

**IDA BOARD APPLICATION FORM**

Thank you for your interest in volunteering for the City of Maricopa. With this application, please attach an up-to-date **resume** and a **cover letter** expressing your interest in the Board or Committee that you are applying for. Please fill out the following form and return it to the City Clerk by one of the following means:

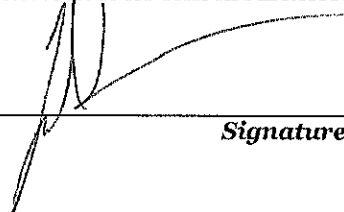
<p><b>Email - Fax - Questions</b></p> <p>Email: <a href="mailto:vanessa.bueras@maricopa-az.gov">vanessa.bueras@maricopa-az.gov</a>          Fax: 520-568-9120          Questions?: 520-316-6971</p>	<p><b>By Mail</b></p> <p>City Clerk          City of Maricopa          39700 W. Civic Center Plaza          Maricopa, AZ 85138</p>	<p><b>In Person</b></p> <p>City Clerk          City of Maricopa          39700 W. Civic Center Plaza          Maricopa, AZ 85138</p>
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Contact Information	
<b>Name:</b>	Quintin L. Smith
<b>Address:</b>	44048 W. Palo Amarillo Rd.
<b>City, State, Zip:</b>	Maricopa, AZ 85138
<b>Email:</b>	quintinlsmith@live.com
<b>Home Phone:</b> (520) 568-6713	<b>Cell Phone:</b> (256) 648-0373 (This is my primary number)

General Information						
<b>What Board/Committee are you applying for?</b>	Industrial Development Authority (IDA) Board					
<b>Are you applying based on a request from a member of City Council?</b>	<table border="0"> <tr> <td style="text-align: center;"><b>Yes</b></td> <td style="text-align: center;"><b>No</b></td> <td rowspan="2"><b>If so, please indicate which Council member below:</b> _____</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	<b>Yes</b>	<b>No</b>	<b>If so, please indicate which Council member below:</b> _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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<input type="checkbox"/>	<input checked="" type="checkbox"/>					
<b>Briefly tell us about your experience and education</b>	<p>I earned my bachelors degree in Architecture from Mississippi State Univ.</p> <p>I have a combined 14 years of experience in the architecture and construction industry. I have designed and built office, retail, industrial, educational, critical response facilities, and government buildings. I'm also responsible for marketing my current employer.</p>					
<b>Briefly tell us why you want to serve on this commission:</b>	<p>As a Maricopa resident I am seeking opportunities to help the local government not just succeed but excel. Being a member of the IDA will give me an opportunity to bring my daily work experiences involvement in various local governments to my home town so we can have awareness of what is happening around us and adapt to succeed.</p>					

<b>When are you available for meetings?</b>	Flexible					
<b>Briefly explain your professional experience in finance, banking, economics or accounting.</b>	My experience in design and construction has not been the typical route of finance and economics, but as the preconstruction manager I have been directly responsible for estimators developing and maintaining budgets on projects up to \$60,000,000.					
<b>Are you a graduate of the City of Maricopa Citizens Leadership Academy?</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<b>If so, what year did you graduate?</b>			
<b>Are you at least 18 years old and registered to vote in Pinal County?</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<table border="1"> <tr> <td><b>Have you lived within the City's Incorporated Limits for at least one year?</b></td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table>	<b>Have you lived within the City's Incorporated Limits for at least one year?</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>Have you lived within the City's Incorporated Limits for at least one year?</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>				
<b>Have You Served On Any Boards, Commissions, Committees, or Task Forces In the Past?</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>				
	<b>If so, Please List:</b>					
	I am currently a member of the Maricopa Advocates Program though.					

PLEASE NOTE THAT THIS APPLICATION IS CONSIDERED PUBLIC RECORD AND MAY BE POSTED ON THE CITY'S WEBSITE

  
 \_\_\_\_\_  
*Signature of Applicant:*

4/22/14  
 \_\_\_\_\_  
*Date:*

**FOR OFFICE USE ONLY**  
**Application Received On:**

# Quintin L. Smith

Associate AIA, LEED BD+C

44048 W. Palo Amarillo Rd. Maricopa, AZ 85138  
Tel: 256.648.0373  
Email: quintinlsmith@live.com

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April 22, 2014

Vanessa Bueras  
City of Maricopa  
39700 W. Civic Center Plaza  
Maricopa, AZ 85138

Dear Vanessa Bueras:

I am submitting my resume and cover letter to your opening for an IDA Board member position. I am very interested in the opportunity to work with the local government of Maricopa in a more direct approach.

I am currently employed at D.L. Withers Construction as their preconstruction services manager. As the Precon Manager I am directly responsible for working with and coordinating our various departments with owners, architects, engineers, and subcontractors. I work directly with our estimating department to make sure we develop thorough conceptual estimates to very detailed estimates before project go to bid for there guaranteed maximum price (GMP). My duties also expand pass making sure the numbers work in the office. I represent the image of the company by pursuing private brokers and developers to build relationships to eventually work with them on future projects

I feel my skills in design and construction as well as public speaking and marketing will make me a great fit for this opportunity. I am use to being in front of people and coming up with ways to generate business and I am also a very team oriented individual. I have the opportunity to work directly with other municipalities in the valley so I can be another resource to tap if for nothing more than awareness of what is taking place.

Thank you for considering me and I look forward to joining the IDA Board.

Sincerely,

Quintin Smith

# Quintin L. Smith

Associate AIA, LEED AP BD+C

44048 W. Palo Amarillo Rd. Maricopa, AZ 85138  
Tel: 256.648.0373  
Email: quintinlsmith@live.com

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**Objective:** To obtain position as a board member of the Industrial Development Authority with the City of Maricopa.

## Experience:

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**D.L. Withers Construction** July 2008 to Present  
Phoenix, Arizona

### **Preconstruction Services Manager / BIM Manager / LEED Manager / Business Development - Marketing**

#### **Preconstruction Services Manager**

- Vigorously developed the company preconstruction services process with the president, vice president, business development director, and chief estimator of the company.
- Manage the Preconstruction process including such task as conceptual estimating, document review, constructability review, and schedule development.
- Assign duties to project team members based on their experience.
- Assist in the fee negotiation process for preconstruction based on the contractual requirements and resources that will be allocated to the project.
- Review and redline construction contracts.
- Write in proposals and present in interviews the company Preconstruction, BIM, and Sustainability process.
- Research industry standards and direction the industry is moving.
- Provide input to the president of the company on the direction of the Preconstruction services.
- Developed and implement the company Preconstruction Services Process training program.

#### **Building Information Modeling Manager**

- Develop Building Information Modeling Implementation Plans.
- Develop BIM project teams based on project complexity and need.
- Develop and manage workflow process for model development on all BIM projects.
- Responsible for assigning task, creating deadlines, and reviewing work on multiple projects.
- Hands-on model developer on multiple projects, utilizing Revit 2013 for model development and Navisworks 2013 for coordination and clash detections.
- Work with diverse user groups ranging from Owners, Architects, Engineers, Fabricators, Installers, and Facility Managers.
- Train and manage on-site BIM personnel.
- Manage software licenses and product updates.
- Manage FTP sites and other formats for sharing 3D files and document control.
- Develop BIM standards on a case by case basis.
- Incorporate Owner BIM standards and utilize Owner BIM Guidelines documents.
- Create Revit models for verification of complex details.
- Develop renderings and walkthroughs for projects.
- Develop models for quantity take-offs and cost estimating.
- Manage subcontractors from design to project turnover.
- Develop constructability reviews and construction sequence models.
- Develop 3D models for Facility Management after construction is completed.
- Integrate construction sequence photographs (Multivista) into the model to assist in Facility Management.
- Developed and implement the company BIM training program.

### **LEED Manager**

- Perform sustainability analysis on projects.
- Review plans and specifications for all LEED projects before bid (or interview on CM@Risk projects)
- Provide sustainable design assistance on CM@Risk projects, whether seeking LEED certification or not.
- Review the subcontractors' submittals to verify compliance with LEED.
- Work with the project manager and superintendent to make sure the project is being built according to LEED standards.
- Develop and maintain the LEED documentation and fill out the forms on LEEDonline.
- Developed company LEED training program.
- Responsible for training all future company LEED test takers.
- Member of local USGBC chapter committee on LEED exam.
- Developed company LEED continuing education program for current LEED AP's.
- Responsible for being a resource to all individuals on the team for my knowledge of architecture, technology, and LEED credentials.
- Develop and implement the company LEED/Sustainability company training program.

### **Business Development - Marketing**

- Work with President, Vice President, and Chief Estimator to outline projects and clients to track for the upcoming year
- Research potential new private clients and develop approach for connecting with them.
- Maintain and develop relationships with developers, brokers, and architects.
- Attend various functions to promote the company to new and existing clients.
- Review Capital Improvement Programs from various municipalities and track projects before they are released.
- Write components and review proposals in response to a RFQ.
- Develop presentation materials for project interviews.
- Present the company Preconstruction, BIM, and LEED processes in interviews for projects.
- Conduct surveys with clients at project completion to discover ways to improve our process and project delivery.

### *Accomplishments:*

- Developed the company Preconstruction Services process.
- Developed the company Building Information Modeling process.
- Member of the marketing and interview team; participated in over 40 CM@Risk interviews to date; awarded over \$200 million in CM@Risk projects. Most notable projects awarded include, Maricopa County Sheriff's Relocation and 911 Call Center, Glendale City Courthouse, Tucson Crime Lab, Plazo Centro Multi-use project (Tucson, AZ), and Herberger Theater Renovations (Phoenix, AZ).
- Worked with the City of Tucson and the design team on the development of the Tucson Crime Lab. This was the designers and City's first BIM project. I developed the process for this highly technical job and managed it throughout the preconstruction phase to project close-out.
- Developed a BIM close-out model that the City of Phoenix, City of Tucson, and other municipalities are starting to request in their request for proposals on complex projects.
- Worked with Maricopa County on developing a 3D model that can be utilized for Facilities Management.
- Received LEED Gold on the City of Mesa's Fire Station #219. This was the City's first LEED project.
- Received LEED Gold on Javelina Hall at Chandler Gilbert Community College when the requirement was only Silver without incurring extra cost to the project.

**NTD Architecture**  
Phoenix, Arizona

April 2007 to July 2008

**Project Designer/BIM Manager**

- Involved in the planning, design, and development of the Casa Grande High School, Peoria Elementary School (Renovations and New Construction), Black Mountain Science Academy, and numerous addition and remodel projects for multiple school districts
- Developed code analysis per the IBC 2006 requirements. Submitted documents to the city for review and resolved city comments as needed for construction permit approval.
- Developed Construction documents utilizing Revit Architecture. Integrated consultant Revit models with architectural model to facilitate document coordination.
- Worked in a team environment on large scale projects.
- Red-lined drawings for internal review.
- Assisted in the development of specifications for projects.
- Reviewed contractor submittals.
- Responded to RFI's and developed ASI's during construction.
- Managed smaller projects from beginning to end.
- Developed consultants' contracts and scope of work. Developed project schedules and implementation to ensure projects would be on time.
- Reviewed and answered construction RFI's.
- Reviewed and red-lined submittals and shop drawings.
- Worked with Revit / CAD staff to develop more efficient ways to use Revit Architecture during bi-weekly in-house Revit classes. Assisted Revit users with questions as needed. Developed Revit template for all future projects to start from.
- Facilitated the corporate vision of Building Information Modeling in the Phoenix, AZ office.

**Ferguson and Associates Architects**  
Jackson, Mississippi

December 2005 to April 2007

**Assistant Project Manager/Intern Architect**

- Managed the design, construction document development, and consultant coordination of multiple commercial projects, including an elderly housing renovation, car dealership and tenant improvement projects.
- Developed conceptual and schematic designs for retail malls, multi-family residential, and office projects.
- Involved with the conceptual design and master-planning of a 100+ acre live/work/play development in Oxford, MS.

**SKT Architects**  
Florence, Alabama

March 1999 to August 2005

**Intern Architect**

- Involved in the schematic design, design development, and production of construction documents on education, civic, and commercial projects. Projects consisted of high schools, courthouses, medical facilities, bed and breakfasts, multiple additions and remodels, etc.
- Produced 3-Dimensional renderings utilizing Sketch-up, Adobe Photoshop, and Adobe Illustrator.
- Performed weekly walkthroughs of the construction of projects with the lead architect on the project.

**OTHER EXPERIENCE:**

- **Bill Mann Associates, Intern Architect:** August 2001-2003
- **Mississippi State University, Resident Assistant:** March 2002-May 2005.
- **Virginia Tech University, Research Intern:** Summer 2003

**EDUCATION and TRAINING:**

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- Bachelor of Architecture (5 year professional degree): Mississippi State University, College of Architecture, Art and Design, 2006
- A/E Project Management Boot Camp, 2006
- Army Corp of Engineers Quality Control
- Maricopa County Dust Control
- Project Jobsite Safety Training

### **ACCREDITATION:**

- Leadership in Energy and Environmental Design Accredited Professional (LEED AP)

### **PROFESSIONAL ORGANIZATIONS:**

- American Institute of Architects Associate
- AIA Virtual Design and Construction Committee Member
- United States Green Building Council
- Alliance for Construction Excellence (ACE)

### **PUBLICATION:**

- The Journal of Light Construction, March 2004: Load-Tested Deck Ledger Connections. Pages 71-78

### **SOFTWARE SKILLS:**

- Revit Architecture, Navisworks Manage, Archicad, Auto Cad, Sketch-up, Bluebeam Revu, Microstation, DProfiler

### **REFERENCES/PROJECT LIST**

Upon Request

