

# REQUEST FOR QUALIFICATIONS GENERAL ENGINEERING SERVICES

City of KeyWest

RFQ # 22-006

November 30, 2022 3:00 PM

Discipline Pursuing: Mechanical Engineering Services



Submit (5) printed copies and (2) two flash drives, to:

City Clerk  
City of Key West  
1300 White Street  
Key West, Florida 33040

**Discipline Pursuing:  
Mechanical Engineering Services**

---

**SGM**  
ENGINEERING

Miami Office  
5805 Blue Lagoon Drive  
Suite 285  
Miami, FL 33126

O 954-421-1944  
F 954-421-1924  
W [sgmengineering.com](http://sgmengineering.com)

# TABLE OF CONTENTS

Tab 1: Cover Letter	1
Tab 2: Information Page	2
Tab 3: Organization Chart	3
Tab 4: Company Information	4
Tab 5: Methodology and approach	7
Tab 6: Personnel	13
Tab 7: Qualifications	19
Tab 8: Representative Engineering Experience and Client References	32
Tab 9: Sworn Statements and Affidavits	34
» Anti-Kickback	
» NON-COLLUSION AFFIDAVIT	
» Public Entity Crimes	
» Equal Benefits for Domestic Partners	
» CONE OF SILENCE AFFIDAVIT	
» CITY OF KEY WEST INDEMNIFICATION FORM	

# Cover Letter

Tab 1

November 30, 2022

City Clerk  
City of Key West  
1300 White Street  
Key West, Florida 33040

RE: City of Key West RFQ # 22-006 | General Engineering Services

Dear Ian McDowell and Selection Committee Members:

SGM Engineering, Inc. is pleased to present our qualifications in response to RFQ # 22-006 | General Engineering Services. We are confident this package demonstrates the breadth and depth of our collective experience related to the required professional services.

## WHO WE ARE

SGM was established in 1991 as an S Corporation chartered by the Florida Department of State that is headquartered in Orlando, FL with additional offices in Miami, Tampa, and Jacksonville, FL. SGM is certified by the State of Florida as a Minority Business Enterprise (MBE). Today, we possess 31+ years of experience providing replacement, maintenance, remodeling, renovation, and construction of mechanical, electrical, plumbing, and fire protection systems. We specialize in K-12 facilities, particularly in regards to HVAC and plumbing, lighting, fire protection, construction administration, and commissioning.

Our business approach is to review, evaluate, design, and recommend the safest, most efficient, and cost-effective methods possible for all of our clients and the projects we undertake. We provide the highest quality design construction documents, cost estimates, construction administration, and coordination efforts with construction managers and owner's representatives, guaranteeing high professional standards and timely executions of every project.

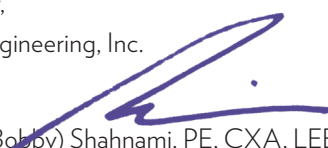
## COMMITMENT & CAPABILITIES

SGM's proposed team will remain committed to the City of Key West to ensure each assigned task receives full dedication and necessary time. Beyond the immediate contract, our goal involves nurturing a long and productive working relationship with the City, consistently completing projects on time and within budget by reviewing the design documents at every stage of development to make sure the City's requirements have been met. Our past performance with various government/municipal facilities speaks to our ability to adapt and respond to the needs of the projects regardless of size or complexity.

Our resources, combined knowledge, and extensive experience will allow SGM to be flexible and cost effective for each task we are assigned. Our team has the ability to commit as soon as the notice to proceed is issued. Additionally, SGM's team is capable of performing multiple projects concurrently. Through digital communication methods, coordination meetings, and individual accountability, we always meet deadlines and cost requirements.

We look forward to further conversations about our interest and excitement in our professional relationship with the City of Key West, Florida.

Sincerely,  
SGM Engineering, Inc.

  
Bobak (Bobby) Shahnami, PE, CXA, LEED AP BD+C  
President



Orlando  
Miami  
Tampa  
Jacksonville



### Established

Florida Corporation  
December 17, 1991

State of Florida  
Minority Business Enterprise

AABC Commissioning Group  
Member

USGBC Member

### Office Locations

Corporate Headquarters  
935 Lake Baldwin Lane  
Orlando, FL 32814  
P: 407-767-5188  
F: 407-767-5772

### Tampa Office

5440 Mariner Street  
Suite 110  
Tampa, FL 33609

### Miami Office

5805 Blue Lagoon Drive  
Suite 285  
Miami, FL 33126  
P: 954-421-1944  
F: 954-421-1924

### Jacksonville Office

2121 Corporate Square Boulevard  
Suite 172  
Jacksonville FL 32216

### Corporate Officer/Principal

Bobak "Bobby" Shahnami, PE  
President  
Bobby@sgmengineering.com  
Info@sgmengineering.com  
www.sgmengineering.com



# Information Page

Tab 2

## INFORMATION PAGE

Name of Engineer (Prime) Submitting the Response: **SGM Engineering, Inc.**

### Person Who Has Authority to Make Representations for the Firm :

Name: Bobak Shahnam, PE CxA, LEED AP BD+C

Title: President

Name: Manuel Hernandez, PE

Title: Principal

Address : 5805 Blue Lagoon Dr #285, Miami, FL 33126

Telephone: 954-421-1944

Fax Numbers: 954-421-1924

Email Address: bobby@sgmengineering.com

Email Address: manuel@sgmengineering.com

### Person Who Will Act As Project Manager

Name: Bobak Shahnam, PE, CxA, LEED AP BD+C

Title: Principal-in-Charge; Project Manager



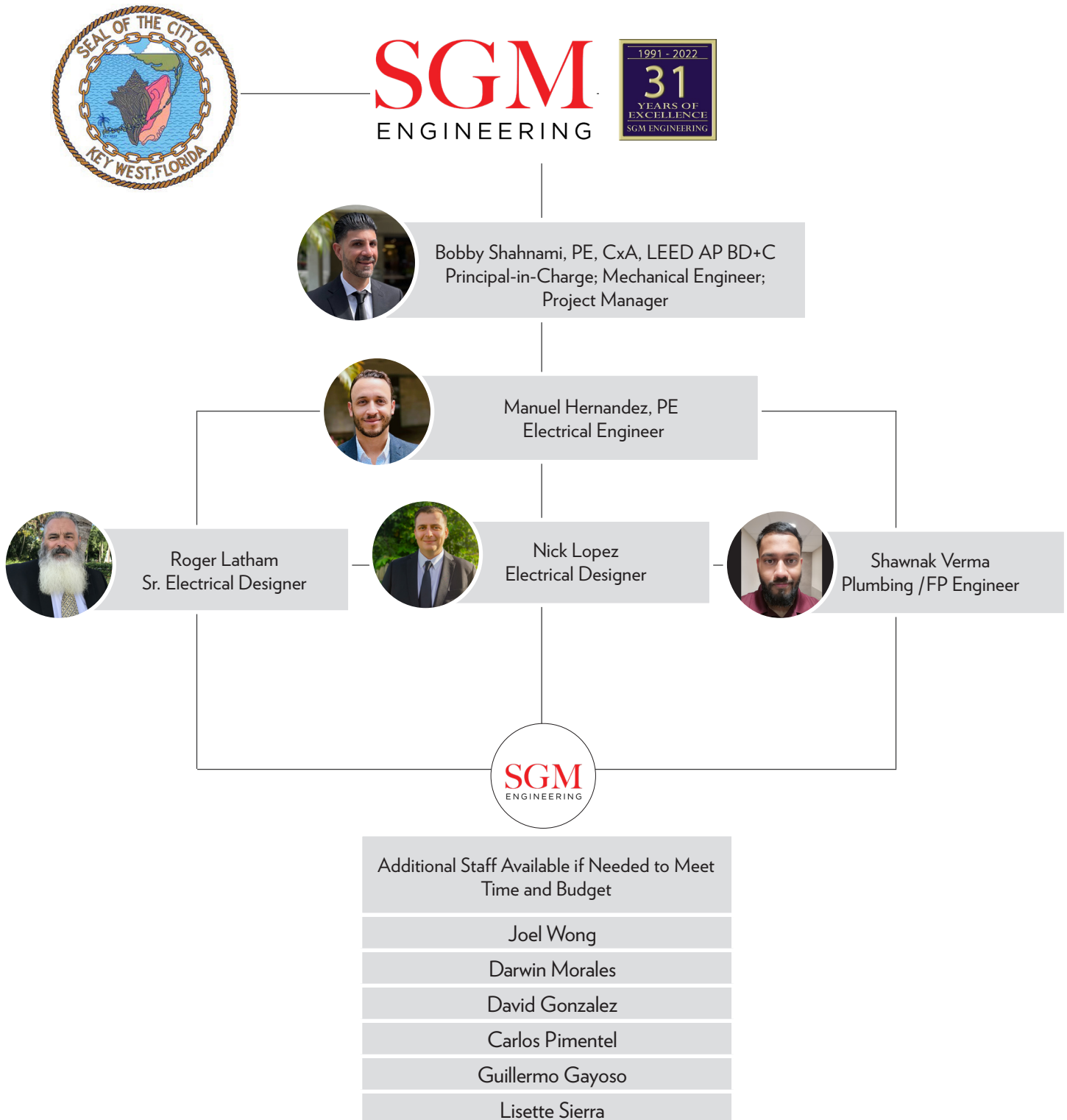
Bobak Shahnam, PE



Manuel Hernandez, PE

# Organization Chart

# TEAM ORGANIZATION



# Company Information

## FIRM PROFILE

SGM was established in 1991 as a Minority Business Enterprise (MBE) and an S Corporation chartered by the Florida Department of State that is headquartered in Orlando, FL with additional offices in, Tampa, Jacksonville and Miami, FL. Our business approach is to review, evaluate, design, and recommend the safest, most efficient, and cost-effective methods possible for all of our clients and the projects we undertake. We provide the highest quality design, construction documents, cost estimates, construction administration, and coordination efforts with construction managers and owner's representatives, guaranteeing high professional standards and timely executions of every project.



SGM specializes in the design, construction administration, and commissioning service of mechanical, electrical, plumbing, and fire protection systems. Today, we possess over 31 years of experience providing MEP services for city, county and state municipalities, higher education, school boards, multi family, and commercial facilities across the state of Florida. One of the firm's core sectors is public facility contracts providing maintenance, remodeling, renovation, commissioning and construction administration and QA/QC services for mechanical, electrical, plumbing, and fire protection systems.

SGM has designed hundreds of projects across the state including projects within the public Sector. Our firm has formed a dedicated team of building system experts consisting of Licensed Professional Engineers, Project Managers, Designers, and Commissioning Agents (CxAs), all of whom have extensive backgrounds in their respective fields including: the evaluation of MEP/FP systems; facilities development; engineering and operations experience with educational buildings and structures throughout the State of Florida. As a registered member of the U.S. Green Building Council, SGM does not shirk codes and energy conservation requirements. We represent all segments of the sustainable building industry, including developing designs through LEED® (Leadership in Energy and Environmental Design) and Green Building Rating System® standards for highly sustainable buildings.

### MECHANICAL ENGINEERING

SGM's mechanical engineers have experience in the design of mechanical systems including, but not limited to, fire protection systems, all types and sizes of HVAC systems, high temperature hot water boilers, piping, fluid systems, chilled water, compressed gas systems, elevators, hoists and cranes, specialized mechanical equipment, direct digital controls (DDC), and programmable logic controllers (PLC), as well as facilities to house the mechanical equipment.

### ELECTRICAL ENGINEERING

SGM's electrical engineers are skilled in the design of medium and low voltage AC power systems, uninterruptible power systems, computer power conditioning, grounding, lightning protection, lighting, emergency power, hazardous area electrical installations, and control and monitoring systems. We design simple and complex electrical systems to meet the needs of our clients: security installation to mass public densities, CCTV, CATV, fire alarms, detection systems, voice evacuation, cable tray systems, communications systems, communications premise wiring, Electronic Security Systems (ESS), and intercom systems designed and installed per national and local codes.



Orlando  
Miami  
Tampa  
Jacksonville



## PLUMBING AND FIRE PROTECTION ENGINEERING

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. Our fire protection areas of expertise include: fire suppression requirements (light, ordinary, and extra hazard classifications); wet, dry, deluge and reaction systems; back flow prevention and metering specifications; and fire flow tests (static, residual, and flow).

## COMMISSIONING

SGM currently has 8-Certified Commissioning Agents on staff. These agents are committed to providing quality Commissioning Services from early in the design phase, through construction and into the warranty period. They have the ability to oversee commissioning activities for your facilities, while meeting the highest level of building certification feasible. The SGM Commissioning Team would be your facility's optimization integrator, from concept and program development through construction startup, occupancy and long-term maintenance.

## EXPERIENCE WITH MUNICIPALITIES

SGM has 31 years of experience working with municipalities, completing projects for state and local governments throughout Florida and recognizes how to support their best interests by upholding codes and standards. Our resources, combined knowledge, and experience will allow us to be flexible and cost effective without compromising quality or detail. A brief list of municipalities we are working with include:

- |                           |                     |                       |
|---------------------------|---------------------|-----------------------|
| » City of Miami           | » Miami-Dade County | » Hillsborough County |
| » City of Fort Lauderdale | » Broward County    | » Indian River County |
| » City of Hollywood       | » Orange County     | » Polk County         |
| » City of Orlando         | » Lake County       | » Osceola County      |
| » City of Jacksonville    | » Marion County     | » Manatee County      |
| » Palm Beach County       | » Seminole County   | » St. John's County   |
|                           |                     | » Brevard County      |



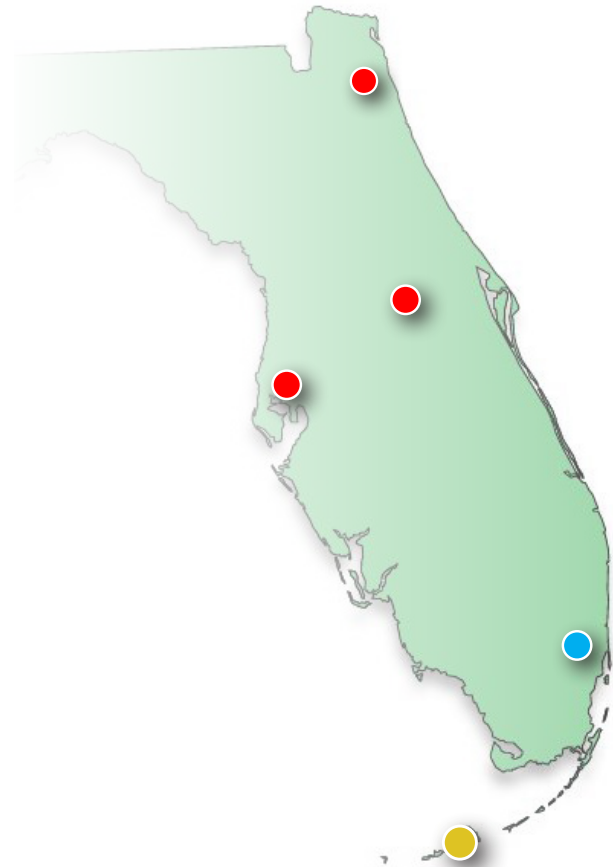
## LOCATION

The proposed staff for this project is based out of SGM's office in Tampa FL. SGM understands the value and necessity of our team to be available at a moment's notice, therefore rapid on-site response time is kept at a high priority. SGM ensures a quick reaction to any emergency meetings, site visits, and the immediate needs of the School District. Our staff is readily available for emergency site visits, telephone and video conferencing and email communication. Additionally, Manatee County Schools staff has ability to be in continual communication with SGM's lead personnel and project managers to obtain a prompt response to questions and concerns 24 hours a day through the use of smart phones equipped with email access and ability to upload and edit documents.

SGM's Miami office is 158 miles away, approximately 3 hours from Key West City Hall . *If the SGM is a selected respondent, SGM will obtain and maintain a City of Key West Local Business Tax Receipt for the duration of the work, with this in place it will allow for rapid response and presence on site during construction administration tasks.*

In addition to SGM's Tampa office being close, we have supporting staff in Tampa, Orlando, and Jacksonville - offering no shortage of engineers, designers, construction support, commissioning agents, and administrative staff who are ready to assist the City at a moments notice.

- SGM office serving this contract:
  - Miami Office  
5805 Blue Lagoon Drive  
Suite 285  
Miami, FL 33126
  - City of Key West  
1300 White Street  
● Key West, Florida 33040
- Additional SGM supporting offices:
  - 935 Lake Baldwin Lane  
Orlando, FL 32814
  - 5805 Blue Lagoon Drive  
Suite 285  
Miami, FL 33126





# Methodology and Approach

Tab 5

## METHODOLOGY AND APPROACH

**SGM** has a long history of success as the Engineer of Record (EOR) for mechanical systems. Our professional team of employees is capable and qualified to design all aspects of MEP/FP systems for renovations, additions, and new facilities. Our staff consists of over 50 knowledgeable project managers, engineers, designers, CAD technicians and administrative staff. SGM currently has 8 ACG Certified Commissioning Agents; 4 LEED Accredited Professionals; and 10 Professional Engineers, all committed to providing quality services from early in the design phase, through construction, and into the warranty period. These field experts will be available immediately for your projects, backed by a support staff that can assist the team to simultaneously handle multiple projects.

SGM has a long history of successful M/E/P/FP Engineering Continuing Contracts for, Municipal, Federal, K-12 School Districts, Higher Education, Public and Private Clients.

31+ YEARS

### STAFFING MODEL

SGM's Project Manager will work to delegate tasks accordingly and ensure each team member receives a reasonable workload and time frame necessary to complete assignments. SGM employs a set of standards to help our staff remain organized, manage multiple projects, and produce quality work free of errors.

**Seasoned Qualified Staff:** SGM's proposed engineering team has saved Florida School Districts hundreds of thousands of dollars a year in utility bills and rebates by closely conducting vigorous energy models for our clients and achieving vigorous energy efficiency goals in return. They understand the challenges and solutions associated with engineering on Florida's unique landscape. They have been involved in hundreds of AHU retrofit projects, including modifications and replacements of associated equipment, and has prior hands-on construction experience and understands maintenance, constructability, and potential site issues.

**SGM's Mechanical Engineers** have experience in the design of mechanical systems including, but not limited to, fire protection systems, all types and sizes of HVAC systems, high temperature hot water boilers, piping, fluid systems, chilled water, compressed gas systems, elevators, hoists and cranes, specialized mechanical equipment, direct digital controls, and programmable logic controllers, as well as facilities to house the mechanical equipment. Our Plumbing/Fire Protection Engineers have the ability to design for domestic water systems, hot water return systems, equipment and fixture identification, sanitary drainage system, storm drainage piping, liquid propane/natural gas systems, boilers. Also, fire protection areas of expertise include: fire suppression requirements (light, ordinary, and extra hazard classifications), wet, dry, deluge and preaction systems, backflow prevention and metering specifications, fire flow tests (static, residual, and flow).

**Sustainable Design/LEED:** SGM's portfolio includes many LEED certified projects and LEED registered projects, totaling more than 3M SF of green space. SGM is proud a member of the US Green Building Council and is committed to environmental stewardship and social responsibility. We employ LEED accredited professionals from all engineering and architecture disciplines familiar with Green Building design requirements and documenting projects for certification under the United States Green Building Council's LEED rating system. We achieve sustainable solutions through an integrated design approach, having professionals interact regularly from the sustainability charrette to final construction detailing to achieve sustainable solutions which benefit both the client and the environment. SGM strives for top performing designs and LEED enhances this goal through efficient use of energy, environmental, and human resources. These aspects directly translate into economic benefits for our clients. A one-time investment premium of less than 1% of costs can increase energy efficiency 20-30% in comparison to standard building code practices.



**SGM**  
ENGINEERING

Orlando  
Miami  
Tampa  
Jacksonville



## POLICIES AND PROCEDURES FOR QUALITY CONTROL

SGM's philosophy is focused on the maintenance, safety, and efficiency of the building. SGM has developed an in depth approach for Quality Assurance / Quality Control. Through our extensive procedures that have been implemented successfully in past projects SGM can ensure that design drawings and specifications fully document all code and District requirements on the first review submittal. This approach has allowed for the resolving of any project issues that are caused by like of adequate scope detail, design errors, or design omissions.

The first critical element of SGM's Quality Control Program is the development and implementation of the Project Schedule. With this outline, we develop a comprehensive view of our intended building programs and the studies necessary to finish projects on time, within budget, and with the highest quality designs possible. Our team will work to establish a master project schedule that encompasses all design development and construction document preparation, and create a work plan to accomplish building development programs and feasibility studies. To ensure the accommodation of significant quality control activities, we conduct periodic and systematic reviews as design progresses. Then, as design development reaches completion, quality control activities identified through the integrated design review process are then entered into the schedule where they become identifiable as discreet required activities.

The second critical element will be to establish and implement procedures for comprehensive and interdisciplinary design document review. The following proven concepts will help keep building programs on track throughout the project timeline:

1. **Interactive Conceptual Design Teams:** We have worked with Client representatives to assist in OPR (Owner Project Requirements) and provide on-site design Charrettes (a 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 public, private, municipal and federal projects types over the past 31+ years and have enjoyed significant success utilizing it.
2. **In-House Design Quality Control/Quality Assurance Reviews:** Quality Control/Assurance is viewed as the responsibility of every individual involved with a project. We have established a Design Quality Assurance Program designed to address the issues we believe are paramount to quality control. The following six points define the Quality Assurance Program.
3. **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.
4. **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.
5. **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.



6. **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.
7. **Training and Intern Development:** As part of our professional obligation, we devote considerable time and resources to train and develop the design and technical skills of our staff members.
8. **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.

The third element is our ability to quickly establish routine and bi-weekly coordination meetings. These take on a design-oriented tone during design development, but serve as the basis for the weekly QC Coordination meetings as construction documents are completed. After the construction is completed for a project, the design team meets with the construction representative for a Reflection Meeting. It is here that the team discusses ways to improve and refine the design.

**Compliance with Performance Schedules:** SGM develops and maintains a sophisticated project schedule utilizing Microsoft Project. More than merely a tool to manage progress to contract completion dates, we will establish a master project schedule that encompasses all design development, and construction document preparation. This master schedule serves to establish a work plan for accomplishing period and systematic reviews as design progresses and to ensure significant quality control requirements are accommodated. As design development reaches completion, quality control activities identified through the integrated design review process are then entered into the schedule where they become identifiable as discreet required activities.

## COST CONTROL

SGM has an outstanding record of performing professional services on time and within budget with a variety of clients. SGM has played a large role in the growth of the area's energy cost savings projects. Our extensive knowledge and relationships with the local governments ensures a quality and cost effective project. SGM is responsible for project cost control and will provide cost control management. The process begins with a complete review of the project scope before design efforts begin, and reviewing project cost estimates during design.

Our process allows the Project Manager to manage and focus design efforts to achieve the budgeted estimated cost of construction. During project execution, he will monitor all project execution costs including sub-consultants on a weekly basis. We negotiate a reasonable schedule up front, then subject to review period fluctuations, works with the Task Order Manager to manage the team and resources to get the project completed when the client needs it. If at any point in the design process, we estimate the construction cost exceeds that set forth by the City, or if the team anticipates that the project cost is escalating, the Project Manager will immediately advise the City of Key West. SGM will either:

- » Modify the scope, materials, or construction method, as required, to reduce the estimated construction cost to an amount within available project funds, or:
- » Proceed with preparing the plans and specifications with one or more options as approved by the Project Manager.

SGM uses the Means Cost Control software program as well as actual costs from previous similar projects for formulating cost estimating figures. To keep projects on time and within budget, SGM uses Microsoft Project and other graphical software to efficiently organize and track tasks and resources in the Critical Path Method. Budget analysis is offered to assist clients in defining their goals and objectives while taking construction costs into consideration. A course of action is then established along with open suggestions for design changes, if needed, to reduce the budget and bring them back within their budgeted guidelines.



## PRE-CONSTRUCTION SERVICES

**Construction Plans:** Once the preliminary engineering phase has been completed, preparation of the final construction plans would begin. This would consist of preparing plan sheets, detail sheets and other drawings and specifications necessary to produce a constructible set of construction documents. Upon the approval from the City, SGM will proceed with 30%, 60%, 90%, & 100% review design, coordinate the review process with City Staff and implement the comments as needed. The construction scheduling is the key to a successful completion. SGM Engineering will assist to minimize the disruption in building's function, by providing steps to use after-hours, weekend and Holidays for major tasks. During the plans production phase, SGM will keep the City's Project Manager informed as to the status of the design and plans by telephone conversation or email.

**Construction Administration:** Our team will attend all the required construction administration meetings relating to MEP systems, schedules, inspection of MEP systems, field reports and meeting minutes. Other services include: review and approve all the shop drawing, submittals, payment applications, respond to building code officials, building inspectors and any RFIs relating to MEP systems.

## BIDDING

SGM will provide assistance to the Project Manager during the bidding procurement process. This will include developing the technical specifications, coordinating purchasing & contracts, responding and resolve to any comments issued from purchasing & contracts, attending the pre-bid conference, assisting the Project Manager to respond and resolve any comments raised by Bidders/Contractors, evaluating the Bidders and assist selecting the Bidder who complies with Specs & general requirements. SGM will attend the Construction Kick-Off meeting, regular job site construction meeting, review the shop drawings, owner's operational manual, submittals and pay applications; This will ensure the quality of equipment and the workmanship associated with the project. We will provide a complete test & balance of all DX units, air or water cooled chillers, diffusers, fans and hydronic devices; This will ensure the Contractor's compliance to the Construction Documents.

## SCHEDULING

SGM's team management utilizes tools and meetings to facilitate communication, responsiveness, understanding and resource management for the overall contract and each individual task. We develop and maintain a Critical Path Method project schedule utilizing Microsoft Project or other graphical programs. We will establish a master project schedule that encompasses all design development and construction document preparation. This schedule establishes a plan for accomplishing periodic & systematic reviews as design progresses & ensures quality control requirements are met. The schedules are developed based upon the project deadline from the client. SGM manages to provide adequate resources to meet each step of the design process. The PM has weekly meetings to discuss the design schedule and other requirements to meet the deadline and construction budget. Challenges in scheduling may include project phasing, scheduling construction during certain times of the year, or scheduling construction at night so an office building can remain occupied during the day. Weekly team meetings ensure the deadline & budget are met. Regular meetings may be scheduled with the owner to ensure that all the items, guidelines relating to the project have been implemented.

## MANAGEMENT SYSTEMS/PROCEDURES/REPORTING SYSTEMS.

The SGM team is comprised of qualified experts in the design industry for mechanical, electrical, plumbing and fire protection engineering. SGM will facilitate the flow of information, coordinate schedules, resolve conflicts and keep the City informed every step of the way to ensure that projects are completed on-time and within budget. The Project Manager will provide daily communication with the City, manage concurrent project tasks, and perform QA/QC at various design stages.

Our team will ensure that there will be constant communication with the City of Key West and SGM. We will involve the facility end users and county personnel throughout the entire design process. In order to ensure construction quality within budget parameters, we provide our clients with quality professional services, promptly after their request. We maximize cost savings while designing and constructing projects with on-time performance on a schedule that meets all of your



expectations. Our staff is readily available for site visits, telephone and video conferencing and email communication. Additionally, the City's staff will be able to have continual communication with SGM's lead personnel and project managers to obtain a prompt response to questions and concerns 24 hours a day through the use of smart phones equipped with email access and ability to upload and edit documents.

SGM provides quality professional services. We maximize cost savings while designing & constructing projects on a schedule that meets all expectations. This will be carried out by the following means:

- » The project manager will communicate with your representatives and all team members throughout the entire project
- » Establish project criteria during project kick-off meetings & assurance of applicable code compliance throughout project implementation
- » Attend meetings, provide cost estimating and stay within the budget
- » Close coordination with local authorities having various types of project jurisdiction
- » Close communication and cooperation with the Project Manager, Construction Manager & others
- » Regular project site observation, inspections throughout the project & resolving construction issues on-the-spot
- » Perform substantial completion inspection and follow-through with final punch list items

## REGULATORY AGENCIES/ISSUES

Our professional engineers will work hard to ensure every project reflects the most current standards and code revisions ensuring all work complies with state statutes, Florida Building Codes, City requirements, and State codes. Some of the ways our engineers keep current with code revisions and new equipment, maintaining our status as an industry expert, NFPA training courses, seminars for code updates, professional development hours, maintaining copies of all standards, and continuing memberships with NFPA, ASHRAE, ASME, LEED, IEEE, BICSI, NEC, and Florida Building Code.

SGM has extensive experience working with permitting and regulatory agencies throughout the State of Florida. When initiating the process, Construction drawings will be prepared and submitted to the appropriate permitting agency. It is important for the Owner to have permits in-hand prior to the bidding of a project in order to avoid contractor delays or unauthorized work. Permitting services will include (but not be limited to) tasks such as:

- » Receiving projects and priorities from the District
- » Determining scopes of work for individual projects
- » Determining the packaging of the broader program into effective projects and contracts
- » Researching and providing potential consultants
- » Developing and coordinating the master design and construction schedules, budgets, and any other related activity required to successfully achieve the goals of the the City of Key West.

## PROJECT CLOSEOUT & COMPLETION

Construction project closeout is the final phase of a construction project and a vital part of any project. This phase occurs after physical construction has been completed, but before the project is actually turned over to the owner. Upon receiving a request to confirm substantial completion by the General Contractor, SGM will conduct a walk-through inspection to determine the punch list for final completion. Typically, substantial completion is reached when the building is usable for its intended purpose, all utilities are functioning, the project has achieved approval for use or occupancy and the work is more than 97.5% complete. Under typical contracts, substantial completion is a milestone that triggers the inception of warranty periods. Final completion signifies that construction is finished in accordance with the contract documents. At this time SGM will insure all punch list items have been completed and certify such. In addition, SGM will insure all onsite tasks have



been completed and administrative submittals, lien waivers warranties, close-out documentation, manuals, as-builts, etc., have been turned over to the owner and verified for completeness.

The goal of administrative closeout procedures and project management closeout is to confirm that all contractual terms have been satisfied, closeout documents provided and payments have been made by the contractor to all the subcontractors and material suppliers. While deliverables vary with each owner's particular needs, the goal is to provide a transparent and organized hand off of the project to the owner, including any information or documents they may need in the future for reference.

The following is a checklist of administrative tasks and documents to consider during Project Closeout:

- » Review all contractual requirements and ensure that all terms have been met.
- » Review all change orders to ensure all have been accounted for and either voided, rejected or completed.
- » Obtain any outstanding insurance and maintenance bonds, to the extent required by contract.

Ensure you have Final Permit Cards, which are the property of the owner, along with building permit plans and any other documents from agencies having jurisdiction.

- » Review and ensure completeness of as-built drawings.
- » Confirm that all Operations & Maintenance Manuals have been provided to the owner by the contractor, that the owner has been trained and knows who & when to call.
- » Review all warranties including full information on warranty status, terms and contact information.
- » Obtain Unconditional Final Lien Waivers from subcontractors and suppliers – if they have legally filed a preliminary notice. All other lien releases should already have been included with the monthly accounting.
- » Perform final accounting to have a complete record of all project expenses, for the purposes of completing expense records and to establish a cost basis for the property.

SGM believes there are many benefits to having a thorough project closeout. Thorough documentation protects against potential risks from future disputes on scope, contracts, warranties or expectations. It verifies that all project requirements have been fulfilled and establishes future accountability for maintenance and warranties. Complete and well-organized documentation underscores the project team's credibility. Implementing a comprehensive, step-by-step approach to design and construction management closeout procedures ensures handing over a completed project with confidence.



# Personnel

Tab 6



## KEY PERSONNEL

SGM has 54 staff-members in all disciplines between our Miami, Orlando, Tampa, and Jacksonville offices to perform job assignments. The staff committed to this contract all work from our Miami office and will be immediately available for your assignment(s) and the depth of staff will provide support when necessary to handle multiple projects concurrently.

Our project team's current and projected workload will allow us to begin working on this project immediately upon receiving the notice to proceed and commit the necessary resources to fully meet the City's schedule from start to finish.

Our personnel listed in this proposal will be available as required, and we will budget the team to spend 40% of their weekly time dedicated to the projects that may stem from this contract.

NUMBER OF STAFF (54) BY DISCIPLINE	
FL Registered Professional Engineers (Including Mechanical and Electrical)	10
Mechanical Designers	12
Electrical Designer	18
Plumbing/Fire Protection	9
Commissioning/Construction Admin.	5
CAD Technicians	2
Information Technology	1
Support Services (Including Administrative, Business Development, Finance)	7

### SEASONED QUALIFIED STAFF

SGM's proposed engineering staff has prior hands-on design and construction experience and understands maintenance, constructability, and potential site issues. This team has saved Florida School Districts hundreds of thousands of dollars a year in utility bills and rebates by closely conducting vigorous energy models for our clients and achieving vigorous energy efficiency goals in return. They understand the challenges and solutions associated with engineering on Florida's unique landscape. They have been involved in hundreds of AHU retrofit projects, including modifications and replacements of associated equipment.

### OUR TEAM PROMISES TO PROVIDE:

- » A serious and rigorous commitment to safety practices, protecting the interests of the City, your residents, and staff.
- » A detailed understanding of the City's needs
- » Strong work management capabilities
- » Forward-looking expertise and a commitment to bringing new technologies and processes
- » Adherence to all Federal, State, and Local policies, practices, and regulatory requirements

Team Member Name	Office Location	Role/Responsibility	On-Site Status
Bobby Shahnami, PE	Miami, FL	Principal-in-Charge; Mechanical Engineer/Plumbing FP	Full-Time
Manuel Hernandez, PE	Miami, FL	Principal; Electrical Engineering	Full-Time
Roger Latham	Miami, FL	Sr. Electrical Designer	Full-Time
Nick Lopez	Miami, FL	Electrical Designer	Full-Time
Shawnak Verma	Miami, FL	Plumbing /FP Engineer	Full-Time
Joel Wong	Miami, FL	Support Staff if Needed	Full-Time
Darwin Morales	Miami, FL	Support Staff if Needed	Full-Time
David Gonzalez	Miami, FL	Support Staff if Needed	Full-Time
Carlos Pimentel	Miami, FL	Support Staff if Needed	Full-Time
Guillermo Gayoso	Miami, FL	Support Staff if Needed	Full-Time
Lisette Sierra	Miami, FL	Marketing & Administrative Support if Needed	Full-Time



## BOBBY SHAHNAMI, PE, CXA, LEED AP BD+C

President; Principal-in-Charge; Project Manager

Mr. Shahnam, President of SGM Engineering has extensive experience in program, business development, project, construction management and capable of managing several projects simultaneously in the fields of Mechanical, Plumbing, and Fire Protection Engineering. Having worked on over 2000 projects with SGM he has a clear understanding of the design and construction sectors.

Mr. Shahnam has a diverse blend of public and private sector senior management and executive leadership experience providing creative strategic solutions to his clients and projects throughout his 24-year career. As President of SGM Engineering he is responsible for the overall performance of the firm and is engaged everyday with clients and projects.

His municipal and government facility experience includes having been the Engineer of Record for projects throughout South, Central and North Florida including projects for the Cities of Miami, Fort Lauderdale, Orlando and Jacksonville, Florida.

He has experience with 28 comprehensive public-based projects totaling over \$600 million in construction value. Additionally, Mr. Shahnam has completed over 150 public projects as a prime consultant, and boasts over 24 years' experience in Commissioning, Engineering, and MEP Quality Control in the Public Facility sector. His experience also includes providing energy savings of 50% above ASHRAE 90.1 standards, has extensive hydronic and airside troubleshooting experience, and able to seamlessly link BACnet, LonTalk, Modbus and other common open protocol devices into a single system.

### RELATED EXPERIENCE

- » City of Fort Lauderdale Continuing Contract | City of Fort Lauderdale | Project Manager/Sr. Mechanical Engineer
- » City of Fort Lauderdale Public Works Administration & EOC Building HVAC | Project Manager/Sr. Mechanical Engineer | \$3.5M | 13,500 SF
- » Fairlawn Community Park | City of Miami | Project Manager/Sr. Mechanical Engineer | \$1.3 Million
- » Port Everglades Administration Building HVAC Upgrades | Broward County Government | Sr. Mechanical Engineer | \$1.8 Million
- » City Wide SCADA Telemetry Monitoring System Project | City of Miami | Project Manager | \$1.95 Million | 82,000 SF
- » Fort Lauderdale War Memorial Auditorium | City of Fort Lauderdale | Sr. Electrical Engineer | \$1.8M | 10,195 SF
- » Hollywood Beach Culture and Community Center | City of Hollywood Beach | Sr. Electrical Engineer | \$350,000 | 10,195 SF

# SGM

ENGINEERING



### TITLE

President; Mechanical Engineer

### REGISTRATION

FL Engineer #78419

ACG Certified  
Commissioning Authority

LEED Accredited  
Professional Building  
Design & Construction

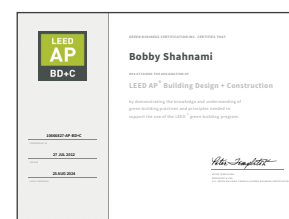
### YEARS EXPERIENCE

24 Years Total Experience

24 Years with SGM

### EDUCATION

BS in Mechanical  
Engineering, University of  
Central Florida



LEED Accredited  
Professional Since 2012



# SGM

ENGINEERING

Orlando  
Miami  
Tampa  
Jacksonville



## MANUEL HERNANDEZ, PE

Electrical Engineer

Mr. Hernandez has over 14 years of experience designing municipality facilities, including police and fire stations. His electrical experience includes calculating service sizes, feeder sizes, branch circuit sizes, short circuit currents, voltage drop, and performing short-circuit/arc flash/coordination studies and over-current protection device selection using specialized software. Mr. Hernandez is also experienced in the layout of equipment for floor plans, riser diagrams, fire alarm systems, telecommunication systems, HVAC-Plumbing-Fire Protection coordination, and surveys.

His public facility experience includes having been the Electrical Engineer for projects throughout South and Central Florida including several municipalities within Miami-Dade, Broward, and Palm Beach Counties. His project experience encompasses an array of public facilities that include parks, community centers, courthouses, and public safety facilities.

### RELATED EXPERIENCE

- » Police Headquarters Firing Range HVAC | City of Fort Lauderdale | Sr. Electrical Engineer | \$950,000 | 25,000 SF
- » Fairlawn Community Park | City of Miami | Sr. Electrical Engineer | \$1.3 Million
- » City Wide SCADA Telemetry Monitoring System Project | City of Miami | Sr. Electrical Engineer | \$1.95 Million | 82,000 SF
- » City of Fort Lauderdale Continuing Contract | City of Fort Lauderdale | Sr. Electrical Engineer
- » Port Everglades Administration Building HVAC Upgrades | Broward County Government | Sr. Electrical Engineer | \$1.8 Million
- » Miami Beach Pocket Park Electrical Upgrades | City of Miami Beach | Sr. Electrical Engineer | \$300,000
- » City of Miami Sewell Park | City of Miami | Sr. Electrical Engineer | \$95,000
- » Fort Lauderdale Courthouse Chiller Plant Upgrade | GSA | Sr. Electrical Engineer | \$2.8 Million
- » Public Works Administration & EOC Building HVAC Renovation | City of Fort Lauderdale | Sr. Electrical Engineer | \$3.5 Million | 13,500 SF
- » Hollywood Beach Culture and Community Center | City of Hollywood Beach | Sr. Electrical Engineer | \$350,000 | 10,195 SF
- » Fort Lauderdale War Memorial Auditorium | City of Fort Lauderdale | Sr. Electrical Engineer | \$1.8M | 10,195 SF

**SGM**  
ENGINEERING



### TITLE

Electrical Engineer

### REGISTRATION

FL Engineer #74989

### YEARS EXPERIENCE

14 Years Total Experience

7.5 Years with SGM

### EDUCATION

BS in Electrical Engineering,  
University of Puerto Rico



**SGM**  
ENGINEERING

Orlando  
Miami  
Tampa  
Jacksonville



## ROGER LATHAM

Senior Electrical Designer

Mr. Latham has over 29 years of experience in electrical engineering and has completed numerous municipal projects. As a senior electrical designer for SGM he has been responsible for projects with City of Fort Lauderdale, City of Miami and Ft. Lauderdale-Hollywood International Airport, Florida International University, and Broward College, to name a few of his clients. Mr. Latham is highly knowledgeable of the new Florida Building Code and in code compliance for lighting and power systems, equipment and controls. He is also a Lightning Protection Institute Member.

### RELATED EXPERIENCE

- » Fort Lauderdale War Memorial Auditorium | City of Fort Lauderdale | Electrical Designer | \$1.8M | 10,195 SF
- » Fort Lauderdale DSD Rooftop Unit | City of Fort Lauderdale | Electrical Designer | \$1M | 36,000 SF
- » Fort Lauderdale 6th Floor IT Data Center HVAC Upgrade | City of Fort Lauderdale | Electrical Designer | \$300,000
- » City of Fort Lauderdale Continuing Contract | City of Fort Lauderdale | Electrical Designer
- » Public Works Administration & EOC Building HVAC Renovation | City of Fort Lauderdale | Electrical Designer | \$3.5 Million | 13,500 SF
- » City of Boca Raton Public Safety Information Center | City of Boca Raton | Electrical Designer | \$3.5M | 13,500 SF
- » Hollywood Beach Culture and Community Center | City of Hollywood Beach | Electrical Designer | \$350,000 | 10,195 SF
- » City of Riviera Beach Public Safety and Public Works Conversion | City of Riviera Beach | Sr. Electrical Designer | \$10.3M | 107,000 SF
- » Miami Beach Pocket Park Electrical Upgrades | City of Miami Beach | Sr. Electrical Designer | \$300,000
- » Delaware North Companies Restaurant Renovations | Fort Lauderdale-Hollywood International Airport | Electrical Designer | \$6M | 52,000
- » Pompano Beach Gym/Auditorium Lighting Renovations | City of Pompano Beach | Electrical Designer | \$150,000 | 13,000 SF
- » Fairlawn Community Park | City of Miami | Electrical Designer | \$1.3 Million
- » Police Headquarters Firing Range HVAC | City of Fort Lauderdale | Sr. Electrical Designer | \$950,000 | 25,000 SF

**SGM**  
ENGINEERING



### TITLE

Senior Electrical Designer

### YEARS EXPERIENCE

29 Years Total Experience

8 Years with SGM

### EDUCATION

Lincoln Land Community College



**SGM**  
ENGINEERING

Orlando  
Miami  
Tampa  
Jacksonville



## NICK LOPEZ

Mechanical Designer

Mr. Lopez has over 5 years of professional experience in mechanical engineering for many local governments, higher education facilities, and school boards. He has worked with clients such as the City of Fort Lauderdale, Florida International University, MacDill Airforce Base, and Florida Atlantic University. During his time with SGM, he has completed numerous projects of diverse complexity with a specialty in laboratory design, resulting in over 1,000,000 SF of newly designed space.

### RELATED EXPERIENCE

- » City of Fort Lauderdale Continuing Contract | City of Fort Lauderdale | Mechanical Designer
- » Public Works Administration & EOC Building HVAC Renovation | City of Fort Lauderdale | Mechanical Designer | \$3.5 Million | 13,500 SF
- » Fort Lauderdale 6th Floor IT Data Center HVAC Upgrade | City of Fort Lauderdale | Mechanical Designer | \$300,000
- » City of Miami Sewell Park | City of Miami | Mechanical Designer | \$95,000
- » Fort Lauderdale Courthouse Chiller Upgrade | GSA | Mechanical Designer | \$2.8M
- » Police Headquarters Firing Range HVAC | City of Fort Lauderdale | Mechanical Designer | \$950,000 | 25,000 SF
- » Fort Lauderdale War Memorial Auditorium | City of Fort Lauderdale | Mechanical Designer | \$1.8M | 10,195 SF
- » Port Everglades Administration Building HVAC Upgrades | Broward County Government | Mechanical Designer | \$1.8 Million
- » Delaware North Companies Restaurant Renovations | Fort Lauderdale-Hollywood International Airport | Mechanical Designer | \$6M | 52,000
- » Broward Health Building 1700 and 1800 Renovation | Broward Health | Mechanical Designer | \$450,000 | 31,000 SF
- » Freedom Tower HVAC Renovations | Miami Dade College | Mechanical Designer | \$1.8 M | 82,000 SF
- » FAU Sandbox Library | Florida Atlantic University | Mechanical Designer | \$1.1 M | 5,300 SF
- » FIU OE 3rd Floor Laboratory Renovations | Florida International University | Mechanical Designer | \$1.95 Million

**SGM**  
ENGINEERING



### TITLE

Mechanical Designer

### YEARS EXPERIENCE

5 Years Total Experience

5 Years with SGM

### EDUCATION

BS in Mechanical  
Engineering, Florida  
Atlantic University



**SGM**  
ENGINEERING

Orlando  
Miami  
Tampa  
Jacksonville



## SHAWNAK VERMA

Plumbing /Fire Protection Designer

Mr. Verma has 5 years of plumbing and fire protection design/construction administration experience for local and federal governments, K-12, higher education, commercial, institutional, health/science labs, clinics, student housing, and residential type projects throughout Florida.

He is familiar with Florida's state and local code requirements, ASPE Guidelines, NFPA, and International Code Standards. He is knowledgeable in national building and fire codes as well as water-based fire extinguishing systems, smoke control systems, detection systems, and alarm systems.

### RELATED EXPERIENCE

- » City of Fort Lauderdale Continuing Contract | City of Fort Lauderdale | Plumbing/ Fire Protection
- » City of Fort Lauderdale Public Works Administration & EOC Building HVAC | Plumbing/Fire Protection | \$3.5M | 13,500 SF
- » Port Everglades Administration Building HVAC Upgrades | Broward County Government | Plumbing/Fire Protection | \$1.8 Million
- » Broward College Aviation Institute | Broward College | Plumbing/Fire Protection | \$3.5M | 15,800 SF
- » Miami Dade College School of Justice Tactical Training Facility | Miami Dade College | Plumbing/Fire Protection | \$25M | 80,000 SF
- » FIU OE 3rd Floor Lab Renovations | Florida International University | Plumbing/ Fire Protection | \$1.95M
- » FAU Sandbox Library | Florida Atlantic University | Plumbing/Fire Protection | \$1.1M | 5,300 SF
- » FAU AD Henderson Lab Upgrade | Florida Atlantic University | Plumbing/Fire Protection | \$90,000 | 1,400 SF
- » FIU OE Animal Laboratory HVAC & Controls Upgrades | Florida International University | Plumbing/Fire Protection | \$1.3M | 4,500 SF
- » Leisure City K-8 Center | Miami Dade County Public Schools | Plumbing/Fire Protection | \$4.8M | 93,834 SF
- » Falcon Cove Middle School | School Board of Broward County | Plumbing/Fire Protection | \$23M | 197,354 SF
- » Broward College Automotive & Marine Center | Broward College | Plumbing/Fire Protection | \$1.8 Million
- » FAU Building 12 Animal Lab Renovations | Florida Atlantic University \ Plumbing/ Fire Protection | 1.95M | 3,500 SF

**SGM**  
ENGINEERING



### TITLE

Plumbing /Fire Protection Designer

### YEARS EXPERIENCE

5 Years Total Experience  
4 Years with SGM

### EDUCATION

BS in Mechanical Engineering, Florida International University



**SGM**  
ENGINEERING

Orlando  
Miami  
Tampa  
Jacksonville



# Qualifications

Tab 7



# PROFESSIONAL LICENSES & CERTIFICATIONS

## 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, 2022, that its most recent annual report/uniform business report was filed on January 31, 2022, 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 Thirty-first day of January,  
2022



*Randy Rhee*  
Secretary of State

Tracking Number: 0838086311CC

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

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

## U.S. Green Building Council

**SGM Engineering**  
MEMBER SINCE 2008

THE U.S. GREEN BUILDING COUNCIL IS THE NATION'S FOREMOST COALITION OF LEADERS WORKING TO TRANSFORM THE WAY BUILDINGS AND COMMUNITIES ARE DESIGNED, BUILT AND OPERATED, ENABLING AN ENVIRONMENTALLY AND SOCIALLY RESPONSIBLE, HEALTHY, AND PROSPEROUS ENVIRONMENT THAT IMPROVES THE QUALITY OF LIFE.

*Richard P. Hironaka*  
Chairman

*R. Hironaka*  
Richard P. Hironaka, President, CEO and Founding Chairman

THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION

**dbpr** Department of Business & Professional Regulation

HOME CONTACT US MY ACCOUNT

**ONLINE SERVICES**

Apply for a License  
Verify a License  
View Food & Lodging Inspections  
File a Complaint  
Continuing Education Course Search  
View Application Status  
Find Exam Information  
Unlicensed Activity Search  
ADAT Delinquent Invoice & Activity List Search

**Licensee**

Name:	SGM ENGINEERING, INC.	License Number:	6208
Rank:	Registry	License Expiration Date:	
Primary Status:	Current	Original License Date:	03/05/1992

**Related License Information**

License Number	Status	Related Party	Relationship Type	Relation Effective Date	Rank	Expiration Date
78419	Current	SHAHNAM, BOBAK	Registry		Professional Engineer	02/28/2023
41204	Current	SHAHNAM, GHULAM REZA	Registry	01/10/2005	Professional Engineer	02/28/2023

Page 1 of 1

**Printer Friendly**

[Return to License Details](#)

**Related License Search**

License Type:

First Name:  Last Name:

License Number:

Expiration Date: From  To

2601 Blair Stone Road, Tallahassee FL 32399 - Email: [Customer Contact Center](#) - Customer Contact Center: 850.487.1395

The State of Florida is an AA/EEO employer. Copyright 2007-2010 State of Florida. Privacy Statement

Under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. \*Pursuant to Section 488.27(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 488, F.S., must provide the Department with an email address if they have one. The email provided may be used for official communication with the licensee. However, email addresses are public records. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public. Please see our Chapter 485 page to determine if you are affected by this change.

## State of Florida Minority Business Certification

**SGM Engineering, Inc**

Is certified under the provisions of  
287 and 295.187, Florida Statutes, for a period from:  
04/07/2021 to 04/07/2023

*Jonathan R. Satter*  
Jonathan R. Satter, Secretary  
Florida Department of Management Services



Office of Supplier Diversity  
4050 Esplanade Way, Suite 380  
Tallahassee, FL 32399  
850-487-0915  
[www.dms.myflorida.com/od](http://www.dms.myflorida.com/od)



## Annual Membership Certificate

Awarded to

**SGM Engineering, Inc.**

as a member in good standing of the AABC Commissioning Group for the year

**2022**

This company has met all requirements for membership and is entitled to all rights and privileges thereof. This certificate is renewable on an annual basis and expires December 31, 2022.

*Tim N. Brown*  
Tim N. Brown, P.E., CxA, President

*Ray Burt*  
Ray Burt, Executive Director



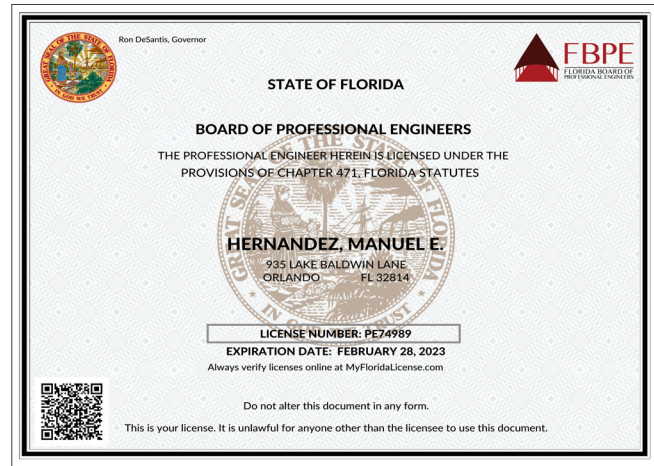
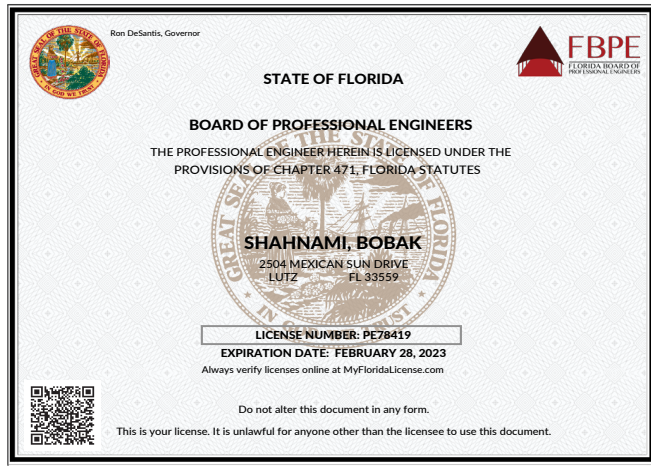
**SGM**  
ENGINEERING

Orlando  
Miami  
Tampa  
Jacksonville





# PROFESSIONAL LICENSES & CERTIFICATIONS



**SGM**  
ENGINEERING

Orlando  
Miami  
Tampa  
Jacksonville



## PAST WORK EXPERIENCE

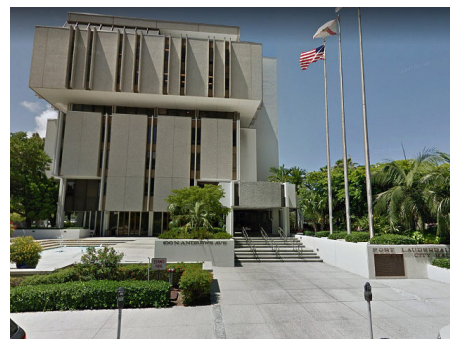
### EXPERIENCE WITH CONTINUING CONTRACTS

SGM has been providing Mechanical, Electrical, Plumbing, Fire Protection and Commissioning Design Services for over 31 years, and has been utilized for Professional Continuing services in the disciplines of: Mechanical, Plumbing/Fire Protection, Electrical Engineering, and Commissioning Services with over 30 Florida Municipalities, Governments and Educational Districts, resulting in over 2000+ successful projects. These successful projects have made our team very familiar with the Florida Building Codes, public facility standards, staff, and processes. For this continuing contract, we will put no less effort into eliminating errors, maintaining budgetary allowances, and adhering to the project schedules. A brief list of our Continuing Service Contracts Include:

- |  |  |
|--|--|
| 1. City of Fort Lauderdale             | 18. Orange County Public Schools                     |
| 2. City of Tampa                       | 19. Seminole County Public Schools                   |
| 3. City of Hollywood                   | 20. School District of Indian River County           |
| 4. City of Miami Gardens               | 21. Lake County Schools                              |
| 5. City of Orlando                     | 22. Brevard Public Schools                           |
| 6. Orange County Government            | 23. Volusia County Schools                           |
| 7. St. John's County Government        | 24. Polk County Public Schools                       |
| 8. Lake County Government              | 25. School District of Osceola County                |
| 9. Greater Orlando Aviation Authority  | 26. Marion County Public Schools                     |
| 10. University of Central Florida      | 27. Martin County School District                    |
| 11. Florida International University   | 28. School District of Palm Beach County             |
| 12. Broward College                    | 29. School Board of Broward County                   |
| 13. Florida Atlantic University        | 30. Miami-Dade County Public Schools                 |
| 14. Miami Dade College                 | 31. Department of Defense Education Activity (DoDEA) |
| 15. Valencia College                   |  |
| 16. Hernando County Public Schools     |  |
| 17. Hillsborough County Public Schools |  |

SGM specializes in public facility renovations and upgrades with construction phasing, and has the capabilities to provide advanced design, renovations, additions, and commissioning of projects varying in size, scope, and complexity for public facilities including elementary, middle, and high schools.

The following pages contain brief examples of our recent similar project experience with continuing contracts and municipal/public facilities.



**SGM**  
ENGINEERING

Orlando  
Miami  
Tampa  
Jacksonville





## City of Fort Lauderdale Continuing Contract

Fort Lauderdale, FL

### Client

City of Fort Lauderdale,  
Irina Tokar  
itokar@fortlauderdale.gov  
(954) 828-6891

### Construction Cost

Varies

### Project Size

Varies

### Completion Date

2015-Ongoing

SGM Engineering has served as the MEP Engineer as prime under a continuing contract with the City of Fort Lauderdale since 2015, completing projects such as:

#### DSD Rooftop Unit Replacement

SGM replaced of all four existing Rooftop Units and one split system. The scope of this project also included the cleaning of all ductwork related to these units which demanded critical coordination in order to minimize interruptions of cooling to the spaces.

Project Cost: \$1 Million Project Completion: 2018

#### War Memorial Auditorium Renovations

SGM Engineering provided complete and partial power upgrades for this auditorium. We also coordinated the replacement of systems, replaced all incandescent and fluorescent lighting fixtures, and removed and replaced stage disconnect switches with cam lock connectors.

Project Cost: \$1.8 Million Project Completion: 2018

#### Courthouse 6th Floor IT Data Center HVAC Upgrade

SGM's scope of work included providing performance specifications for the like replacement of existing IT room units, providing mechanical schedules to assist in the like replacement of existing IT room units, and replacing existing Libert units. Existing underfloor air distribution remained.

Project Cost: \$300,000 Project Completion: 2021



**SGM**  
ENGINEERING

Orlando  
Miami  
Tampa  
Jacksonville







## City of Orlando Continuing Contract Services

Orlando, FL

### Client

City of Orlando  
Richard Howard  
400 S Orange Ave  
Orlando, FL 32801  
richard.howard@orlando.gov  
(407) 246-3222

### Construction Cost

Varies

### Project Size

Varies

### Project Dates

2016-Ongoing

SGM Engineering currently holds an MEP engineering and commissioning continuing contract with the City of Orlando. Under the contract since 2016, SGM has provided project management, mechanical, electrical, and plumbing engineering, subcontractor management, and construction administration services for projects such as:

#### City of Orlando Conserve I Building

SGM provided professional engineering services for the replacement of the HVAC System at the Conserve I building. The scope of work included the design of the replacement of all HVAC equipment, including air handlers, chilled water equipment, VAVs, ductwork, and a new split system for the communications room.

Project Cost: \$48,520    Project Completion: 2019

#### Beardall Senior Center HVAC Replacement

SGM provided mechanical, electrical, and fundamental commissioning services for the replacement of the HVAC system at the Beardall Senior Center. The project the comprehensive replacement of the existing HVAC units and all associated electrical equipment.

Project Cost: \$110,850    Project Completion: 2021

#### Orlando Operations Center UPS and Generator

SGM provided engineering services for the UPS consolidation and generator addition to the Orlando Operations Center EOC. The scope included removing existing UPSs, providing centralized UPS, switchgear, feeders, circuits, HVAC, new natural gas line, generator, transfer switch, and pad.

Project Cost: \$110,850    Project Completion: 2020



**SGM**  
ENGINEERING

Orlando  
Miami  
Tampa  
Jacksonville





## Orange County Government Continuing MEP Contract

Orlando, FL

### Client

Orange County Government  
Sam Shine  
201 Rosalind Ave.  
Orlando, FL 32801  
sam.shine@ocfl.net  
(407) 836-0037

SGM Engineering has held the MEP Engineering and Commissioning Continuing Contract as prime with Orange County Government since 2013, completing many successful projects such as:

### Regional Computing Center “A” BUS Upgrades

SGM managed and coordinated MEP/FP design services for the electrical upgrade. SGM designed the emergency generator for the facility per FEMA standards. The generator was fabricated with a stand-alone self enclosure and was connected to a local alarm for emergencies.

### Construction Cost

Varies

Project Cost: \$2.95M      Project Completion: 2019

### Project Size

Varies

### Wittenstein House Renovation

SGM provided professional engineering design for Orange County Government. Orange County wanted to construct six bedrooms to house young adults in an existing 5,000 square foot residential facility. SGM upgraded the existing locker rooms, existing unisex handicap accessible restroom, accessibility in the existing kitchen, and fire sprinklers.

### Project Dates

2013-Ongoing

Project Cost: \$1.2M      Project Completion: 2018

### Internal Operations Center HR Renovation

SGM provided electrical & fire protection services for IOC. Rooms were renovated requiring a reconfiguration of electric, data, fire alarm, and fire sprinkler systems on two separate levels. Renovated existing rooms to create larger storage room for Benefits Department- including reconfiguration of electrical and fire sprinkler systems in the area.

Project Cost: \$220,000      Project Completion: 2019



**SGM**  
ENGINEERING

Orlando  
Miami  
Tampa  
Jacksonville





## City of Miami Sewell Park

Miami, FL

### Client

Miller Legg  
Michael D. Kroll  
mkroll@millerlegg.com  
(954) 628-3651

SGM Engineering provided mechanical, electrical, and plumbing design for the City of Miami's Sewell Park. The scope included lighting for new walkways throughout, electrical design for an irrigation pump, water fountain connections, and pole/bollard lighting.

### Construction Cost

\$1.4 Million

### Completion Date

2022



**SGM**  
ENGINEERING

Orlando  
Miami  
Tampa  
Jacksonville







## Public Works Administration EOC Building HVAC Renovation

Fort Lauderdale, FL

### Client

City of Fort Lauderdale  
Danica Grujicic  
dgrujicic@fortlauderdale.  
gov  
(954) 828-5055

### Construction Cost

\$3.5 Million

### Project Size

13,500 SF

### Completion Date

2022 (est.)

SGM provided full demolition drawings for existing air cooled chillers, pumps, expansion tanks, and associated controls and a new air cooled chiller with variable primary chilled water pumping. We also provided associated controls, ET, AS as required with new CEP and new makeup water assembly and connect to existing domestic as required.

SGM also provided full demolition drawings for all HVAC systems including rooftop units, indoor AHUs, ductwork, VAV, diffusers, ect. All associated HVAC systems shall be removed. We provided new chilled water AHUs with VAV boxes with reheat and locating AHUs indoors as possible and consolidating/reducing the AHU count as possible to assist in maintenance.

All new HVAC controls were provided with this project and electrical panels were updated as required as well as associated conduit that has exceeded life expectancy. SGM provided new exhaust systems as required for general bathrooms and 3rd floor labs, as well as conditioned makeup air for 3rd floor. The entire building was currently backed up on emergency generator. Design shall ensured the building remained fully backed up on emergency generator.

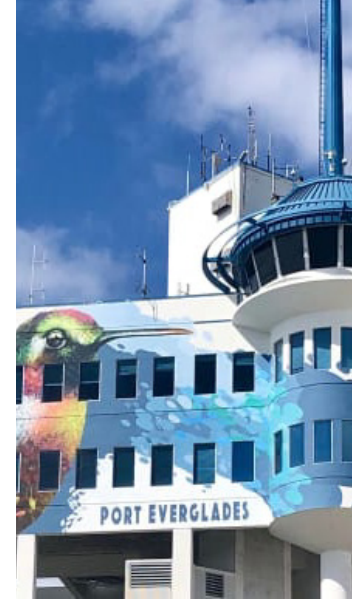
We provided demolition drawings as required for the removal of all hydronic piping associated in the space and redundancy for future capacity identified on ground floor. As an option, we are exploring the possibility of locating AHUs on the ground floor in lieu of rooftop units currently installed. We also provided roofing details to accommodate re-roofing scope of existing rooftop units being removed.



**SGM**  
ENGINEERING

Orlando  
Miami  
Tampa  
Jacksonville





## Port Everglades Administration Building HVAC Upgrade

Fort Lauderdale, FL

### Client

Broward County  
Government  
Donald Ellis  
doellis@broward.org  
(954) 357-6419

### Construction Cost

\$1.8 Million

### Completion Date

2022

SGM Engineering provided MEP design services for the Port Everglades Administration Building, located in the City of Fort Lauderdale. Services included pre-design evaluation, condition survey and reporting, construction cost estimating, project design and development, regulatory agency permitting, and procurement assistance.

SGM's scope of work included evaluating the entire HVAC, life safety, and water supply systems in order to propose the best and most cost-effective way to proceed with replacement over the anticipated lifetime of the building. SGM was responsible for recommending repairs and replacement based on inspections, observations, condition, and maintenance history. This included site investigation, evaluation, pre-design, and construction administration services.



**SGM**  
ENGINEERING

Orlando  
Miami  
Tampa  
Jacksonville







## City of Hollywood Beach Community Center

Hollywood, FL

### Client

City of Hollywood Beach  
Community Center  
Terrence Comiskey  
tcomiskey@hollywoodfl.  
org  
(954) 921-3900

### Construction Cost

\$350,000

### Project Size

10,195 SF

### Completion Date

2016

As the prime consultant to City of Hollywood Beach, SGM Engineering provided professional mechanical and electrical engineering services for the design and replacement of five water source heat pumps that serve the Hollywood Beach Community Center.

After conducting an initial site visit, our team—led by Bobby Shahnami—discovered electrical code requirement issues as well as rusted hoods responsible for outdoor air intake. SGM's subsequent designs incorporated solutions for these problems while employing cost-saving measures to the best of our ability, which involved salvaging and reusing piping, valves, and other equipment already in place. Two additional visits were planned for the purposes of construction meetings and delegating further instructions. In coordination with the City of Hollywood Beach's Project Manager, our team provided signed and sealed drawings for permitting approval and responded to comments and RFIs on behalf of the City.



**SGM**  
ENGINEERING

Orlando  
Miami  
Tampa  
Jacksonville





## Police Headquarters Firing Range HVAC

Fort Lauderdale, FL

### Client

City of Fort Lauderdale  
Corey Callier  
ccallier@fortlauderdale.  
gov  
(954) 828-5873

### Construction Cost

\$950,000

### Project Size

25,000 SF

### Completion Date

2020

SGM provided mechanical, electrical, plumbing, and fire protection design to address the City of Fort Lauderdale Police Department HVAC Firing Range and Radio Room Renovation. The scope included providing heat load calculations to verify space loads, energy compliance forms in accordance with Florida Building Code – Energy, and demolition drawings to remove four existing rooftop DX units (36) tons each.

SGM also provided two air cooled chillers sized at 80 tons each with packaged chilled water pumps.

Additionally, structural drawings were provided accordingly to address new slab, bollards, and pipe supports against the wall and architectural and structural drawings to incorporate new chilled water rooftop AHUs. AHUs were designed with fan wall with redundancy. SGM provided electric reheat, controls drawings and upgrade existing JCI Metasys program and provided electrical upgrades as required to accommodate additional electrical load.



## Dimick Building Fire Alarm Replacement

Fort Lauderdale, FL

### Client

General Services  
Administration  
Gene Nicoloso  
(850) 488-2521

### Construction Cost

\$60,000

### Completion Date

2016

As part of a continuing contract with the Florida Department of Management Services, SGM Engineering was tasked with providing professional electrical engineering services for the replacement of an existing fire alarm panel at the Department's Dimick Building. The building houses offices for six FDMS branches, including Education, Children & Families, Professional Regulation, Elder Affairs, Persons with Disabilities, and Business and Professional Regulation.

Upon review of the building's existing fire alarm system during an on-site inspection, our team determined that the fire alarm panel, annunciator, and wiring would need to be replaced due to compatibility issues with the new fire alarm panel and for compliance with NFPA 72 and Florida Building Code requirements. To ensure that our designs would be correctly implemented in the subsequent construction phase, our engineers performed two additional site visits to inspect the substantial completion and final walk through with the facility's Owner, FDMS. The entire process—from the initial design process to the delivering of close-out documents—was completed within two months of receiving the notice to proceed.

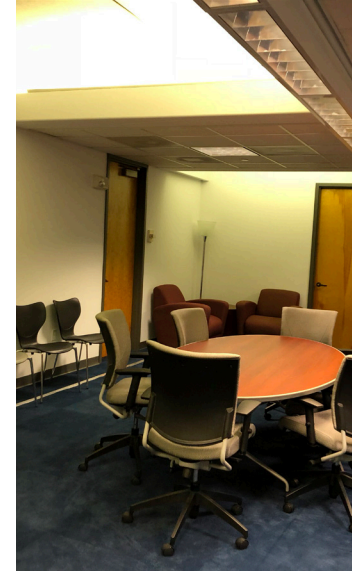


**SGM**  
ENGINEERING

Orlando  
Miami  
Tampa  
Jacksonville







## City of Fort Lauderdale Courthouse Chiller Upgrade

Fort Lauderdale, FL

### Client

General Services  
Administration  
Josh Lockwood  
(404) 275-7280

### Construction Cost

\$2.8 Million

### Completion Date

2018

SGM provided MEP/FP design services for upgrades for the Fort Lauderdale Courthouse. The scope of work included the replacement of Water Cooled Chillers. New chilled water pumps were provided to accommodate variable primary pumping scheme. A differential pressure sensor was provided at the AHU furthest away from the CEP. Modular chiller units that can fit through the existing doors and/or louvers to eliminate the possibility of demolishing existing exterior walls related to the existing equipment replacement.

There was a Refrigerant leak monitor in the chiller room that needed to be replaced to accommodate new chiller refrigerant type. Exhaust fan replaced and an audible and visual alarm was installed on exterior and interior of chiller room. The existing Cooling Tower required refurbishment, so SGM used existing cooling tower fans and fan controls with modification of condensing piping. For the CHW Pumping we converted to a variable primary chilled water flow system with load balancing (pump and compressor staging as well as lead lag processes). New primary chilled water pump(s) and condenser water pump(s) with premium efficiency inverter rated motors with VFDs for speed control.

SGM replaced all pump fittings including suction diffuser/strainer check valve, shut-off valves, flex connections, pressure ports and pressure gauges. Piping modifications as required for new design and replacement of rusted and leaking pipes. Non-permeable pipe insulation per latest ASHRAE energy codes.

# Representative Engineering Experience and Client References

Tab 8

## REPRESENTATIVE ENGINEERING EXPERIENCE AND CLIENT REFERENCES

**REFERENCE:** Florida International University

**Project & Description of Work:** MEP/FP Engineering and Commissioning Continuing Contract, Miami, FL | SGM has provided mechanical, electrical, plumbing, and fire protection design, commissioning, and construction administrative services for Florida International University since 2016. Projects completed under this contract have included Engineering Building Generator Replacement, Biscayne Bay Library Elevator Replacement, and Owa Ehan Building Lab Exhaust Replacement

**Contact:** Danny Paan, 305.348.4005, paand@fiu.edu

**Initiation and Completion Date:** 2016-Ongoing

**REFERENCE:** City of Fort Lauderdale

**Project & Description of Work:** City of Fort Lauderdale Continuing Contract, Fort Lauderdale, FL | SGM Engineering has served as the MEP Engineer as prime under a continuing contract with the City of Fort Lauderdale since 2015, completing projects such as: DSD Rooftop Unit Replacement; War Memorial Auditorium Renovations; Courthouse 6th Floor IT Room HVAC Upgrade. SGM provided project management, MEP/FP engineering, subcontractor management, and construction administration services.

**Contact:** Irina Tokar, 954.828.6891, itokar@fortlauderdale.gov

**Initiation and Completion Date:** 2015-Ongoing

**REFERENCE:** Broward College

**Project & Description of Work:** Broward College Continuing Services Contract, Fort Lauderdale, FL | SGM Engineering, Inc. is currently serving as the Prime Consultant under this continuing contract with Broward College. Projects we have completed under this contract include South Campus Art Building Dehumidification, North Campus IT Room HVAC Upgrade, and B-26 Central Chiller Plant Extension Commissioning.

**Contact:** Deborah Czubkowski, 954.294.1558, dczubkow@broward.edu

**Initiation and Completion Date:** 2014-Ongoing

**REFERENCE:** Orange County Government

**Project & Description of Work:** Orange County Government Continuing Contract, Orange County, FL | SGM Engineering has held the MEP Engineering and Commissioning Continuing Contract as prime with Orange County Government since 2013, completing many successful projects such as: Courthouse Complex MEP Upgrades. SGM provided project management, mechanical, electrical, and plumbing engineering, subcontractor management, and construction administration services.

**Contact:** Sam Shine, 407.836.0037, sam.shine@ocfl.net

**Initiation and Completion Date:** 2013-Ongoing





**REFERENCE:** City of Orlando

**Project & Description of Work:** City of Orlando Continuing Services Contract, Fort Lauderdale, FL | SGM Engineering currently holds a MEP engineering and commissioning Continuing Contract as prime with the City of Orlando. SGM has provided project management, mechanical, electrical, and plumbing engineering, subcontractor management, and construction administration services.

**Contact:** Richard Howard 407.246.3222, richard.howard@orlando.gov

**Initiation and Completion Date:** 2015-Ongoing

**REFERENCE:** Orange County Public Schools

**Project & Description of Work:** Orange County Public Schools MEP/Commissioning Continuing, Orange County, FL | SGM has been providing mechanical, electrical, plumbing, and fire protection design and commissioning services to OCPS under a continuing contract for over 20 years. Projects have included West Side Tech Barber and Cosmetology Upgrades, Liberty Middle School Commissioning, Kaley Elementary School Electrical Upgrade, and Lake Weston Electrical Distribution Upgrades.

**Contact:** Ed Ames, 407.317.3700, william.ames@ocps.net

**Initiation and Completion Date:** 2012-Ongoing

**REFERENCE:** Marion County Public Schools

**Project & Description of Work:** Marion County Public Schools Continuing MEP Services, Marion County, FL | SGM provided project management, mechanical, electrical, and plumbing engineering, subcontractor management, and construction administration services. SGM upgraded the smoke control system, BAS, fire alarm system, HVAC system, and fan powered VAV terminal units.

**Contact:** Robert Knight, 352.671.7214, robert.knight@marion.k12.fl.us

**Initiation and Completion Date:** 2012-Ongoing

**REFERENCE:** Volusia County Public Schools

**Project & Description of Work:** Volusia County Public Schools Continuing Contract, Volusia County, FL | SGM is providing mechanical, electrical, plumbing, and fire protection design services on a continuing basis. Projects have included Indian River Elementary Cooling Tower Upgrade, Sunrise Elementary Cafeteria HVAC Upgrade, Citrus Elementary School Addition, and Atlantic High School Auditorium Dimmer Replacement.

**Contact:** Saralee Morrissey, 386.255.6475, smorriss@volusia.k12.fl.us

**Initiation and Completion Date:** 2014-Ongoing

**REFERENCE:** Hillsborough County Public Schools

**Project & Description of Work:** Hillsborough County Public Schools Continuing Contract, Hillsborough County, FL | SGM has been providing mechanical, electrical, plumbing, and fire protection design services on a continuing contract. Projects have included K Webb Middle School HVAC Replacement and Pizzo Elementary School.

**Contact:** Carin Hunt, 813.272.4112, Carin.Hunt@sdhc.k12.fl.us

**Initiation and Completion Date:** 2016-Ongoing



# Sworn Statements and Affidavits

Tab 9

**ANTI-KICKBACK AFFIDAVIT**

STATE OF FLORIDA

SS:

COUNTY OF MONROE

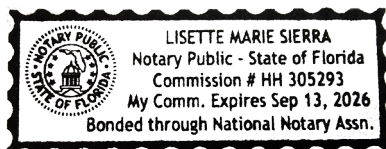
I the undersigned hereby duly sworn, depose and say that no portion of the sum herein response will be paid to any employee of the City of Key West as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

BY:   
Bobak Shahnami, PE, CxA, LEED AP BD+C

sworn and prescribed before me this 14th day of Nov., 2022

NOTARY PUBLIC, State of Florida

Lisette Marie Sierra   
My commission expires: September 13, 2026



**NON-COLLUSION AFFIDAVIT**

STATE OF FLORIDA     )

: SS

COUNTY OF MONROE     )

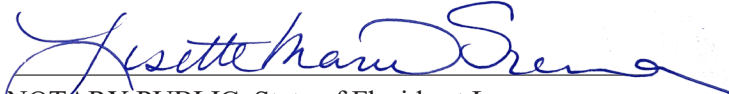
I, the undersigned hereby declares that the only persons or parties interested in this Proposal are those named herein, that this Proposal is, in all respects, fair and without fraud, that it is made without collusion with any official of the Owner, and that the Proposal is made without any connection or collusion with any person submitting another Proposal on this Contract.

By: \_\_\_\_\_

Bobak Shahnami, PE, CxA, LEED AP BD+C

Sworn and subscribed before me this

\_\_\_\_ 14th \_\_\_\_ day of \_\_\_\_ November \_\_\_\_, 2022.

  
\_\_\_\_\_  
NOTARY PUBLIC, State of Florida at Large

Lisette Marie Sierra

My Commission Expires: \_\_\_\_ September 13, 2026 \_\_\_\_



**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A)**  
**FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS,

1. This sworn statement is submitted for Bobak Shahnam, PE, CxA, LEED AP BD+C  
(print individual's name and title)

by SGM Engineering, Inc.  
(print name of entity submitting sworn statement)

whose business address is 5805 Blue Lagoon Drive Suite 285 Miami, FL 33126

and (if applicable) its Federal Employer Identification Number (FEIN) is

59-3101052

(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement): \_\_\_\_\_

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "conviction" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 01, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime: or
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime.



The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agent who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment of income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statute means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement (indicate which statement applies).

  X   Neither the entity submitting this sworn statement, or any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July, 1989.

           The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 01, 1989.

           The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 01, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order.





I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR THE CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.


  
(SIGNATURE)

November 14, 2022  
(DATE)

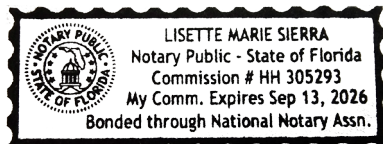
STATE OF Florida

COUNTY OF Miami-Dade

PERSONALLY APPEARED BEFORE ME, the undersigned authority Bobak Shahnami who, after first being sworn by me,  
(name of individual)  
affixed his/her signature in the space provided above on this  
14th day of Nov., 2022

  
Lisette Marie Sierra NOTARY PUBLIC

My commission expires: September 13, 2026

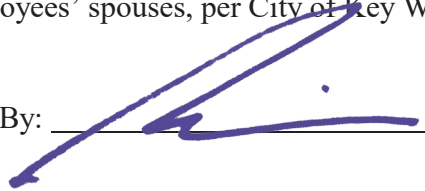


**EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT**

STATE OF Florida )  
 : SS  
COUNTY OF Miami-Dade )

I, the undersigned hereby duly sworn, depose and say that the firm of SGM Engineering, Inc.

provides benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses, per City of Key West Code of Ordinances Sec. 2-799.

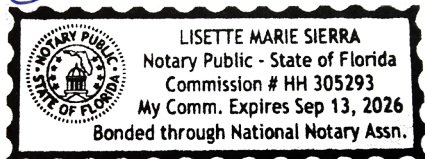
By: 

Sworn and subscribed before me this 14th day of November 2022.

NOTARY PUBLIC, State of Florida at Large

My Commission Expires: September 13, 2026






**CONE OF SILENCE AFFIDAVIT**

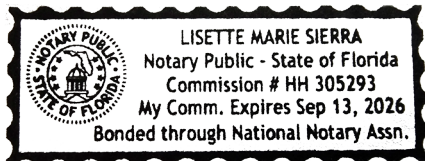
**Pursuant to City of Key West Code of Ordinances Section 2-773 (attached below)**

STATE OF Florida )  
 : SS  
COUNTY OF Miami-Dade )

I the undersigned hereby duly sworn depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of  
SGM Engineering, Inc. have read and understand the limitations and procedures regarding communications concerning City of Key West issued competitive solicitations pursuant to City of Key West Ordinance Section 2-773 Cone of Silence (attached).  
Sworn and subscribed before me this

14th day of November, 20 22.

  
NOTARY PUBLIC, State of Florida at Large  
Lisette Marie Sierra  
My Commission Expires: September 13, 2026



**Sec. 2-773. Cone of Silence.**

- (a) *Definitions.* For purposes of this section, reference to one gender shall include the other, use of the plural shall include the singular, and use of the singular shall include the plural. The following definitions apply unless the context in which the word or phrase is used requires a different definition:
- (1) *Competitive solicitation* means a formal process by the City of Key West relating to the acquisition of goods or services, which process is intended to provide an equal and open opportunity to qualified persons and entities to be selected to provide the goods or services. Competitive solicitation shall include request for proposals ("RFP"), request for qualifications ("RFQ"), request for letters of interest ("RFLI"), invitation to bid ("ITB") or any other advertised solicitation.
  - (2) *Cone of silence* means a period of time during which there is a prohibition on communication regarding a particular competitive solicitation.
  - (3) *Evaluation or selection committee* means a group of persons appointed or designated by the city to evaluate, rank, select, or make a recommendation regarding a vendor or the vendor's response to the competitive solicitation. A member of such a committee shall be deemed a city official for the purposes of subsection (c) below.
  - (4) *Vendor* means a person or entity that has entered into or that desires to enter into a contract with the City of Key West or that seeks an award from the city to provide goods, perform a service, render an opinion or advice, or make a recommendation related to a competitive solicitation for compensation or other consideration.
  - (5) *Vendor's representative* means an owner, individual, employee, partner, officer, or member of the board of directors of a vendor, or an engineer, lobbyist, or actual or potential subcontractor or sub-consultant who acts at the behest of a vendor in communicating regarding a competitive solicitation.
- (b) *Prohibited communications.* A cone of silence shall be in effect during the course of a competitive solicitation and prohibit:
- (1) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and the city's administrative staff including, but not limited to, the city manager and his or her staff;
  - (2) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and the mayor, city commissioners, or their respective staff;
  - (3) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and any member of a city evaluation and/or selection committee therefore; and
  - (4) Any communication regarding a particular competitive solicitation between the mayor, city commissioners, or their respective staff, and a member of a city evaluation and/or selection committee therefore.



(c) *Permitted communications.* Notwithstanding the foregoing, nothing contained herein shall prohibit:

- (1) Communication between members of the public who are not vendors or a vendor's representative and any city employee, official or member of the city commission;
- (2) Communications in writing at any time with any city employee, official or member of the city commission, unless specifically prohibited by the applicable competitive solicitation.
  - (A) However, any written communication must be filed with the city clerk. Any city employee, official or member of the city commission receiving or making any written communication must immediately file it with the city clerk.
  - (B) The city clerk shall include all written communication as part of the agenda item when publishing information related to a particular competitive solicitation;
- (3) Oral communications at duly noticed pre-bid conferences;
- (4) Oral presentations before publicly noticed evaluation and/or selection committees;
- (5) Contract discussions during any duly noticed public meeting;
- (6) Public presentations made to the city commission or advisory body thereof during any duly noticed public meeting;
- (7) Contract negotiations with city staff following the award of a competitive solicitation by the city commission; or
- (8) Purchases exempt from the competitive process pursuant to [section 2-797](#) of these Code of Ordinances;

(d) *Procedure.*

- (1) The cone of silence shall be imposed upon each competitive solicitation at the time of public notice of such solicitation as provided by [section 2-826](#) of this Code. Public notice of the cone of silence shall be included in the notice of the competitive solicitation. The city manager shall issue a written notice of the release of each competitive solicitation to the affected departments, with a copy thereof to each commission member, and shall include in any public solicitation for goods and services a statement disclosing the requirements of this ordinance.
- (2) The cone of silence shall terminate at the time the city commission or other authorized body makes final award or gives final approval of a contract, rejects all bids or responses to the competitive solicitation or takes other action which ends the competitive solicitation.
- (3) Any city employee, official or member of the city commission that is approached concerning a competitive solicitation while the cone of silence is in effect shall notify such individual of the prohibitions contained in this section. While the cone of silence is in effect, any city employee, official or member of the city commission who is the recipient of any oral communication by a potential vendor or vendor's representative in violation of this section shall create a written record of the event. The record shall indicate the date of such communication, the persons with whom such communication occurred, and a general summation of the communication.



(e) *Violations/penalties and procedures.*

- (1) A sworn complaint alleging a violation of this ordinance may be filed with the city attorney's office. In each such instance, an initial investigation shall be performed to determine the existence of a violation. If a violation is found to exist, the penalties and process shall be as provided in section 1-15 of this Code.
- (2) In addition to the penalties described herein and otherwise provided by law, a violation of this ordinance shall render the competitive solicitation void at the discretion of the city commission.
- (3) Any person who violates a provision of this section shall be prohibited from serving on a City of Key West advisory board, evaluation and/or selection committee.
- (4) In addition to any other penalty provided by law, violation of any provision of this ordinance by a City of Key West employee shall subject said employee to disciplinary action up to and including dismissal.
- (5) If a vendor is determined to have violated the provisions of this section on two more occasions it shall constitute evidence under City Code section 2-834 that the vendor is not properly qualified to carry out the obligations or to complete the work contemplated by any new competitive solicitation. The city's purchasing agent shall also commence any available debarment from city work proceeding that may be available upon a finding of two or more violations by a vendor of this section. (*Ord. No. 13-11, § 1, 6-18-2013*)





### CITY OF KEY WEST INDEMNIFICATION FORM

PROPOSER agrees to protect, defend, indemnify, save and hold harmless The City of Key West, all its Departments, Agencies, Boards, Commissions, officers, City's Engineer, agents, servants and employees, including volunteers, from and against any and all claims, debts, demands, expense and liability arising out of injury or death to any person or the damage, loss of destruction of any property which may occur or in any way grow out of any act or omission of the PROPOSER, its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by the City as a result of any claim, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of the negligence of The City of Key West, all its Departments, Agencies, Boards, Commissions, officers, agents, servants and employees. The PROPOSER agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent. The City of Key West does not waive any of its sovereign immunity rights, including but not limited to, those expressed in Section 768.28, Florida Statutes.

These indemnifications shall survive the term of this agreement. In the event that any action or proceeding is brought against the City of Key West by reason of such claim or demand, PROPOSER shall, upon written notice from the City of Key West, resist and defend such action or proceeding by counsel satisfactory to the City of Key West.

The indemnification provided above shall obligate PROPOSER to defend at its own expense to and through appellate, supplemental or bankruptcy proceeding, or to provide for such defense, at the City of Key West's option, any and all claims of liability and all suits and actions of every name and description covered above which may be brought against the City of Key West whether performed by PROPOSER, or persons employed or utilized by PROPOSER.

The PROPOSER's obligation under this provision shall not be limited in any way by the agreed upon Contract Price as shown in this agreement, or the PROPOSER's limit of or lack of sufficient insurance protection.

#### COMPANY SEAL

PROPOSER: SGM Engineering, Inc.

Address 5805 Blue Lagoon Drive Suite 285 Miami, FL 33126

Signature



Bobak Shahnam, PE, CxA, LEED AP BD+C

Print Name

11/14/2022

Date

President

Title



NOTARY FOR THE PROPOSER

STATE OF Florida

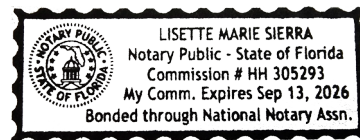
COUNTY OF Miami-Dade

Bobak

The foregoing instrument was acknowledged before me this 14<sup>th</sup> day of Nov., 20 22. By Shahnami,  
of SGM Engineering, Inc. (Name of officer or agent, title of officer or agent) Name of corporation  
acknowledging) Personally Know to me.

or has produced \_\_\_\_\_ as identification.

  
Signature of Notary



Return Completed form with Print, Type or Stamp Name of Notary

Supporting documents to: City of Key West Purchasing

Title or Rank    President

  
Bobak Shahnami, PE, CxA, LEED AP BD+C

22 | RFQ #22-006  
General Engineering Services



**SGM**  
ENGINEERING

Orlando  
Miami  
Tampa  
Jacksonville

