

Board of County Commissioners  
Sumter County Continuing  
Engineering Services  
Contract – RFQ# 013-0-2012/AT  
Qualification Package



**Ingenuity**  
engineers, inc.

*“Proactive Engineering Solutions”*

Board of County Commissioners Financial  
Department  
7375 Powell Road Wildwood, FL 34785

June 5, 2012

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- One (1) original, one (1) electronic version on a CD or Flash Drive of the original RFQ.

## **Part 2- Qualifications Submission Format and Requirements**

### **A. Firm Description**

1. Ownership and current principles of your firm and any other firm that you propose to become part of your team.
2. History and growth of your firm as succinctly as possible.
3. Experience with litigation with Owners and Contractors.
4. Organizational chart.

### **B. Experience & Ability to Meet the Budget**

1. 7 recent examples of your experience in designing facilities similar to this project for other counties in Florida. For each of these projects:
2. Two most recent projects your firm has completed, the total % change orders and
3. A brief description of ingenuity's experience in building County Administrative Facilities.

### **C. Design Plan**

1. Current resumes listing relevant project experience within the past several years.
2. Individual who, from project start to finish, will be the leader of Ingenuity design team and the principal point of contact between your firm and the Owner,
3. Organizational chart showing the lines of responsibility and accountability for your team.

### **D. Services**

4. One page overview of services typically performed for similar projects as the MEP Engineer for a Continuing Service Contract
5. Implement these services to ensure the success of this project
6. Describe your approach to teamwork on a project of this magnitude.

### **E. Schedule**

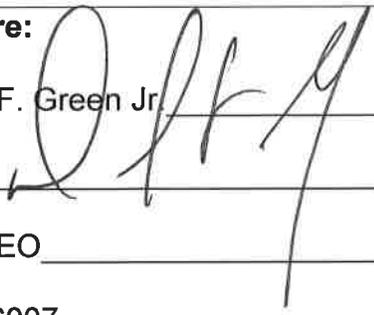
7. General approach to the schedule for this project.
8. Approach to schedule control and cost control.

### **F. Certified Minority Business Enterprise**

### **G. Other Benefits**

9. Additional benefits of your team.

### RFQ COVER PAGE

<b>Name of Firm, Entity or Organization: Ingenuity Engineers Inc.</b>	
<b>Federal Employer Identification Number (FEIN): 141921538</b>	
<b>State of Florida License Number (If Applicable): 26308</b>	
<b>Name of Contact Person: David F. Green Jr.</b>	
<b>Title: President and CEO</b>	
<b>E-Mail Address: dgreen@ingenuityei.com</b>	
<b>Mailing Address: 4798 New Broad Street</b>	
<b>Street Address (if different):</b>	
<b>City, State, Zip: Orlando, FL 32814</b>	
<b>Telephone: 407-398-6007</b>	<b>Fax: 407-398-6003</b>
<b>Organizational Structure – Please Check One:</b>	
<b>Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other <input type="checkbox"/></b>	
<b>If Corporation:</b>	
<b>Date of Incorporation: 02/2005</b>	<b>State of Incorporation: Florida</b>
<b>States Registered in as Foreign Corporation: Georgia, Alabama, New York, New Mexico, Vermont, North Dakota, South Dakota, North Carolina, South Carolina, Mississippi, Idaho, New Jersey, Nebraska, and the US. Virgin Islands.</b>	
<b>Authorized Signature:</b>	
<b>Print Name:</b> <u>David F. Green Jr.</u>	
<b>Signature:</b>	
<b>Title:</b> <u>President/CEO</u>	
<b>Phone:</b> <u>407-398-6007</u>	
<b><i>This document must be completed and returned with your Submittal.</i></b>	

## PROPOSER'S CERTIFICATION

Submit To: Sumter County Board of County Commissioners  7375 Powell Road Wildwood, Florida, 34785 Phone 352-689-4400 Fax 352-689-4401		SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  REQUEST FOR QUALIFICATION (RFQ) CERTIFICATION  AND ADDENDA ACKNOWLEDGMENT	
<b>DUE DATE: June 5, 2012</b>	<b>DUE TIME: 12:00 pm</b>	<b>RFQ # 013-0-2012/AT</b>	
<b>TITLE: MEP Engineering for Continuing Service Contract</b>			
<b>VENDOR NAME: Ingenuity Engineers</b>		<b>PHONE NUMBER: 407-398-6007</b>	
<b>VENDOR MAILING ADDRESS: 4798 New Broad Street</b>		<b>FAX NUMBER: 407-398-6003</b>	
<b>CITY/STATE/ZIP: Orlando, FL 32814</b>		<b>E-MAIL ADDRESS: dgreen@ingenuityei.com</b>	
<p>"I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this RFQ and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for termination of contract. I further certify that the services will meet or exceed the RFQ requirements. I, the undersigned, declare that I have carefully examined the RFQ, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this RFQ with any other Offeror and have not colluded with any Offerors or parties to an RFQ whatsoever for any fraudulent purpose."</p> <p style="text-align: center;"> <span style="margin-right: 20px;"><u>    1    </u> Addendum #</span> <span style="margin-right: 20px;"><u>    2    </u> Addendum #</span> <span style="margin-right: 20px;"><u>    3    </u> Addendum #</span> <span style="margin-right: 20px;"><u>          </u> Addendum #</span> <span><u>          </u> Addendum #</span> </p>			
<p>"I certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an RFQ for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFQ and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the RFQ, including but not limited to certification requirements. In conducting offers with an agency for Sumter County Board of County Commissioners (BOCC), respondent agrees that if this RFQ is accepted, the respondent will convey, sell, assign, or transfer to the Sumter County BOCC all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the COUNTY. At the Sumter County BOCC discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent."</p> <p style="text-align: center;"> <span style="margin-right: 100px;"><u>David F Green Jr</u> Authorized Agent Name, Title (Print)</span> <span style="margin-right: 50px;"><u>[Signature]</u> Authorized Signature</span> <span><u>6/5/12</u> Date</span> </p>			
<b><i>This form must be completed and returned with your Submittal</i></b>			

## QUALIFICATIONS FORM FOR BOARD OF SUMTER COUNTY COMMISSIONERS



Name of Firm Submitting Qualifications \_\_\_\_ Ingenuity Engineers Inc. \_\_\_\_\_

Name of Person Submitting Qualifications \_\_\_\_ David F. Green Jr. \_\_\_\_\_

### PROPOSER ACKNOWLEDGMENT

"The undersigned hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and that he/she has examined the RFQ and Specifications for the work and comments hereto attached. The Vendor proposes and agrees, if this submission is accepted, to contract with the Board of Sumter County Commissioners, to furnish all necessary materials, equipment, labor and services necessary to complete the work covered by the RFQ and Contract Documents for this Project. The Vendor agrees to accept in full compensation for each item the prices named in the schedules incorporated herein."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

[  ] Check if exception(s) or deviation(s) to Specifications. Attach separate sheet(s) detailing reason and type for the exception or deviation.

***This document must be completed and returned with your Submittal***

**Statement of Terms and Conditions**

**PUBLIC ENTITY CRIME:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a qualifications/Bid on a contract to provide any goods or services to a public entity, for the construction or repair of a public building or public work, may not submit Qualifications/Bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**INDEMNIFICATION :** The Contractor agrees to indemnify and hold harmless Board of Sumter County Commissioners, and their elected officials, employees and volunteers from and against all claims, losses and expenses, including legal costs, arising out of or resulting from, the performance of this contract, provided that any such claims, damage, loss of expenses is attributed to bodily injury, sickness, disease, personal injury or death, or to injury to or destruction of tangible property including the loss or loss of use resulting there from and is caused in whole or in part by any negligent act or omission of the tenant.

**PROHIBITION OF LOBBYING:** During the black out period which is, the period between the time the submittals for invitation to Bid or the Request for Proposals, or Qualifications, or information, as applicable, are received at Contracts / Purchasing and the time the Board awards the contract, no proposer, no lobbyist, principal, or other person may lobby, on behalf of a competing party in a particular procurement matter, any member of the Board, or any Board employee other than the Financial Services Manager. Violation of this provision may result in disqualification of violating party. All questions regarding this Request for Proposals (RFQ) or invitation to Bid (BID) must be submitted in writing to the Board's Financial Services Manager.

**ANTI TRUST LAWS:** By submission of a signed RFQ or BID, the successful Vendor acknowledges compliance with all antitrust laws of the United States and the State of Florida, in order to protect the public from restraint of trade, which illegally increases prices.

**CONFLICT OF INTEREST:** The award of the contract hereunder is subject to the provisions of Chapter 112 of the Florida Statutes. Vendors shall disclose the name of any Officer, Director, Partner, Associate, or Agent who is also an Officer, Appointee, or Employee of any of the Boards at the time of the RFQ or BID, or at the time of occurrence of the Conflict of Interest thereafter.

**INTERPRETATION, CLARIFICATIONS AND ADDENDA:** No oral interpretations will be made to any vendor as to the meaning of the RFQ/BID Contract Documents. Any inquiry or request for interpretation received by the Financial Services Manager before the date listed herein will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, will be distributed at or after the Pre-Proposals/Pre-Bid Conference, mailed or sent by available or electronic means to all attending prospective Submitters prior to the established RFQ/BID opening date. Each Vendor shall acknowledge receipt of such addenda in the space provided. In case any Proposer/Bidder fails to acknowledge receipt of such addenda or addendum, his offer will nevertheless be construed as though it had been received and acknowledged and the submission of his bid will constitute acknowledgment of the receipt of same. All addenda are a part of the RFQ/BID FORMS and each Proposer/Bidder will be bound by such addenda, whether or not received by him. It is the responsibility of each proposer/bidder to verify that he has received all addenda issued before RFQ's/BID's are opened. In the case of unit price items, the quantities of work to be done and materials to be furnished under this RFQ/BID Contract are to be considered as approximate only and are to be used solely for the comparison of RFQ's/BID's received. The Board and/or its CONSULTANT do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Vendor plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and/or Drawings and other Proposals/Bid Documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices bid.

**GOVERNING LAWS AND REGULATIONS:** The vendor is required to be familiar with and shall be responsible for complying with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the work.

**PROPRIETARY/CONFIDENTIAL INFORMATION:** Vendors are hereby notified that all information submitted as part of, or in support of RFQ's/BID's, will be available for public inspection ten days after opening of the RFQ's/BID's or until a short list is recommended whichever comes first, in compliance with Chapter 119, and 287 of the Florida Statutes. Any person wishing to view the RFQ's/BID's must make an appointment by calling the Financial Services Manager at (352) 689-4435. All RFQ's/BID's submitted in response to this solicitation become the property of the Board. Unless information submitted is proprietary, copy written, trademarked, or patented, the Board reserves the right to utilize any or all information, ideas, conceptions, or portions of any RFQ/BID, in its best interest.

**TAXES:** The Board of Sumter County Commissioners is exempt from any taxes imposed by the State and/or Federal Government. Exemption certificates will be provided upon request.

**NON-COLLUSION DECLARATION:** By signing this RFQ/BID, all Vendors shall affirm that they shall not collude, conspire, connive or agree, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposals in connection with the work for which their RFQ/BID has been submitted; or to refrain from Bidding in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the RFQ/BID or of any other Bidder, or to fix any overhead, profit, or cost elements of the RFQ/BID price or the RFQ/BID price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other Bidder, or any person interested in the proposed work.

**PROPOSER RESPONSIBILITY:** Invitation by the Boards to vendors is based on the recipient's specific request and application to DemandStar by Onvia at [www.DemandStar.com](http://www.DemandStar.com) [(800) 711-1712] or as the result of response by the public to the legal advertisements required by State law. Firms or individuals submit their responses on a voluntary basis, and therefore are not entitled to compensation of any kind.

**OWNERSHIP OF SUBMITTALS:** All responses, inquiries or correspondence relating to or in reference to this RFQ/BID, and all other reports, charts, displays, schedules, exhibits and other documentation submitted by the vendors will become the property of the Board. Reference to literature submitted with a previous RFQ/BID will not relieve the Bidder from including any required documents with this RFQ/BID.

**EXAMINATION OF BID DOCUMENTS:** Each Bidder shall carefully examine the RFQ/BID Document to ensure all pages have been received, all drawings and/or Specifications and other applicable documents are included, and shall inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the CONTRACTOR will in no way relieve him of the obligations and responsibilities assumed under the Contract.

**VENDOR RESPONSIBILITY:** Vendors are fully and completely responsible for the labeling, identification and delivery of their submittals. The Financial Services Manager will not be responsible for any mislabeled or misdirected submissions, nor those handled by delivery persons, couriers, or the US Postal Service.

**DRUG FREE WORKPLACE:** All Proposers/Bidders shall submit the enclosed, duly signed and notarized form entitled "Drug Free Workplace Certificate". The Drug Free Workplace Vendor shall have the burden of demonstrating that his program complies with Section 287.087 of the Florida Statutes, and any other applicable state law.

**BOARD OF SUMTER COUNTY COMMISSIONERS,** are political subdivisions of the State of Florida, and reserve the right to reject any and/or all submittals, reserve the right to waive any informalities or irregularities in the examination process, and reserve the right to award contracts and/or in the best interest of the Boards. Submittals not meeting stated minimum terms and qualifications may be rejected by the Boards as non-responsive. The Boards reserve the right to reject any or all submittals without cause. The Boards reserves the right to reject the submission of any Vendor in arrears or in default upon any debt or contract to the Boards, or who has failed to perform faithfully any previous contract with the Boards or with other governmental agencies.

**PUBLIC RECORDS LAW:** Correspondence, materials and documents received pursuant to this RFQ/BID become public records subject to the provisions of Chapter 119, Florida Statutes.

**VERIFICATION OF TIME:** Nextel time is hereby established as the Official Time of the Boards.

**PREPARATION OF PROPOSALS/BIDS:**

**Signature of the Bidder:** The Bidder must sign the RFQ/BID FORMS in the space provided for the signature. If the Proposer/Bidder is an individual, the words "doing business as \_\_\_\_\_," must appear beneath such signature. In the case of a partnership, the signature of at least one of the partners must follow the firm name and the words, "Member of the Firm" should be written beneath such signature. If the Proposer/Bidder is a corporation, the title of the officer signing the RFQ/BID on behalf of the corporation must be stated and evidence of his authority to sign the RFQ/BID must be submitted. The Proposer/Bidder shall state in the RFQ/BID FORMS the name and address of each person interested therein.

**Basis for Bidding:** The price proposed for each item shall be on a lump sum or unit price basis according to specifications on the RFQ/BID FORM. The proposed prices shall remain unchanged for the duration of the Contract and no claims for cost escalation during the progress of the work will be considered, unless otherwise provided herein.

**Total Proposed Price/Total Contract Sum Proposed:** If applicable, the total price bid for the work shall be the aggregate of the lump sum prices proposed and/or unit prices multiplied by the appropriate estimated quantities for the individual items and shall be stated in figures in the appropriate place on the RFQ/BID FORM. In the event that there is a discrepancy on the RFQ/BID FORM due to unit price extensions or additions, the corrected extensions and additions shall be used to determine the project bid amount.

**TABULATION:** Those wishing to receive an official tabulation of the results of the opening of this RFQ/BID are to submit a self-addressed, stamped business size (No. 10) envelope, prominently marked on the front lower left side, with the RFQ identification. Tabulation requested by telephone, fax or electronic media will not be accepted.

**OBLIGATION OF WINNING BIDDER:** The contents of the RFQ/BID of the successful proposer/bidder will become contractual obligations if acquisition action ensues. Failure of the successful Proposer/Bidder to accept these obligations in a contract may result in cancellation of the award and such vendor may be removed from future participation.

**AWARD OF BID:** It is the Boards' intent to select a vendor within sixty (60) calendar days of the deadline for receipt of Proposals/Bids. However, Proposals/Bids must be firm and valid for award for at least ninety (90) calendar days after the deadline for receipt of the RFQ/BID.

**ADDITIONAL REQUIREMENTS:** The firms shall furnish such additional information as the Boards may reasonably require. This includes information which indicates financial resources as well as ability to provide the services. The Boards reserve the right to make investigations of the qualifications of the firm as it deems appropriate.

**PREPARATION COSTS:** The Boards shall not be obligated or be liable for any costs incurred by Proposers/Bidders prior to issuance of a contract. All costs to prepare and submit a response to this RFQ/BID shall be borne by the Proposer/Bidder.

**TIMELINESS:** All work will commence upon authorization from the Boards' representative (Financial Services Manager). All work will proceed in a timely manner without delays. The Contractor shall commence the work UPON RECEIPT OF NOTICE TO PROCEED and/or ORDER PLACED (PURCHASE ORDER PRESENTED), and shall deliver in accordance to the terms and conditions outlined and agreed upon herein.

**DELIVERY:** All prices shall be FOB Destination, Sumter County, Florida, inside delivery unless otherwise specified.

**ADDITIONAL SERVICES/PURCHASES BY OTHER PUBLIC AGENCIES ("PIGGY-BACK"):** The Vendor by submitting a Bid acknowledges that other Public Agencies may seek to "Piggy-Back" under the same terms and conditions, during the effective period of any resulting contract – services and/or purchases being offered in this Bid, for the same prices and/or terms proposed. Vendor has the option to agree or disagree to allow contract Piggy-Backs on a case-by-case basis. Before a Public Agency is allowed to Piggy-Back any contract, the Agency must first obtain the vendor's approval – without the vendor's approval, the seeking Agency cannot Piggy-Back.

**PLANS, FORMS & SPECIFICATIONS:** Bid Packages are available from the Financial Services Manager. These packages are available for pickup or by mail. If requested to mail, the Proposer/Bidder must supply a courier account number (UPS, FedEx, etc). Proposers/Bidders are required to use the official RFQ/BID FORMS, and all attachments itemized herein, are to be submitted as a single document. Any variation from the minimum specifications must be clearly stated on the RFQ/BID FORM and/or Exceptions/Deviations Sheet(s). Only one set of plans, forms, and specifications will be furnished each company or corporation interested in submitting a Proposals/bid. RFQ/BID FORM documents for this project are free of charge and are available on-line and are downloadable (vendor must pay any DemandStar fees or any shipping).

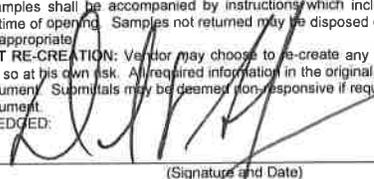
**MANUFACTURER'S NAME AND APPROVED EQUIVALENTS:** Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition unless otherwise indicated. The Proposer/Bidder may offer any brand for which he is an authorized representative, which meets or exceeds the RFQ/BID specification for any item(s). If RFQ's/BID's are based on equivalent products, indicate on the RFQ/BID FORM the manufacturer's product name and literature, and/or complete specifications. Reference to literature submitted with a previous RFQ/BID will not satisfy this provision. The Proposer/Bidder shall explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. RFQ's/BID's which do not comply with these requirements are subject to rejection. RFQ's/BID's lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the RFQ/BID FORM. The Financial Services Manager is to be notified, in writing, of any proposed changes in materials used, manufacturing process, or construction. However, changes shall not be binding upon the Boards unless evidenced by a Change Notice issued and signed by the Financial Services Manager, or designated representative.

**QUANTITIES:** The quantities as specified in this RFQ/BID are estimates only and are not to be construed as guaranteed minimums.

**SAMPLES:** Samples of items, when called for, shall be furnished free of expense, and if not destroyed may, upon request, be returned at the Proposer's/Bidder's expense. Each sample shall be labeled with the Proposer's/Bidder's name, manufacturer brand name and number, RFQ/BID number and item reference. Samples of successful Proposer's/Bidder's items may remain on file for the term of the contract. Request for return of samples shall be accompanied by instructions which include shipping authorization and must be received at time of opening. Samples not returned may be disposed of by the Boards within a reasonable time as deemed appropriate.

**DOCUMENT RE-CREATION:** Vendor may choose to re-create any document(s) required for this solicitation, but must do so at his own risk. All required information in the original Board formal must be included in any re-created document. Submittals may be deemed non-responsive if required information is not included in any re-created document.

**ACKNOWLEDGED:**

  
 \_\_\_\_\_  
 (Signature and Date)

*This document must be completed and returned with your Submittal*

## REFERENCE & SIMILAR PROJECTS EXPERIENCE FORM

Owner / Business Name: Sumter County- Sumter County Criminal Justice Jail Renovation		
Project Location / Address: 1988 Sumter County Jail, Sumter County Bushnell, FL		
City: Bushnell	State: Florida	Zip Code:
Point of Contact: Doug Conway		Dates of Work: 10/2010- 05/2012
Phone Number: (352) 303-2496		Fax Number:
E-mail Address: doug.conway@sumtercountyfl.gov		
Project Name: Sumter County- Sumter County Criminal Justice Jail Renovation		
Brief Description of Project: Ingenuity Engineers provided mechanical, electrical, and plumbing professional engineering design services for the Sumter County- Criminal Justice Jail. Scope of work included Judges chambers, courtrooms, booking, HVAC upgrade, medical annex, and inmate dormitories. Design also included upgrades to security systems, CCTV, audio and visual upgraded and door control modifications.		

Owner / Business Name: Sumter County Fire Rescue Stations		
Project Location / Address: 5764 CR 313 Bushnell, FL/3290 CR 521 Coleman, FL 33521		
City: Bushnell and Coleman	State: Florida	Zip Code: 33521
Point of Contact: Doug Conway		Dates of Work: 2009
Phone Number: (352) 303-2496		Fax Number:
E-mail Address: doug.conway@sumtercountyfl.gov		
Project Name: Sumter County Fire Stations Prototype Bushnell and Coleman		
Brief Description of Project: Ingenuity Engineers provided mechanical, electrical, and plumbing professional engineering design services for Sumter County for two new prototype fire rescue stations, for Bushnell and Coleman.		

Owner / Business Name: Sumter County Fire Rescue		
Project Location / Address: 4147 CR 466 Oxford, FL 34484/ 277 Hall Street Wildwood, FL 34785		
City: Oxford and Wildwood	State: Florida	Zip Code: 34484/ 34785
Point of Contact: Doug Conway		Dates of Work: 2009
Phone Number: (352) 303-2496		Fax Number:
E-mail Address: doug.conway@sumtercountyfl.gov		
Project Name: Sumter County Fire Stations Renovation Oxford and Wildwood		
Brief Description of Project: Ingenuity Engineers provided mechanical, electrical, and plumbing professional engineering design services for Sumter County for renovations to two fire rescue stations for Oxford and Wildwood.		

**This document must be completed and returned with your Submittal**

**CONTRACTOR'S AFFIDAVIT**

State of Florida Orange  
County of \_\_\_\_\_

Before me personally appeared David F. Green Jr who is (title) President/CEO  
of (the company described herein) Ingenuity Engineers Inc being duly sworn, deposes and says that  
the foregoing statements are a true and accurate statement of the position of said organization as of the  
date thereof, and, that the statements and answers to the foregoing experience questionnaire are correct  
and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false,  
deceptive, or fraudulent statements of this application constitutes fraud; and, agrees to furnish any pertinent  
information requested by The Sumter County Board of County Commissioner deemed necessary to verify  
the statements made in this application or regarding the ability, standing and general reputation of the  
applicant.

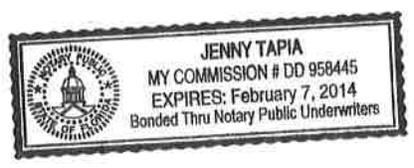
Personally Known  or Produced Identification n/a

Sworn to and subscribed before me this 5 day of June, 2012

[Signature]  
NOTARY PUBLIC - STATE OF FLORIDA  
(Signature of Notary Public)

Jenny Tapia  
(Print Name of Notary Public)

(seal)



***This document must be completed and returned with your Submittal***

**HOLD HARMLESS AGREEMENT**

The Contractor/Vendor is required to purchase and maintain minimum limits of \$1,000,000 per occurrence for all liability, which includes general liability and, if applicable, automobile liability. Other coverage may be required where applicable.

The Contractor/Vendor agrees to hold the Board of Sumter County Commissioners harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting there from, arising out of the agreement, unless such claims are a result of the County's sole negligence.

The Contractor/Vendor shall purchase and maintain workers' compensation insurance for all workers' compensation obligations imposed by state law and employer's liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease. Even if the Contractor/Vendor is not required by state law to secure workers' compensation insurance, the Contractor/Vendor shall purchase and maintain worker's compensation insurance in order to perform or provide services to Sumter County. This is the standard requirement however; the Financial Services Department can perform a special review as needed on a case-by-case basis for the Contractor/Vendor.

The Contractor/Vendor shall also purchase any other coverage required by law for the benefit of employees.

Required insurance shall be documented in Certificates of Insurance and shall be provided to the County representative requesting the service.

By signature upon this form the Contractor/Vendor stipulates that he/she agrees to the Hold Harmless Agreement, and to abide by all insurance requirements.

**Ingenuity Engineers- David F. Green Jr.**  
Contractor/Vendor-Print Name

  
Signature

**RFQ#013-0-2012/AT**  
Project Name

**06/05/2012**  
Date

The effective date of this Hold Harmless Agreement shall be from 6/2012 until 6/2015.

(The effective dates shall be either the anticipated duration of the project or the current FY.)

***This document must be completed and returned with your Submittal***

**DRUG FREE WORKPLACE CERTIFICATE**

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that,

Ingenuity Engineers Inc.  
(print or type name of firm)

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under RFQ or bid, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under RFQ or bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (\*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.
- "As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein".

[Handwritten Signature]  
Authorized Signature

6/5/12  
Date Signed

State of: Florida

County of: Orange

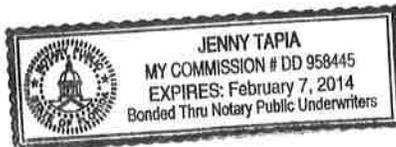
Sworn to and subscribed before me this 5 day of June, 2012

Personally known  or Produced Identification n/a  
(Specify Type of Identification)

[Handwritten Signature: Jenny Tapia]  
Signature of Notary

My Commission Expires February 7, 2014

(seal)



***This document must be completed and returned with your Submittal***

### Conflict of Interest Disclosure Form

I HEREBY CERTIFY that

2. I (*printed name*) David F. Green Jr. am the  
(*title*) President /CEO and the duly authorized representative of the firm of (*Firm Name*)  
Ingenuity Engineers Inc. whose address is 4798 New Broad Street  
Orlando, FL 32814  
\_\_\_\_\_, and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting; and,

2. Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,

3. This bid qualification is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid qualification for the same services, and is in all respects fair and without collusion or fraud.

EXCEPTIONS (List)

Signature: 

Printed Name: David F. Green Jr. David F. Green Jr.

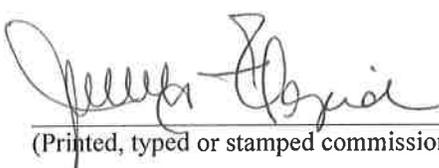
Firm Name: Ingenuity Engineers Inc.

Date: June 5, 2012

Sworn to and subscribed before me this 5 day of June 2012

Personally Known   
OR Produced Identification , Type of Identification

My Commission Expires February 7, 2014

  
(Printed, typed or stamped commissioned name of notary)



**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR QUALIFICATIONS PACKAGE**

## FORM 1

### FIRM PROFILE

Proposed Discipline: Mechanical, Electrical, Plumbing, Fire Protection and Information Technology,  
Consulting Engineers

<p>1. Firm (or joint venture) Name &amp; Address</p> <p>Ingenuity Engineers Inc. 4798 New Broad Street Orlando, FL 32814</p>	<p>1c. Licensed to do business in the State of Florida <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>1a. Firm is <input checked="" type="checkbox"/> National <input checked="" type="checkbox"/> Regional <input checked="" type="checkbox"/> Local</p> <p>FEIN # <u>141921538</u></p>	<p>1d. Name, Title &amp; Telephone Number of Principal to Contact</p> <p>David F. Green Jr. President and CEO 407-398-6007</p>
<p>1b. Firm is a Certified Minority Business Enterprise <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>1e. Address of office to perform work, if different from Item 1</p>
<p>2. Please list the number of people by discipline that your firm/joint venture will commit to the County's project.</p> <ol style="list-style-type: none"> <li>1. David F. Green Jr. President/CEO Electrical Design</li> <li>2. Brian S. Hessinger P.E. Mechanical Engineer</li> </ol>	
<p>3. If submittal is by joint venture list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) for each firm:</p>	
<p>3a. Has this joint venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

## FORM 2

### TEAM COMPOSITION

Brief resume of key persons, specialists and individual consultants shall be assigned to the project. Utilize one sheet per person. (Additional information may be attached)

Name & Title: David F. Green Jr.
Project assignment: Project Manager/ Electrical Design
Name of firm with which associated: Ingenuity Engineers Inc.
Years experience: With this firm <u>7</u> With other firms <u>23</u>
Education: Degree(s)/year/school/specialization:  Bachelor of Science General Engineering/ 1998 Kennedy Western University University of Dayton
Active registration: Year first registered/discipline  N/A
Other experience and qualifications relevant to the proposed project:  <b><u>Project manager and Design Engineer for:</u></b>  Sumter County 1988 Jail Renovation Sumter County Sheriff's Office- Renovations Sumter County Fire Station- Coleman Sumter County Fire Station- Bushnell Sumter County Fire Station- Oxford Sumter County Fire Station- Wildwood Sumter County Fire Station 11 Sumter County Sheriff's Office- Back-up Generator Sumter County VOIP Generator Sumter County Jail- Domestic Hot Water Sumter County Animal Services Sumter County Horse Barn Sumter County Animal Control Facility Sumter County Health Department Sumter County Public Works Generator

## FORM 2

### TEAM COMPOSITION

Brief resume of key persons, specialists and individual consultants shall be assigned to the project. Utilize one sheet per person. (Additional information may be attached)

Name & Title: Brian S. Hessinger P.E.
Project assignment: Project Manager/ Mechanical and Plumbing Engineer
Name of firm with which associated: Ingenuity Engineers Inc.
Years experience: With this firm <u>7</u> With other firms <u>18</u>
Education: Degree(s)/year/school/specialization: Bachelor of Science Mechanical Engineering/ 1992 University of Central Florida
Active registration: Year first registered/discipline Professional Engineer, 1998, Mechanical
Other experience and qualifications relevant to the proposed project: <b><u>Project manager and Design Engineer for:</u></b> Sumter County 1988 Jail Renovation Sumter County Sheriff's Office- Renovations Sumter County Fire Station- Coleman Sumter County Fire Station- Bushnell Sumter County Fire Station- Oxford Sumter County Fire Station- Wildwood Sumter County Fire Station 11 Sumter County Sheriff's Office- Back-up Generator Sumter County VOIP Generator Sumter County Jail- Domestic Hot Water Sumter County Animal Services Sumter County Horse Barn Sumter County Animal Control Facility Sumter County Health Department Sumter County Public Works Generator

### FORM 3

## OUTSIDE KEY CONSULTANTS

If respondent is not a joint venture, list outside key consultants/associates that shall be used for the proposed project. (Form may be reproduced if additional space is necessary.) Include resume of all individuals assigned to this project including projects they have worked on and contact names for each.

**Company Name: Technology Research and Development**

**Address of office proposed for this project:**

**437 Gaston Foster Road  
Orlando, FL 32807**

Role (i.e. Civil Engineering, Environmental, Landscape Architectural...)	Projected % of Over-All Work on Entire Project	Name of Individual Assigned to this Project	Firm Worked with prime before (Yes or No)	Individual Worked with prime before (Yes or No)
Design Information Technology Audio and Visual and Security Design	10%-20%	Larry J. Trobough	Yes	Yes

Attach resume and projects.

**Company Name:**

**Address of office proposed for this project:**

Role (i.e. Civil Engineering, Environmental, Landscape Architectural...)	Projected % of Over-All Work on Entire Project	Name of Individual Assigned to this Project	Firm Worked with prime before (Yes or No)	Individual Worked with prime before (Yes or No)

Attach resume and projects.

**Company Name:**

**Address of office proposed for this project:**

Role (i.e. Civil Engineering, Environmental, Landscape Architectural...)	Projected % of Over-All Work on Entire Project	Name of Individual Assigned to this Project	Firm Worked with prime before (Yes or No)	Individual Worked with prime before (Yes or No)

Attach resume and projects.

Are there any contractual agreements between the respondent (prime consultant) and any of the proposed sub-consultants? \_\_\_\_ yes \_\_X\_\_ no

## FORM 4

### LOCATION

1. Specify address of Prime Consultant's designated office where the majority of work on this project will be performed:

Ingenuity Engineers Inc. Corporate Office  
4798 New Broad Street  
Orlando, FL 32814

2. Indicate percentage of total over-all project fees projected to be performed on this project by the Prime Consultant's office specified above. (Do not include percentage of fees anticipated to be performed on this project by sub-consultants)

\_\_\_100\_\_\_%

3. Specify address of Prime Consultant's other office(s) where any part of the work on this project will be performed (if applicable): N/A

4. Indicate percentage of total over-all fees projected to be performed on this project by the office specified above. Do not include percentage of fees anticipated to be performed on this project by sub-consultants.

\_\_\_100\_\_\_%

5. Indicate percentage of total over-all fees projected to be performed on this project by firms located within Sumter County including the prime consultant and sub-consultants, utilizing information supplied above and on Form 2.

\_\_\_0\_\_\_%

**FORM 5**

**ILLUSTRATIVE WORK**

**Work by firm or joint venture members or outside key consultants which best illustrate current qualifications relevant to the County's project that have been/is being accomplished by personnel that shall be assigned to the County's project. List no more than ten (10) projects for Phase I and Phase II of the County's project..**

4. <u>Project Name &amp; Location</u> 1998 Sumter County Jail- Renovation  Project Manager: David F. Green Jr.		<b>Project Owners Name &amp; Address</b>  <b><u>Doug Conway, Project Manager/Facilities Director</u></b> Sumter County Government 910 North Main Street Bushnell, FL 33513-6146 Phone: (352) 303-2496
<b>Completion Date (Actual or Estimated- Estimated 06/2013)</b>		
Estimated Cost (In Thousands) Entire Project  \$4,000,000	Work for which firm was/is responsible  \$2,000,000	<b>Project Owner's Contact Person, Title, &amp; Telephone Number</b> <b><u>Doug Conway, Project Manager/Facilities Director</u></b> Sumter County Government 910 North Main Street Bushnell, FL 33513-6146 Phone: (352) 303-2496
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible)  Design of HVAC, Plumbing, Electrical and Information Technology, Security upgrades for existing facilities, as well as the addition to Courtrooms and inmate support areas.		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible)  Renovation of HVAC, Plumbing, Electrical and Information Technology, Security upgrades for existing facilities, as well as the addition to Courtrooms and inmate support areas.		
<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the County's Project</u> David F. Green Jr., Brian S. Hessinger P.E., Larry J. Trobough, Jim Morris, Nick Maffeo P.E., Patrick Kreuzsch, Matt Buecker, Jennifer Lee, Frankie Green.		

**FORM 5**

**ILLUSTRATIVE WORK**

**Work by firm or joint venture members or outside key consultants which best illustrate current qualifications relevant to the County's project that have been/is being accomplished by personnel that shall be assigned to the County's project. List no more than ten (10) projects for Phase I and Phase II of the County's project..**

<b>5. <u>Project Name &amp; Location</u></b>  Seminole County Public Service Building- Data/ Communication Feeder relocation.  <u>Project Manager:</u> David F. Green Jr.		<b>Project Owners Name &amp; Address</b> William H. Johnson, III 205 West County Home Road Sanford, FL 32773 407-665-5572 (PH) 407-665-5285 (FX)	
<b>Completion Date (Actual or Estimated- Estimated 2012)</b>			
<b>Estimated Cost (In Thousands)</b>		<b>Project Owner's Contact Person, Title, &amp; Telephone Number</b>	
Entire Project  \$400,000	Work for which firm was/is responsible  \$100,000	William H. Johnson, III 205 West County Home Road Sanford, FL 32773 407-665-5572 (PH) 407-665-5285 (FX)	
<b><u>Scope of Entire Project</u></b> (Please give quantitative indications wherever possible)  As a part of reroofing project, relocated a 800AMP feeder for the 911 room.			
<b><u>Nature of Firm's Responsibility in Project</u></b> (Please give quantitative indications wherever possible)  Design and administrator of the entire electrical design.			
<b><u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the County's Project</u></b>  <p style="text-align: center;">David F. Green Jr.</p>			

**FORM 5**

**ILLUSTRATIVE WORK**

**Work by firm or joint venture members or outside key consultants which best illustrate current qualifications relevant to the County's project that have been/is being accomplished by personnel that shall be assigned to the County's project. List no more than ten (10) projects for Phase I and Phase II of the County's project..**

<b>6. <u>Project Name &amp; Location</u></b> Taylor Farms- Processing Plant for Package foods.  <u>Project Manager:</u> Brian S. Hessinger P.E.		<b>Project Owners Name &amp; Address</b> Glen Frey Taylor Farms 7250 Chancellor Drive Orlando, FL 32501
<b>Completion Date (Actual or Estimated- 2012)</b>		
<b>Estimated Cost (In Thousands)</b>		<b><u>Project Owner's Contact Person, Title, &amp; Telephone Number</u></b>
Entire Project  \$4,300,000	Work for which firm was/is responsible  \$2,400,000	Glen Frey Taylor Farms 7250 Chancellor Drive Orlando, FL 32501 (407) 859-3373 (817) 584-0971
<b><u>Scope of Entire Project</u></b> (Please give quantitative indications wherever possible)  30,000sqft refrigerant food processing plant, including freezer and processing area.		
<b><u>Nature of Firm's Responsibility in Project</u></b> (Please give quantitative indications wherever possible)  Design of the mechanical, electrical, plumbing, and fire protection for the entire project.		
<b><u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the County's Project</u></b>  Brian S. Hessinger P.E. David F. Green Jr.		

## FORM 5

### ILLUSTRATIVE WORK

**Work by firm or joint venture members or outside key consultants which best illustrate current qualifications relevant to the County's project that have been/is being accomplished by personnel that shall be assigned to the County's project. List no more than ten (10) projects for Phase I and Phase II of the County's project..**

<p><b>7. <u>Project Name &amp; Location</u></b></p> <p>West Point Military Academy- Training Facility, West Point New York</p> <p><u>Project Manager:</u> Brian S. Hessinger P.E.</p>		<p><b>Project Owners Name &amp; Address</b></p> <p>West Point Associate of Graduates- West Point New York</p>	
<p><b>Completion Date (Actual or Estimated- Estimated 2012)</b></p>		<p><b>Project Owner's Contact Person, Title, &amp; Telephone Number</b></p>	
<p><b>Estimated Cost (In Thousands)</b></p> <p>Entire Project</p> <p>\$4,300,000</p>	<p>Work for which firm was/is responsible</p> <p>\$2,400,000</p>	<p>Rob Ledford- Principal Baker Barrios Architects 100 E. Madison Street Suite 100 Tampa, FL 33602 Phone (813) 549-1900</p>	
<p><b><u>Scope of Entire Project</u></b> (Please give quantitative indications wherever possible)</p> <p>Constructed an 86,000sqft indoor athletic facility.</p>			
<p><b><u>Nature of Firm's Responsibility in Project</u></b> (Please give quantitative indications wherever possible)</p> <p>Design of the mechanical, electrical, plumbing, and fire protection for the entire project.</p>			
<p><b><u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the County's Project</u></b></p> <p style="text-align: center;">Brian S. Hessinger P.E. David F. Green Jr.</p>			

**FORM 6**

**VOLUME OF WORK**

Prime Consultant's volume of work performed for the Sumter County Board of County Commissions  
As a prime consultant and as a sub consultant – currently and previously

Name of Project (include continuing contracts)	Prime or Sub	Total Contracted Fee Amount	Approximate date of award of contract
1998 Sumter County Jail Renovation	Prime	\$30,000	2013
Sumter County Fire Station 11- Bushnell, FL	Prime	\$500	2012
Sumter County Health Department Offices- Standby Generator	Prime	\$6500	2012
Sumter County Horse Barn Facility	Prime	\$3300	2012
Generator Electrical Engineering, Sumter County Sheriff's Office	Prime	\$2500	2010
Generator VOIP- Electrical Engineering, Sumter County Sheriff's Office	Prime	\$10,000	2010
Sumter County Animal Services	Prime	\$2000	2011
Sumter County Jail Controls	Prime	\$4000	2012
Sumter County Public Works	Prime	\$7500	2012
Sumter County- Health Department Parking Lot	Prime	\$2500	2012

## Firm Description

### A.1. Ownership and Current Principals

Ingenuity was established by David F. Green, Jr. and Brian S. Hessinger, P.E., LEED AP, in 2005. Since then Ingenuity has grown from 2 employees to a high of 40 and currently at 16. Mr. Green has over 27 years of experience in design and management of building engineering systems. Mr. Hessinger has over 20 years experience as a registered mechanical engineer, and LEED Accredited Professional by the U.S. Green Building Council with extensive knowledge of HVAC, plumbing, and fire protection systems. As consulting engineers, they have worked on numerous projects throughout the United States.

### A. 2. History and Growth

Ingenuity Engineers, Inc., is committed to providing the highest quality mechanical, electrical, plumbing, and fire protection engineering services to state, governmental, and institutional agencies throughout the United States.

Ingenuity brings together a team of experienced professionals with diverse backgrounds and knowledge. Our team guides each project from concept to completion; ensuring clients receive the most logical and cost-effective design engineering solutions. Our goal is to empower clients with a practical advantage, through knowledge and unique insight into the design and engineering process. This insight enables our clients to become an educated resource for their design and construction team and through this approach the entire team grows strong with knowledge. Our approach is simple: "Proactive Engineering Solutions." This concept allows our staff to act, rather than react, to the clients' needs.



Ingenuity Engineer Corporate Headquarters  
4798 New Broad Street  
Orlando, FL 32814



### **A.3. Experience with Litigation with Owners**

**Subject: Description of litigation, major disputes, contract defaults and liens in the past five years.**

To Whom It May Concern:

This serves to confirm that within the past eight years there have been no legal or administrative proceedings filed against Ingenuity Engineers, Inc., nor any major disputes, contract defaults or liens against Ingenuity Engineers, Inc.

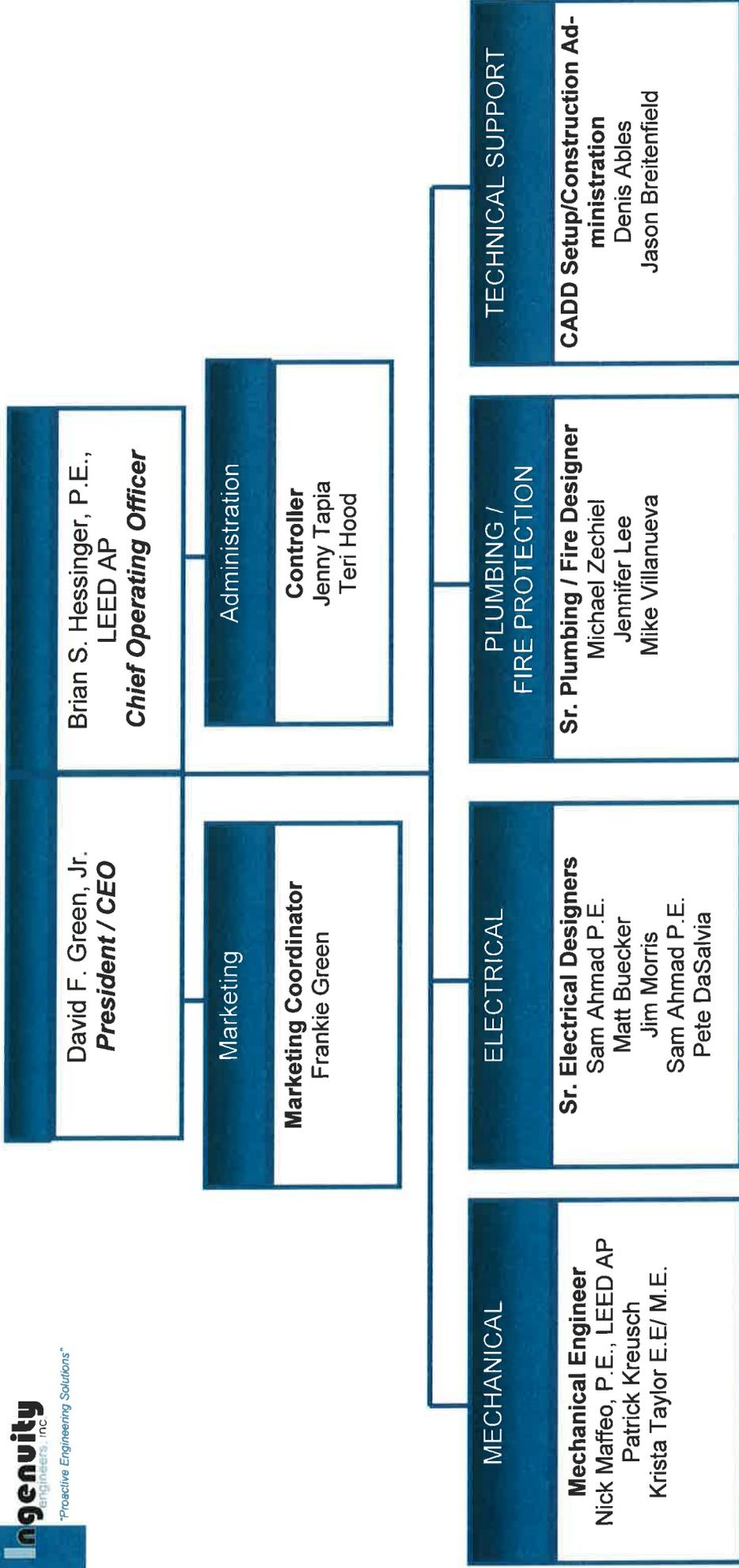
Sincerely,

A handwritten signature in black ink, appearing to read "D. F. Green, Jr.", is written over the typed name.

David F. Green, Jr.  
President / CEO

**ingenuity engineers, inc.**

# A. 4. Company Organization





## **B. Experience and Ability to meet the Budget**

- **Indian River County School Board Continuing MEP Services Contract, Indian River County, FL**
  - **1. Thermal Energy Storage System (TES) Evaluations for five elementary schools,**
  - **2. HVAC evaluation study of 10 schools within the county.**

Owner Contact- **Nick Westenberger, Facilities Planner**

Facilities Department  
School District of Indian River County  
1990 25th Street  
Vero Beach, FL 32960  
Phone: (772) 564-5016

Construction Manager- **Brad Schuh, Construction Manager**

Summit Construction  
2837 Flight Safety Drive  
Vero Beach, FL 32960  
Phone (772) 794-2099

Ingenuity Project Manager- **David F. Green Jr., Principal in Charge**

4798 New Broad Street  
Orlando, FL 32814

- **Okeechobee County School Board Continuing MEP Services Contract, Okeechobee County, FL**
  - **1. Okeechobee High School Chiller Replacement,**
  - **2. Okeechobee Bus Facility Renovation**
  - **3. Okeechobee High School Data/Comm. ITV, Replacement**
  - **4. Seminole Elementary School / North Elementary School/ Everglades Elementary**

Owner Contact- **Dale Barrett, Director of Operations**

School District of Okeechobee County  
938 NW 34th Street  
Okeechobee, FL 34972  
Phone: (863) 462-5083, ext. 203  
Cell (863) 697-2685

Construction Manager- **Ron Dubois, Contractor**

Universal Cable  
914 Fern Street  
W. Palm Beach. FL 33401  
Phone (561) 659-6308

**ingenuity engineers, inc.**

Ingenuity Project Manager-**David F. Green Jr., Principal in Charge**

4798 New Broad Street  
Orlando, FL 32814  
Phone (407) 398-6007

- **Indian River County School Board Continuing MEP Services Contract,**  
Indian River County, FL
- **Provide mechanical, electrical, and plumbing professional engineering services associated with providing professional engineering services for the design of a new \$11.5 million ± 65,000 sq. ft. Support Services Facility.**

Owner Contact- **Nick Westenberger, Facilities Planner**

Facilities Department  
School District of Indian River County  
1990 25th Street  
Vero Beach, FL 32960  
Phone: (772) 564-5016

Construction Manager- **Brad Schuh, Construction Manager**

Summit Construction  
2837 Flight Safety Drive  
Vero Beach, FL 32960  
Phone (772) 794-2099

Ingenuity Project Manager-**David F. Green Jr., Principal in Charge**

4798 New Broad Street  
Orlando, FL 32814  
Phone (407) 398-6007

## **B.2. Two most recent Projects**

1. **618 South Street-** 5-story office building with parking structure and retail on the first floor. While Ingenuity Engineers completed the mechanical, electrical, Plumbing and fire protection design, there were less 1% mechanical, electrical, and plumbing, change orders.
2. **Sumter County BOCC VOIP-** Sheriff's office generator, there were less than 1% of change orders

**ingenuity engineers, inc.**

### **B.3. Experience in building County Administrative Facilities**

Ingenuity Engineers is current on all above noted policy and procedures with the state of Florida as well as Sumter County facility administrative standards. Our company has been fortunate to have the opportunity to work with Sumter County recently, as well as several other county administrative throughout Florida.

Combined, our senior staff has designed many County Administrative Facilities including Marion, Orange, Lake Brevard, Indian River, Martin, St. Lucie, Sumter, Okeechobee, Polk, Hillsborough, and Volusia and renovation of more than ten (10) other districts within the State of Florida.

This allows our team of professionals to stay current in all code and energy requirements and policies concerning ADA, current standards in LEED design requirements with governmental institutions.

**ingenuity engineers, inc.**



## Design Plan

### C. 1. Individuals that will fill key rolls on our team

David F. Green Jr. and Brian S. Hessinger P.E. address Quality Control/Quality Assurance throughout every phase of a project.

These procedures begin with project initiation with the client, leading to a kick off meeting to understand the scope validation, schedule and the budget. The site is reviewed and physically attended by the team members which helps David and Brian and their team to understand the project scope and design, while keeping the criteria that is essential or mandated by the client throughout the process. They also incorporate periodic reviews with the entire team to make sure the projects meet scheduled benchmark responsibilities for quality assurance directly on the project manager and their team.

The establishments of detailed project scheduling and work flow programs are essential for cost control. The use of a proprietary list of past lessons learned serve as a crosscheck to assure quality control.

A final step of additional quality checking by dedicated quality assurance/quality control professionals, independent of the project team, is embraced as a team concept which ensures a high quality product.

For the Sumter County continuing contract David and Brian will be the main points of contact for start to finish as well as principals in charge for the firm. Brian and Dave will be 100% proactive and will maintain the execution of this project. Listed below are a few projects that Mr. Green and Mr. Hessinger have completed for Sumter County in recent years.

- Sumter County Jail Renovation
- Sumter County Sheriff's Office
- Sumter County Fire Station- Coleman
- Sumter County Fire Station- Bushnell
- Sumter County Fire Station- Oxford
- Sumter County Fire Station- Wildwood
- Sumter County Fire Station 11
- Sumter County Sheriff's Office- Back-up Generator
- Sumter County VOIP Generator
- Sumter County Jail- Domestic Hot Water
- Sumter County Animal Services
- Sumter County Horse Barn
- Sumter County Animal Control Facility
- Sumter County Health Department
- Sumter County Public Works Generator

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# C. 2. a David F. Green, Jr.

President/CEO  
Sr. Electrical Engineer

## PROFESSIONAL EXPERIENCE

- **Marion County School Board Continuing Services Contract**, Marion County, FL
- **Lockheed Martin Continuing Services Contract**, Ocala FL,
- **Okeechobee County Public Schools Continuing Services Contract**, Okeechobee County, FL
- **Orange County Public Schools, Rosemont & Southwood Elementary Schools Chiller Replacements**, Orange County, FL
- **School District of Indian River County (SDIRC), Thermal Energy Storage System (TES) Evaluations** for five elementary schools, Indian River County, FL
- **SDIRC Continuing Services Contract**, Indian River County, FL
- **Indian River County School Board Continuing Services Contract**, Indian River County, FL
- **SDIRC Fairlawn Elementary School - study, electrical modifications and various services**, Indian River County, FL
- **SDIRC Fellsmere Elementary School - admin. offices and HVAC modifications, cafeteria and various services**, Indian River County, FL
- **Indian River County Administrative Building chiller replacement**, Indian River County, FL
- **Indian River County Health Department**,
- **Lake Weir High School**, Addition and Renovation, Marion County , FL
- **Okeechobee High School**, Replaced the Water cooled chiller, Okeechobee, FL
- **Everglades Elementary School HVAC System Replacement**, Okeechobee County, FL
- **North Elementary School HVAC System Replacement**, Okeechobee County, FL
- **Central Elementary School**, Electrical revisions for classroom buildings, Okeechobee County, FL
- **Lake Highland Preparatory School**, Field house addition, gymnasium and locker room renovation, Orlando, FL
- **St. John Neumann Catholic High School**, Fitness training center and a concession stand building, Naples, FL

## **EDUCATION:**

Bachelor of Science  
General Engineering/ 1998  
Kennedy Western University  
University of Dayton

## **REGISTRATION:**

Illumination Engineering Society

## **PROFESSIONAL EXPERIENCE:**

29 Years

## **PROFESSIONAL PROFILE:**

David F. Green, Jr., has extensive experience in electrical engineering analysis and design for power distribution, lighting control, and communications for office building facilities. He is also highly skilled in all areas of project administration including scope of work development, project management, production scheduling, staffing, cost control, quality control, construction documentation coordination and preparation, specifications, and cost estimating.

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# C. 2. a Brian S. Hessinger, P.E., LEED

**AP**

Chief Operating Officer

## PROFESSIONAL EXPERIENCE

- **Marion County School Board Continuing Services Contract**, Marion County, FL
- **Lockheed Martin Continuing Services Contract**, Ocala FL,
- **Okeechobee County Public Schools Continuing Services Contract**, Okeechobee County, FL
- **Orange County Public Schools, Rosemont & Southwood Elementary Schools Chiller Replacements**, Orange County, FL
- **School District of Indian River County (SDIRC)**, Thermal Energy Storage System (TES) Evaluations for five elementary schools, Indian River County, FL
- **SDIRC Continuing Services Contract**, Indian River County, FL
- **Indian River County School Board Continuing Services Contract**, Indian River County, FL
- **SDIRC Fairlawn Elementary School - study, electrical modifications and various services**, Indian River County, FL
- **SDIRC Fellsmere Elementary School - admin. offices and HVAC modifications, cafeteria and various services**, Indian River County, FL
- **Indian River County Administrative Building chiller replacement**, Indian River County, FL
- **Indian River County Health Department**,
- **Lake Weir High School**, Addition and Renovation, Marion County , FL
- **Okeechobee High School**, Replaced the Water cooled chiller, Okeechobee, FL
- **Everglades Elementary School HVAC System Replacement**, Okeechobee County, FL
- **North Elementary School HVAC System Replacement**, Okeechobee County, FL
- **Central Elementary School**, Electrical revisions for classroom buildings, Okeechobee County, FL
- **Lake Highland Preparatory School**, Field house addition, gymnasium and locker room renovation, Orlando, FL
- **St. John Neumann Catholic High School**, Fitness training center and a concession stand building, Naples, FL

## **EDUCATION:**

Bachelor of Science Mechanical Engineering/ 1992  
University of Central Florida

## **REGISTRATION:**

Professional Engineer, 1998  
Florida

## **YEARS WITH OTHER FIRMS/ YEARS WITH THE FIRM:**

18 Years / 7 Years

## **PROFESSIONAL AFFILIATIONS:**

American Society of Mechanical Engineers  
National Fire Protection Assoc.

## **PROFESSIONAL PROFILE:**

Brian Hessinger has provided engineering services for multiple continuing contract projects. He is highly skilled in project management and has extensive experience providing HVAC design for these types of facilities.

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### **C. 3. Primary Point of Contact**

For the Sumter County Continuing contract the main point of contact will be David F. Green Jr., David was the primary contact for the Okeechobee School District project and main other continuing contracts around the state of Florida. As Ingenuity's main contact David will be in charge of project management and finishing the project within budget and on time. With a proven track record his leadership and ability to lead his team shows.



## Services

### D. 1. Services Performed for similar projects MEP for Continuing Services Contract

Ingenuity Engineers, Inc. and our personnel are experienced working with County Administration and public works throughout the state of Florida. We have provided mechanical, electrical, plumbing and fire protection professional engineering design services (as well as LEED engineering design services, engineering studies and evaluations, and Fire Safety evaluations) for projects similar to the Sumter County RFQ for Mechanical/Electrical/Plumbing Engineering Services on Continuing Contract. Ingenuity Engineers, Inc. and our personnel have provided major and minor engineering services including electrical upgrades, energy power evaluations, HVAC design, analysis plumbing design, and IT solutions for:

- **Lake Weir High School Addition & Renovation**, Marion County, FL
- **Marion County School Board Continuing Services Contract**, Marion County, FL\*
- **Marion County MEP Plan Review / Inspection Continuing Contract**, Marion County, FL\*
- **Marion County School Board Finance Office**, Marion County, FL\*
- **Marion County School Board Cafeteria / Dining Building at Stanton-Weirsdale Elementary**, Marion County, FL\*
- **Marion County School Board Campus Fire Alarm Upgrades at Stanton-Weirsdale Elementary**, Marion County, FL\*
- **East Marion Elementary HVAC Replacement**, Marion County, FL\*
- **Marion County Middle School**, Marion County, FL\*
- **Marion County High School**, Marion County, FL\*
- **School District of Indian River County Thermal Energy Storage System (TES) Evaluations for five elementary schools**, Indian River County, FL
- **Palm Beach County School Board Continuing Services Contract**, Palm Beach County, FL\*
- **Brevard County School Board Continuing MEP Contract**, Brevard County, FL\*
- **Indian River County School Board Continuing MEP Services Contract**, Indian River County, FL\*
- **Orange County Public Schools, Rosemont & Southwood Elementary Schools, Chiller Replacements**, Orange County, FL
- **Okeechobee High School Chiller Replacement**, Okeechobee County, FL
- **Central Elementary School, Electrical Upgrade Enhancements**, Okeechobee County, FL
- **Yearling Middle School Standby Generator System**,

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Okeechobee County, FL

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## **D. 2. Service Implementation**

Ingenuity Engineers, Inc.'s entire staff is available to dedicate the necessary time and resources to the Sumter County Mechanical, Electrical, and Plumbing Engineering Services project. Ingenuity brings together a team of experienced professionals with diverse backgrounds and experienced knowledge. Our team guides each project with the owner from concept to completion; ensuring that clients receive the most logical and cost-effective engineering design solutions within the project schedule and budget. Ingenuity will implement our program by having senior principals in the firm personally carry out every aspect of the engineering coordination.

Our Microsoft Project scheduling practices ensure that we are able to devote the necessary amount of resources and staff to each assignment. The end result of our thorough planning is that we are able to provide services as required, within required timelines, while keeping the project within budget.

Our Principals, Project Managers, engineering staff and entire firm is excited to work with Sumter County on this assignment.

Ingenuity Engineers' Organizational Chart and resumes, included on the following pages, outline our firm's staff and resources that will be at the disposal of Sumter County when selected to provide Mechanical, Electrical and Plumbing Engineering Services.



### **D. 3. Approach to teamwork/Project Management**

The approach for the success of Sumter County will be to encompass a plan of "hands on" grass roots leadership, which eliminates the need for middle management. The senior staff and principal in charge will be the key provider for the project's design, management and leadership success. Constant communication with the county staff will be paramount. There is a constant continuity between leadership of the firm and the design understanding, expectation and delivery of the product.



# Scheduling

## E. 1. Scheduling Control

Our scheduling process consists of two key components: **Schedule Establishment** and **Schedule Control**.

Establishment of a schedule requires the collaborative involvement of Sumter County. At the commencement of the project, Ingenuity engineers will use Microsoft Project to establish a master base line schedule, critical paths, and a work plan. Tasks, task schedules, task responsibilities, and end products (deliverables) will be indicated on the master schedule. For each subsequent phase, detailed work plans will be developed which address specific tasks in greater detail and allocate specific resources to accomplish those tasks.

We will require the review and acceptance of schedules with Sumter County at the start of the project, and, if mid-course adjustments become necessary, our project manager will obtain the owners approval.

Our Microsoft Project scheduling practices ensure that we are able to devote the necessary amount of resources and staff to each assignment. The end result of our thorough planning is that we are able to provide services as required, within required timelines, while keeping the project within budget.

## E. 2. Cost Control

At project initiation, Ingenuity Engineers will prepare an order of magnitude "Cost Model" based on our experience with the task. This will be shared with Sumter County. We will reconcile phase end and intermediate cost estimates to ensure that the costs are correctly managed. We will coordinate documentation for early phase cost estimating with the Sumter County to ensure that all scope items are included. If budget reconciliation action is required, we will identify specific actions to be taken, seek owner approval, and modify documentation to ensure that we have achieved necessary cost reduction.

Ingenuity Engineers can be depended on to continuously meet project schedules and budget. We are disciplined in providing swift and consistent follow-up and maintaining the proposed project schedule and budget. Ingenuity Engineers will strive to achieve an in house two (2) day turn around policy on all shop drawings and a one (1) day turn around on all contractor and owner request for information (RFI's) for the approval process.



## **F. 1. Minority Business Enterprise**

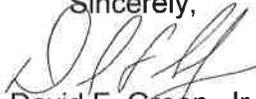
Board of Sumter County Commissioners  
Financial Services Department  
Amanda Taylor, Procurement Coordinator  
7375 Powell Road  
Wildwood, FL 34785  
Phone (352) 689-4435  
Fax (352) 689-4436

### **Re: Minority Business Certification**

Dear members of the Board of Sumter County Commissioners selection committee:

Ingenuity Engineers, Inc. is not an MWBE firm. However, Ingenuity Engineers, Inc. is proud to employ a culturally and ethnically diverse workforce, and to maintain diversity in our business practices.

Sincerely,



David F. Green, Jr.  
President / CEO

**ingenuity engineers, inc.**



## **Benefits**

### **G. 1. Other Benefits**

Ingenuity Engineers and Sumter County have worked on many projects together. Below are just a few that Ingenuity has completed for the County just within the past 5 years. Ingenuity is well aware of the county standards and looks forward to once again meeting exceeding those expectations.

- Sumter County Jail Renovation
- Sumter County Sheriff's Office
- Sumter County Fire Station- Coleman
- Sumter County Fire Station- Bushnell
- Sumter County Fire Station- Oxford
- Sumter County Fire Station- Wildwood
- Sumter County Fire Station 11
- Sumter County Sheriff's Office- Back-up Generator
- Sumter County VOIP Generator
- Sumter County Jail- Domestic Hot Water
- Sumter County Animal Services
- Sumter County Horse Barn
- Sumter County Animal Control Facility
- Sumter County Health Department