Co of Amer</td> <td><b>NAIC #</b> 25666</td> </tr> <tr> <td><b>INSURER B:</b> Travelers Casualty &amp; Surety Co</td> <td><b>NAIC #</b> 19038</td> </tr> <tr> <td><b>INSURER C:</b> Homeland Insurance Co. of NY</td> <td><b>NAIC #</b> 34452</td> </tr> <tr> <td><b>INSURER D:</b></td> <td></td> </tr> <tr> <td><b>INSURER E:</b></td> <td></td> </tr> <tr> <td><b>INSURER F:</b></td> <td></td> </tr> </table> |  | <b>INSURER A:</b> Travelers Indemnity Co of Amer | <b>NAIC #</b> 25666 | <b>INSURER B:</b> Travelers Casualty & Surety Co | <b>NAIC #</b> 19038 | <b>INSURER C:</b> Homeland Insurance Co. of NY | <b>NAIC #</b> 34452 | <b>INSURER D:</b> |  | <b>INSURER E:</b> |  | <b>INSURER F:</b> |  |
| <b>INSURER A:</b> Travelers Indemnity Co of Amer                                                         | <b>NAIC #</b> 25666 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                  |                     |                                                  |                     |                                                |                     |                   |  |                   |  |                   |  |
| <b>INSURER B:</b> Travelers Casualty & Surety Co                                                         | <b>NAIC #</b> 19038 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                  |                     |                                                  |                     |                                                |                     |                   |  |                   |  |                   |  |
| <b>INSURER C:</b> Homeland Insurance Co. of NY                                                           | <b>NAIC #</b> 34452 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                  |                     |                                                  |                     |                                                |                     |                   |  |                   |  |                   |  |
| <b>INSURER D:</b>                                                                                        |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                  |                     |                                                  |                     |                                                |                     |                   |  |                   |  |                   |  |
| <b>INSURER E:</b>                                                                                        |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                  |                     |                                                  |                     |                                                |                     |                   |  |                   |  |                   |  |
| <b>INSURER F:</b>                                                                                        |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                  |                     |                                                  |                     |                                                |                     |                   |  |                   |  |                   |  |

| COVERAGES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                           | CERTIFICATE NUMBER:                            |               | REVISION NUMBER:        |                         |                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|---------------|-------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. |                                                                                                                                                                                                                                                                                           |                                                |               |                         |                         |                                                                                                                                                                                                                                            |
| INSR LTR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | TYPE OF INSURANCE                                                                                                                                                                                                                                                                         | ADDL SUBR INSD WVD                             | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                     |
| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br>CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> Contractual Liab<br>GEN'L AGGREGATE LIMIT APPLIES PER<br>POLICY <input checked="" type="checkbox"/> PROJECT LOC<br>OTHER |                                                | 0G87860A      | 07/06/2016              | 07/06/2017              | EACH OCCURRENCE \$ 2,000,000<br>DAMAGE TO RENTED PREMISES (Eq. Occurrence) \$ 300,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 2,000,000<br>GENERAL AGGREGATE \$ 4,000,000<br>PRODUCTS - COMP/OP AGG \$ 4,000,000 |
| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br>ANY AUTO<br>ALL OWNED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS<br>SCHEDULED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS                                                                      |                                                | 0G879957      | 07/06/2016              | 07/06/2017              | COMBINED SINGLE LIMIT (Eq. accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$                                                                                 |
| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> UMBRELLA LIAB<br><input checked="" type="checkbox"/> EXCESS LIAB<br>CLAIMS-MADE<br>DED RETENTION \$                                                                                                                                                   |                                                | 0G887945      | 07/06/2016              | 07/06/2017              | EACH OCCURRENCE \$ 4,000,000<br>AGGREGATE \$ 4,000,000                                                                                                                                                                                     |
| B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                    | Y/N<br><input checked="" type="checkbox"/> N/A | 4458T676      | 07/06/2016              | 07/06/2017              | <input checked="" type="checkbox"/> PER STATUTE<br>E L EACH ACCIDENT \$ 1,000,000<br>E L DISEASE EA EMPLOYEE \$ 1,000,000<br>E L DISEASE - POLICY LIMIT \$ 1,000,000                                                                       |
| C                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> Professional Liab.<br>Claims Made                                                                                                                                                                                                                     |                                                | DPL-5365-17   | 04/08/2017              | 04/08/2018              | Per Claim 6,000,000<br>Aggregate 5,000,000                                                                                                                                                                                                 |
| DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)<br>A.M. Best Rating subject to change<br>American Casualty Company - A<br>Continental Casualty Company - A<br>Auto-Owners Insurance - A+<br>Homeland Insurance Company - A                                                                                                                                                                           |                                                                                                                                                                                                                                                                                           |                                                |               |                         |                         |                                                                                                                                                                                                                                            |

| CERTIFICATE HOLDER                       | CANCELLATION                                                                                                                                                                                    |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PROPOSAL</b><br>For Proposal Purposes | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br>AUTHORIZED REPRESENTATIVE<br> |

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ACORD 26 (2014/01)

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Tel: (954) 421-1944  
Fax: (954) 421-1924**



**May 22nd, 2017**

## EXHIBIT "B"



**Category: Mechanical,**  
**Electrical, Plumbing**  
**Engineering**

**Hourly Raw Salary Rate**

|                         |          |
|-------------------------|----------|
| Principal Engineer      | \$ 53.42 |
| Project Manager         | \$ 33.06 |
| Senior Engineer         | \$ 34.61 |
| Engineer I              | \$ 20.00 |
| Engineer II             | \$ 24.52 |
| Senior Engineering Tech | \$ 25.21 |
| Senior CADD Designer    | \$ 21.75 |
| CADD Designer           | \$ 20.00 |
| Construction Manager    | \$ 30.00 |
| Senior Inspector        | \$ 22.00 |
| Office Support          | \$ 18.68 |

### **PRICE ADJUSTMENTS BASED ON GOVERNMENTAL PRICE INDEX**

Prior to the completion of the first year of the Contract term, and every 12-month anniversary thereafter, the City may consider an adjustment to prices based on the most recent 12 month change in the following pricing index: Bureau of Labor Statistics, Employment Cost Index, Private Industry Workers, Total Compensation, Management business and financial occupations, Not Seasonally Adjusted, CIU2010000110000A.

It is Consultant's responsibility to request any pricing adjustment under this provision. For any adjustment to be considered, the Consultant's request for adjustment should be submitted at least sixty (60) days prior to the anniversary date. The adjustment requested shall not be in excess of the relevant pricing index change. If a timely adjustment request is not received from the Consultant, the City may exercise its Option to Renew the Contract for another Term without any pricing adjustment.