



City of Miami, Department of Procurement Experience of the CEI Project Manager / Reference Form - RFQ-EPM

INSTRUCTIONS

CEI Project Managers 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)(1) 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 Project Manager)

This project reference complies with the Experience Requirement(s) under Section 5.1(A)(Sec C)(1) of the RFQ.

Yes

No

Not Applicable

REFERENCE PROJECT INFORMATION (To be Completed by the Project Manager)

Reference Project Name/Address:

Name(s) and Role(s) of Project Manager 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: /

Project Manager's Company Name:

Company's Contact Name:

Project Manager'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 **Project Manager** 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 Project Manager provide Project Management Services?

Yes

No

Limited Scope

Did the CEI Project Manager provide Construction Management Services?

Yes

No

Limited Scope

Was the CEI Project Manager responsive to the Project Owner?

Yes

No

Was the CEI Project Manager timely in its reviews and submittals?

Yes

No

N/A

Reference Company Name:

Reference Contact Name:

Was CEI Project Manager directly responsible
for all CEI services assigned? _____

CEI Project Manager supervised
how many Senior CEI Construction Inspectors? _____

CEI Project Manager supervised
how many support staff (e.g., Office Manager,
Compliance Officer, and Secretary)? _____

Reference Title/Position: _____

Reference Contact Signature: _____

Reference Email: _____

Reference Telephone #: _____

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).