City of Miami, Department of Procurement
Experience & Qualifications Prime-Consultant / Reference Form - RFQ-EQPC

INSTRUCTIONS

Prime Consultants shall complete the following information for completed projects within the past five (5) 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 4.1(A)(5) 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.

APPLICABILITY TO EXPERIENCE & QUALIFICATION(S)/REFERENCE(S) (To be Completed by the Prime Consultant)

This project reference complies with the Experience and Qualification(s) required under Section 4.1(A)(5) of the RFQ.

☐ Yes   ☐ No   ☐ Not Applicable

If yes, please indicate which of the Experience and Qualification(s) that is met with this project reference.

REFERENCE PROJECT INFORMATION (To be Completed by the Prime Consultant)

Reference Project Name/Address:

Name(s) and Role(s) of Consultant Personnel 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: /

Consultant's Company Name: Consultant's Contact Name:

Consultant's Title/Position: Consultant's Contact Signature:_____

Consultant's Telephone Number: Facsimile 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 **Consultant** 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 **Consultant** provide Project Management Services?   ☐ Yes   ☐ No   ☐ Limited Scope

Did the **Consultant** provide Construction Management Services?   ☐ Yes   ☐ No   ☐ Limited Scope

Was the **Consultant** responsive to the Project Owner?   ☐ Yes   ☐ No

Was the **Consultant** timely in its reviews and submittals?   ☐ Yes   ☐ No

Reference Company Name: Reference Contact Name:

Reference Title/Position: Reference Contact Signature:_____

Reference Telephone Number: Facsimile Number: 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).