



City of Miami, Department of Procurement Experience of the Lead Program Manager Reference Form - RFQ-ELPM

INSTRUCTIONS

The Proposer shall complete the following information for an ongoing or completed prior work within the stipulated time, where the Proposer believes said prior work 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) ongoing or completed project and must comply with the requirements listed in Section 3.5 and 4.1 of the RFQ.

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

REFERENCE(S) APPLICABILITY TO EXPERIENCE REQUIREMENTS (To be Completed by the LPgM)

This project reference complies with the Experience Requirement(s) under Section 3.5 and 4.1 of the RFQ.

Yes No Not Applicable

REFERENCE PROJECT INFORMATION (To be Completed by the LPgM)

Reference Project Name/Address: _____

Name(s) and Role(s) of **Lead PgM** working on this Reference Project: _____

Reference Project Description: _____

Scope of Services Provided: _____

Compensation for Services: \$ _____

Project Start Date: ___/___/___

Project Completion Date: ___/___/___

Project Construction Cost: \$ _____

Const. Start Date: ___/___/___

Const. Completion Date: ___/___/___

Lead PgM's Company Name: _____

Company's Contact Name: _____

Lead PgM's Title/Position: _____

Company's Contact Phone Number: _____

Company's Contact Facsimile Number: _____

Company's Contact E-mail: _____

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

If "No," was the **Lead PgM** 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 **Lead PgM** provide Program/Project Management Services? Yes No N/A

Did the **Lead PgM** provide Construction Management Services? Yes No N/A

Was the **Lead PgM** responsive to the Project Owner? Yes No N/A

Was the **Lead PgM** timely in its reviews and submittals? Yes No N/A

Reference Company Name: _____

Reference Name/Title & Position: _____

Reference Phone Number: _____

Reference Contact E-mail: _____

PROPOSER'S CERTIFICATION OF INFORMATION (to be signed by the Proposer)

By signing below, I certify all information is true and correct to the best of my knowledge.

Proposer's Signature: _____

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).