



**City of Miami, Department of Procurement  
Experience of the Lead Designer  
Reference Form - RFQ-ELD**

**INSTRUCTIONS**

The Lead Designer (LD) shall complete the following information for a project currently ongoing or completed within the last eight (8) years, where the Proposer believes the project is of equal or greater scope, size, and complexity that best represents its ability to complete the "Project." The reference provided below should be for one (1) project and must comply with the requirements listed in Sections 2, 3.5, and 4 of the RFQ. All information will be independently verified by Procurement staff. Please provide at least three (3) projects.

**FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.**

**REFERENCE PROJECT APPLICABILITY TO EXPERIENCE REQUIREMENTS (To be Completed by the LD)**

This reference project complies with the Experience Requirement(s) under Sections 2, 3.5, and 4 of the RFQ.

Yes       No       Not Applicable

**REFERENCE PROJECT INFORMATION (To be Completed by the LD)**

Reference Project Name/Address: \_\_\_\_\_

Name and Role(s) of LD working on this Reference Project: \_\_\_\_\_

Reference Project Description: \_\_\_\_\_

Scope of Services Provided: \_\_\_\_\_

Compensation for Services: \$ \_\_\_\_\_ Project Start Date: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

Project Construction Cost: \$ \_\_\_\_\_ Construction Start Date: \_\_\_\_\_ Construction Completion Date: \_\_\_\_\_

LD's Company Name: \_\_\_\_\_ Company's Contact Name: \_\_\_\_\_

LD's Title/Position: \_\_\_\_\_ Company's Contact Phone Number: \_\_\_\_\_

Company's Contact Facsimile Number: \_\_\_\_\_ Company's Contact E-mail: \_\_\_\_\_

**REFERENCE PROJECT INFORMATION (To be Completed by the LD)**

Project Completed on Time and within Budget :  Yes       No      Project Duration: \_\_\_\_\_

If "No," was the LD at fault or did it contribute to the delay(s) or increased cost?  Yes       No

Quality of Services Provided:  Above Expectations\*       Average       Below Expectations

(\*)"Above Expectations" means there were fewer errors and omissions than anticipated.

Did the LD provide Project Management Services?       Yes       No       N/A

Did the LD provide Construction Management Services?       Yes       No       N/A

Was the LD responsive to the Project Owner?       Yes       No       N/A

Was the LD timely in its reviews and submittals?       Yes       No       N/A

Reference Company Name: \_\_\_\_\_

Reference Contact Name: \_\_\_\_\_ Reference Contact Title/Position: \_\_\_\_\_

Reference Phone Number: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

SPACE BELOW IS TO BE UTILIZED TO EXPAND ON THE SCOPE OF SERVICES PROVIDED FOR THIS REFERENCE PROJECT. PLEASE DESCRIBE YOUR FIRM'S INVOLVEMENT IN THE REFERENCE PROJECT. PROVIDE DETAILS TO SUPPORT WHETHER EACH TEAM MEMBER'S PARTICULAR EXPERTISE RELEVANT TO THE PROJECT WAS GAINED UNDER CURRENT EMPLOYMENT, OR AS A MEMBER OF ANOTHER FIRM (ADDITIONAL SHEETS OF PAPER MAY BE USED TO INCLUDE INFORMATION).