



# City of Miami, Department of Procurement Experience of the CEI Contract Compliance Specialist / Reference Form – RFQ- ECCS

## INSTRUCTIONS

Contract Compliance Specialist shall complete the following information for completed projects within the past seven (7) years, where the Proposer believes the project is of equal or greater scope, size, and complexity that best represent its ability to complete the “Project.” The reference provided below should be for one (1) project, and must comply with the requirements listed in Section 5.1(A)(Sec C)(4) of the RFQ. Please provide no more than three (3) projects.

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

## REFERENCE(S) APPLICABILITY TO EXPERIENCE REQUIREMENTS (To be Completed by the CEI Contract Compliance Specialist)

This project reference complies with the Experience Requirement(s) under Section 5.1(A)(Sec C)(4) of the RFQ.

Yes

No

Not Applicable

## REFERENCE PROJECT INFORMATION (To be Completed by the CEI Contract Compliance Specialist)

Reference Project Name/Address:

Name(s) and Role(s) of Contract Compliance Specialist 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:

/

/

Contract Compliance Specialist’s Company Name:

Company’s Contact Name:

Contract Compliance Specialist’s Title/Position:

Consultant’s Contact Signature: \_\_\_\_\_

Consultant’s Number:

E-mail:

## REFERENCE PROJECT INFORMATION (To be Completed by the Project Owner)

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

If “No,” was the **CEI Contract Compliance Specialist** 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 **CEI Contract Compliance Specialist** provide Project Inspection  Yes  No  Limited Scope  
S e r v i c e s ?

Did the **CEI Contract Compliance Specialist** provide Construction  Yes  No  Limited Scope

Management Services?

Was the **CEI Contract Compliance Specialist** responsive to the Project  Yes  No

Owner?

Was the **CEI Contract Compliance Specialist** timely in its reviews and  Yes  No  N/A

submittals?

Reference Company Name:

Reference Contact Name:

Reference Title/Position:  
Reference Telephone Number:

Reference Contact Signature: \_\_\_\_\_  
E-mail:

**SPACE BELOW IS TO BE UTILIZED TO EXPAND ON THE SCOPE OF SERVICES PROVIDED FOR THIS PROJECT REFERENCE. 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).**