



**COMMUNITY BUSINESS ENTERPRISE ("CBE")
INSTRUCTIONS FOR COMPLETING THE
ARCHITECTURE & ENGINEERING MONTHLY UTILIZATION REPORT (A/E MUR)**

Monthly Report (PARTS 1A & 1B): Mark if applicable.

Final Report (PARTS 1A, 2 & 3): Mark if applicable (Final A/E MUR should be submitted upon the completion and final payment of project).

CBE Measure: 15%

Reporting Period: The period for which the A/E MUR payment information is being submitted. The A/E MUR is due on the 10th of every month; as a result, the reporting period will be for the prior month.

Project Name: The assigned project name as it is identified in the professional services agreement.

B-NO.: Include the project's B number (if applicable).

Project Location: The address or descriptive location of project work site.

NTP Date: Date of work commencement.

User Department: Capital Improvements Program

DEPT. PROJ. MGR/CONTACT PERSON: CIP project manager or contact person name.

Phone: Project manager or contact person telephone number.

Facsimile: Project manager or contact person fax number.

Amount Requisitioned this Period: The dollar amount billed/requisitioned to the COM for work performed during the listed reporting period.

Amount Requisitioned to Date: The total dollar amount requisitioned/billed by the listed prime firm from project inception thru the listed reporting period.

Amount Paid to date: The total amount paid to date to prime by COM as of the reporting period.

Amount Subs Requisitioned this Period: Actual dollar amount requisitioned by the CBE sub-consultants during the listed reporting period.

Amount Subs Requisitioned to Date: The total dollar amount requisitioned from project inception through the reporting period.

AMT Paid to Subs to Date: The total amount paid to the listed CBE subconsultant(s) from project inception thru the listed reporting period.

Prime Consultant: Name of Prime, address and telephone, fax, email and project manager name.

Contract Award: Date of contract award and agreement amount.

Change Order Modification Amount: The total amount of all approved change orders thru the listed reporting period.

Additional Services Amount: Any dollar amount added for additional services.

Scheduled Completion Date: The anticipated date the contract will be completed.

Percentage of Contract Completed: The proportion of work that has been completed for this project stated as a percentage.

Name of Sub-consultant: The legal name of all sub-consultant(s) meeting a goal listed on the Prime's Letter of Agreement (s).

Agreement Amount: The dollar value of the executed agreement between the prime consultant and CBE sub consultant. If the agreement amount is different from the value of the approved LOI, a new LOI must be submitted for review and approval.

Description of Work: A brief description of the scope of work to be performed by COM sub-consultant(s). If the scope of work is different from the percentage listed on the LOI, a new LOI must be submitted review and approval.

Goal % Paid to Date: The goal percentage that is being fulfilled by the CBE sub-consultant. If the percentages differ from the percentage listed on the LOI(s), a new LOI(s) must be submitted to the COM for review and approval.

\$ Amount Sub Requisitioned This Period: Total dollar amount CBE sub-consultant is requesting.

Total \$ Amount paid to Sub to date: The total amount paid to date by prime to sub as of the reporting period.

Actual Stating Date: Date of work commencement.

Scheduled Completion Date: The anticipated date the Subconsultant will be completed.

Authorized Signature of Prime Consultant: Signature of the person completed the firm, name, title

PART 2

Name of Sub consultants: The legal name of all sub CBE consultant(s) meeting a goal listed on Letter of Agreement(s) submitted to COM.

Authorized Signature of Sub consultant: The legal name of all sub consultant(s) meeting the goal listed on the Letter of Agreement(s) submitted to COM.

Total Agreement Amount: The dollar value of the executed agreement between the prime consultant and CBE sub consultant including amendments.

Final SUB Requisition Amount: Actual dollar amount of final requisition to the prime consultant.

Total Paid to Date to Sub consultant: The total amount paid by the Prime Consultant to the CBE sub consultant.

Total Sub Requisitioned to Date: Total amount requisitioned by the CBE sub consultant to date.

Date of Work Completion: Date the CBE sub consultant completed the work.

Goal % (If Applicable): The goal percentage that is being fulfilled by the CBE sub consultant. If the percentages differ from the percentage listed on the LOI, a new LOI must be submitted to the City of Miami for review and approval.

PART 3

Executed by: The signature and printed name of the CEO, President, or an officer of the company, legally authorized to represent the prime consultant.

Sworn before me: Notary Information

CITY USE

Authorized Signature of PROJ.MGR/Contract Person: Signature of the contracting department project manager or contact person.

Print Name: Print the name of the contracting department project manager or contact person.

DATE: Title