



City of Miami

ADDENDUM No. 1

March 29, 2019

REQUEST FOR QUALIFICATIONS No. 18-19-012

MISCELLANEOUS CONSTRUCTION ENGINEERING AND INSPECTION SERVICES

TO: ALL PROSPECTIVE PROPOSERS:

The following changes, additions, clarifications, and/or deletions amend the above-captioned Request for Qualifications (RFQ) and shall become an integral part of the proposal submitted and the Contract to be executed for **Miscellaneous Construction Engineering and Inspection Services, RFQ No. 18-19-012** (the "Project"). Please note the contents herein and affix it to the documents you have on hand.

All attachments (if any) are available on the Office of Capital Improvements (OCI) website and are part of this Addendum.

CLARIFICATIONS/MODIFICATIONS:

1. Wherever applicable throughout the RFQ document, Proposers are hereby advised that the Proposal Submittal Date has been extended to **April 17, 2019 at 2:00 p.m. EST**. The location for delivery of Proposals remains the same.
2. It has been brought to our attention that certain City Forms had technical issues related to the fillable boxes. Those issues have been fixed and all City Forms should be functioning properly.
3. Form RFQ-ESC, Experience of the Sub-Consultants/Sub-Contractors, has been revised to correctly state that Sub-Consultants/Sub-Contractors must complete the form for least one (1) project completed within the last three (3) years, as indicated throughout the RFQ document. The revised Form RFQ-ESC is attached to this Addendum.
4. In the RFQ document, **Section 2.2, Scope of Services, is hereby deleted in its entirety and replaced with the following language:**

2.2 SCOPE OF SERVICES

The Successful Proposer(s) shall provide CEI Services to the City of Miami in accordance with the Scope of Services contained in the RFQ.

The Successful Proposer(s) will provide engineering and other technical personnel to the City to provide CEI Services for the administration of the aforementioned project(s) as directed by OCI.

The following specific Scope of Services will typically be included as part of the work to be performed on a project. The Successful Proposer(s) will be required to provide all

necessary vehicles, equipment (including field testing equipment), and personnel to perform the Services required under the proposed Agreement. Proof of licenses will be required for testing equipment and licensed personnel operating the testing equipment. Proof of equipment will need to be furnished to the City upon request. Services include, but are not limited to:

- Perform CEI in accordance with all applicable laws and building regulations, including, but not limited to, the City of Miami Public Works Specifications and Design Standards, Miami-Dade County standards, and Division II and III of the FDOT Standard Specifications for Road and Bridge Construction dated 2018 (including all supplemental specifications current at the time of bidding), and all other requirements set forth in the proposed Agreement.
- Coordinate the activities of all parties involved in completing the project. Coordination includes, but is not limited to:
 - Maintaining daily records of all activities and events relating to the project;
 - Providing verification of Quality Control tests, or independent quality assurance as requested by the Construction Manager;
 - Documenting all significant project changes;
 - Checking for errors and omission, and interpreting plans, specifications, and contractual requirements;
 - Assisting in claims and dispute resolution;
 - Public information services; and
 - Managing pre-construction and construction progress meetings, and preparing and disseminating meeting minutes.
- The CEI firm will be responsible for collecting data, monitoring and reporting for compliance of Miami-Dade County contract measure recommendation(s) established by the Department of Business Development Project Worksheet for the participation of specified business entities and/or trades, and for Community Business Enterprise requirements, as administered by the County's Department of Small Business Development (SBD). This includes, but is not limited to, educating the contractor and ensuring contractor compliance with the City of Miami and/or Miami-Dade County contract requirements.
- Sampling, Inspections and Testing
 - Levels of testing will be defined in the project specifications and in accordance with the American Society for Testing and Materials, Underwriter Laboratories and/or other applicable industry standards.
- Stored material/equipment review
 - Supply survey, inspection, and testing equipment essential to perform every element of the Scope of Services; such equipment includes non-consumable and non-expendable items.
 - Hard hats shall have the name of the consulting firm visibly displayed.
 - Equipment described herein and expendable materials under this Agreement will remain the property of the Prime Consultant and shall be removed at completion of the work.
 - Handling of nuclear density gauges shall comply with their license.

- Retain responsibility for risk of loss or damage to said equipment during performance of the tasks required under the Scope of Services and duration of the Agreement.
 - Field Office equipment shall be maintained and in operational condition at all times.
- Project photo and video documentation
 - Record Drawing review
 - Maintain progressive list of items requiring correction
 - Notification of accident, damage, or injury
 - Review and Response of resident complaints
 - Coordination, review, and Response of RFIs, field directives, and change Response requests
 - Change order management
 - Pay application review
 - Substantial completion inspection
 - Final completion and inspection
 - Project close-out
 - Certification of work, signed and sealed letter to be provided by Senior Project Engineer who serves as the Project Manager

Further details concerning the Scope of Services will be contained in the proposed Agreement.

A detailed scope of work will be developed for each Work Order issued.

5. In the RFQ document, **Section 2.3, Position Descriptions & Qualification Requirements, is hereby deleted in its entirety and replaced with the following language:**

2.3 POSITION DESCRIPTIONS & QUALIFICATION REQUIREMENTS

CEI Services for this project will require the following Key Personnel: at least one (1) Senior Project Engineer/Project Manager, one (1) Project Engineer/Administrator, one (1) Senior Inspector, one (1) CEI Roadway Inspector, and one (1) CEI Resident Compliance Specialist. Position descriptions are as follows:

A. CEI Senior Project Engineer/Project Manager

A Civil Engineering degree and a minimum of ten (10) years' construction engineering and inspection experience, with the last five (5) consecutive years being registered in the State of Florida as a Professional Engineer, in construction of major road or bridge structures with the exception of Complex Category 2 (CC2) bridge structures. Qualifications include the ability to communicate effectively in English (verbally and in writing); direct highly complex and specialized construction engineering administration and inspection program; plans and organizes the work of subordinate and staff members. Must have the following:

Qualifications:

- Licensed, registered, and practicing as an engineer with the State of Florida
- Florida Department of Transportation (FDOT) Advanced Temporary Traffic Control (TTC) Certification
- Construction Training Qualification Program (CTQP) Final Estimates Level II Certification

Other:

- Attend CTQP Quality Control Manager Course and pass the examination.
- A Master's Degree in Engineering may be substituted for one (1) year of engineering experience
- Must be directly employed by the Prime Consultant

B. CEI Project Engineer/Administrator:

A Civil Engineering degree and a minimum of five (5) years of construction engineering and inspection experience in construction of major road or bridge structures with the exception of Complex Category 2 (CC2) bridge structures. To be in primary control, a Project Engineer/Administrator must have supervised two or more inspectors as well as two or more support staff (Office Manager, Compliance Officer, and Secretary) and must have been directly responsible for all CEI services assigned.

Receives general instructions regarding assignments from the City and is expected to exercise initiative and independent judgment in the solution of work problems. Directs and assigns specific tasks to inspectors and assists in all phases of the construction project. CEI will be responsible for the progress and final estimates throughout the duration of the construction project. Must have the following:

Qualifications:

- FDOT Advanced TTC Certification
- CTQP Final Estimates I Certification
- CTQP Final Estimates II Certification

Other:

- Attend CTQP Quality Control Manager Course and pass the examination.
- A Master's Degree in Engineering may be substituted for one (1) year of engineering experience

C. CEI Senior Inspector:

High school graduate or equivalent plus five (5) years of experience in construction inspection, two (2) years of which shall have been in bridge and/or roadway construction inspection with the exception of Complex Category 2 (CC2) bridge structures.

Responsible for performing highly complex technical assignments in field surveying and construction layout, making, and checking engineering computations, inspecting construction work, and conducting field tests and is responsible for coordinating and managing the lower level inspectors. Work is performed under the general supervision of the Project Engineer/ Administrator. Must have the following:

Qualifications:

- CTQP Concrete Field Inspector Level I Certification
- CTQP Asphalt Roadway Level I Certification
- CTQP Asphalt Roadway Level II Certification
- CTQP Earthwork Construction Inspection Level I Certification
- CTQP Earthwork Construction Inspection Level II Certification
- CTQP Drilled Shaft Inspection Certification (required for inspection of all drilled shafts including miscellaneous structures such as sign structures, lighting structures, and traffic signal structures)
- FDOT Advanced TTC Certification
- CTQP Final Estimates Level II Certification
- IMSA Traffic Signal Technician Level I Certification

Other:

- Nuclear Radiation Safety
- Florida Stormwater, Erosion, and Sedimentation Control Training and Certification Program for Inspectors and Contractor

D. CEI Roadway Inspector

High school graduate or equivalent with two (2) years of experience as a roadway inspector on a Federally Funded or State Funded construction project or two (2) years of assisting the roadway inspector in monitoring a Federally Funded or State Funded construction project. Should have prior experience in prevailing wage requirements of Federal Aid funded construction projects with FDOT and knowledge of Equal Employment Opportunity (EEO) laws and FDOT's Disadvantaged Business Enterprise (DBE) and On-the-Job Training (OJT) programs. Ability to analyze, collect, evaluate data, and take appropriate action when necessary.

Qualifications

- CTQP Earthwork Construction Inspection Level I Certification
- Asphalt Roadway Inspection Level I Certification
- CTQP Concrete Field Inspector Level I Certification
- FDOT Intermediate TTC Certification
- CTQP Final Estimates Level I Certification
- Florida Department of Environmental Protection Qualified Stormwater Management Inspector/Erosion and Sedimentation Control Training and Certification for Inspectors

E. CEI Resident Compliance Specialist:

High school graduate or equivalent with one (1) year of experience as a resident compliance specialist on a Federally Funded or State Funded construction project or two (2) years of assisting the compliance specialist in monitoring a Federally Funded or State Funded construction project. Should have prior experience in prevailing wage requirements of Federal Aid funded construction projects with FDOT and knowledge of Equal Employment Opportunity (EEO) laws and FDOT's DBE and OJT programs. Ability to analyze, collect, evaluate data, and take appropriate action when necessary. Must attend all training workshops or meetings for Resident Compliance Specialists as deemed necessary.

Qualifications:

- Equal Employment Opportunity (EEO)
- FDOT Disadvantaged Business Enterprise (DBE)
- FDOT On-the Job Training (OJT)
- Payroll CERT

6. In the RFQ document, Section 3.5, Minimum Qualification Requirements, **the following Minimum Qualification Requirements are hereby added as subsections F and G for the below Key Personnel:**

F. CEI Roadway Inspector

Prime Consultants must have at least one (1) CEI Roadway Inspector. This individual must have at minimum two (2) years of experience as a roadway inspector on a Federally Funded or State Funded construction project or two (2) years of assisting the roadway inspector in monitoring a Federally Funded or State Funded construction project, **and must have completed at least two (2) roadway inspection projects in South Florida within the last two (2) years.** For purposes of this RFQ, South Florida shall mean Miami-Dade, Monroe, Broward and/or Palm Beach Counties. The reference projects shall have been completed for governmental or institutional clients and should include examples of parks, public spaces, buildings, and/or public rights-of-way.

Prime Consultants must utilize **Form RFQ-ERI** for the above-required reference projects (one form for each reference project) and the form must be signed by the Owner of the project. Failure to submit the reference forms may result in the Proposal being deemed non-responsive.

Prime Consultants interested in submitting a Proposal in response to this RFQ must provide information on the CEI Roadway Inspector's qualifications utilizing **Form RFQ-QKP.**

Please refer to Section 2.3 "Position Descriptions" and Section 4.0 "Instructions for Submitting a Proposal: Submission Requirements" for further instructions. Proposals that do not completely adhere to all requirements may be considered non-responsive

G. CEI Resident Compliance Specialist

Prime Consultants must have at least one (1) Resident Compliance Specialist. This individual must have at minimum one (1) year of experience as a resident compliance specialist on a Federally Funded or State Funded construction project or two (2) years of assisting the compliance specialist in monitoring a Federally Funded or State Funded construction project, **and must have completed at least one (1) compliance monitoring project in South Florida within the last year.** For purposes of this RFQ, South Florida shall mean Miami-Dade, Monroe, Broward and/or Palm Beach Counties. The reference projects shall have been completed for governmental or institutional clients and should include examples of parks, public spaces, buildings, and/or public rights-of-way.

Prime Consultants must utilize **Form RFQ-ERCS** for the above-required reference projects (one form for each reference project) and the form must be signed by the Owner of the project. Failure to submit the reference forms may result in the Proposal being deemed non-responsive.

Prime Consultants interested in submitting a Proposal in response to this RFQ must provide information on the Senior Inspector's qualifications utilizing **Form RFQ-QKP**.

Please refer to Section 2.3 "Position Descriptions" and Section 4.0 "Instructions for Submitting a Proposal: Submission Requirements" for further instructions. Proposals that do not completely adhere to all requirements may be considered non-responsive

All other information under Section 3.5, Minimum Qualification Requirements, remains the same. Form RFQ-ERI and Form RFQ-ERCS are attached to this Addendum.

7. In the RFQ document, **the following language is hereby added under Section 4.1, Submission Requirements, A. Content of Qualifications Statement, Section A:**

14. **Qualifications of the CEI Roadway Inspector**

Prime Consultant shall complete and submit **Form RFQ-QKP** for this section of its Proposal. Prime Consultant shall identify the CEI Roadway Inspector's number of years of experience in the required professional services. Licenses and any other pertinent information shall be submitted which demonstrates satisfaction of all the requirements identified in Section 2.3(D), Position Descriptions and Qualification Requirements, and Section 3.5(F), Minimum Qualification Requirements.

15. **Experience of the CEI Roadway Inspector**

Prime Consultant shall submit **Form RFQ-ERI** for this section of its Proposal for the CEI Roadway Inspector. Prime Consultant shall provide a comprehensive summary of the CEI Roadway Inspector's experience.

The CEI Roadway Inspector must have at minimum two (2) years of experience as a roadway inspector on a Federally Funded or State Funded construction project or two (2) years of assisting the roadway inspector in monitoring a Federally Funded or State Funded construction project, **and must have completed at least two (2) roadway inspection projects in South Florida within the last two (2) years.**

Prime Consultant shall submit referenced projects, including; client name, address, phone number, description of work, the year the project was completed, total amount of fees paid or projected to be paid to the firm, the number of full time personnel assigned to the project, and the total value of the project. **Failure to meet the two (2) year minimum experience requirement and submit proof of at least two (2) roadway inspection projects that were completed within the last two (2) years shall result in a non-responsive determination for the Proposal.**

Form RFQ-ERI must be completed and signed by the Program/Project Owner's representative.

Additionally, a one-page resume is required to be submitted that reflects the CEI Roadway Inspector's education, experience, and qualifications which demonstrate satisfaction of all the requirements identified in Section 2.3(D), Position Descriptions and Qualification Requirements, and Section 3.5(F), Minimum Qualification Requirements.

16. **Qualifications of the CEI Resident Compliance Specialist**

Prime Consultant shall complete and submit **Form RFQ-QKP** for this section of its Proposal. Prime Consultant shall identify the CEI Resident Compliance Specialist's number of years of experience in the required professional services.

Licenses and any other pertinent information shall be submitted which demonstrates satisfaction of all the requirements identified in Section 2.3(E), Position Descriptions and Qualification Requirements, and Section 3.5(G), Minimum Qualification Requirements.

17. **Experience of the CEI Resident Compliance Specialist**

Prime Consultant shall submit **Form RFQ-ERCS** for this section of its Proposal for the CEI Resident Compliance Specialist. Prime Consultant shall provide a comprehensive summary of the CEI Resident Compliance Specialist's experience.

This CEI Resident Compliance Specialist must have at minimum one (1) year of experience as a resident compliance specialist on a Federally Funded or State Funded construction project or two (2) years of assisting the compliance specialist in monitoring a Federally Funded or State Funded construction project, **and must have completed at least one (1) compliance monitoring project in South Florida within the last year**

Prime Consultant shall submit referenced projects, including; client name, address, phone number, description of work, the year the project was completed, total amount of fees paid or projected to be paid to the firm, the number of full time personnel assigned to the project, and the total value of the project. **Failure to meet the minimum experience requirement and submit proof of at least (1) compliance monitoring project that was completed within the last year shall result in a non-responsive determination for the Proposal.**

Form RFQ-ERCS must be completed and signed by the Program/Project Owner's representative.

Additionally, a one-page resume is required to be submitted that reflects the CEI Resident Compliance Specialist's education, experience, and qualifications which demonstrate satisfaction of all the requirements identified in Section 2.3(E), Position Descriptions and Qualification Requirements, and Section 3.5(G), Minimum Qualification Requirements.

All other information under Section 4.1, Submission Requirements, A. Content of Qualifications Statement, Section A, remains the same.

8. In the RFQ document, **the following language is hereby added under Section 4.1, Submission Requirements, B. Proposal Submission Format, Section A:**

- 14. **RFQ-QKP** - Qualifications of the CEI Roadway Inspector
- 15. **RFQ-ERI** - Experience of the CEI Roadway Inspector
- 16. **RFQ-QKP** - Qualifications of the CEI Resident Compliance Specialist
- 17. **RFQ-ERCS** - Experience of the CEI Resident Compliance Specialist

All other information under Section 4.1, Submission Requirements, B. Proposal Submission Format, Section A, remains the same.

9. In the RFQ document, **Section 5, Evaluation/Selection Process, B. Evaluation Criteria, is hereby deleted in its entirety and replaced with the following language:**

B. Evaluation Criteria

Proposals shall be evaluated according to the following criteria and respective weight:

- i. Experience and Qualifications of Proposer Maximum 30 points

- ii. Experience and Qualifications of Senior Project Engineer/Project Manager Maximum 25 points
- iii. Experience and Qualifications of Proposer's Team Maximum 25 points
- iv. CEI Philosophy and Process Maximum 10 points
- v. Technical Approach Maximum 10 points

REQUESTS FOR INFORMATION (RFIs):

- Q1. Can any of these positions be met by a staff member of a sub consultant? "one (1) Senior Project Engineer/Project Manager, one (1) Project Engineer/Administrator, and one (1) Senior Inspector".
- A1. The Senior Project Engineer/Project Manager must be employed by the Prime Consultant. Other Key Personnel may be employed by Sub-Consultants/Sub-Contractors.

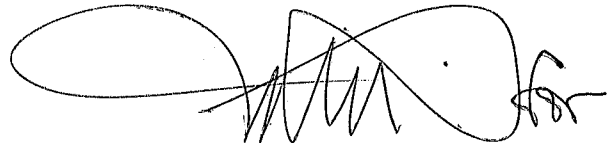
Per revised Section 2.3, Position Descriptions & Qualification Requirements, Key Personnel now includes one (1) Senior Project Engineer/Project Manager, one (1) Project Engineer/Administrator, one (1) Senior Inspector, one (1) CEI Roadway Inspector, and one (1) CEI Resident Compliance Specialist.

Also, please refer to Section 3.12, entitled Key Personnel:

Subsequent to submission of a Proposal and prior to award of an Agreement, Key Personnel shall not be changed. Proposers shall not change any member of their Key Personnel without just cause and prior written approval by the City. The City reserves the right to request additional documentation, as required by the RFQ prior to making its determination. If the City does not accept the proposed change(s), the Proposal may be rejected and not considered for award.

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- Q2. Are Public Involvement Services required?
 - A2. The services of a Public Involvement subconsultant are not required. Proposers are nonetheless welcome to include personnel with such expertise as part of their teams.
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- Q3. Does the scope require Survey and Geo-technical services?
 - A3. Surveying and geo-technical services are not required. Proposers must have inspectors on their teams, who have expertise in pile driving and drilled shafts, and are qualified to interpret survey data in the field.

THIS ADDENDUM IS AN ESSENTIAL PORTION OF THE CONTRACT DOCUMENT AND SHALL BE MADE A PART THEREOF.



**Annie Perez, CPPO, Director
Department of Procurement, City of Miami**



**City of Miami, Department of Procurement
Experience of the Sub-Consultant/Sub-Contractor /Reference Form - RFQ-ESC**

INSTRUCTIONS

Sub-Consultant/Sub-Contractor shall complete the following information for completed projects within the past three (3) years, where the Prime Consultant 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 3.5 of the RFQ. Please provide at least one (1) project.

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 Sub-Consultant/Sub-Contractor)

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

Yes No Not Applicable

REFERENCE PROJECT INFORMATION (To be Completed by the Sub-Consultant/Sub-Contractor)

Reference Project Name/Address: _____

Name(s) and Role(s) of **Sub-Consultant/Sub-Contractor** 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: ____/____/____

Sub-Consultant/Sub-Contractor's Company Name: _____

Company's Contact Name: _____

Sub-Consultant/Sub-Contractor'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 Project Owner)

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

If "No," was the **Sub-Consultant/Sub-Contractor** 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 **Sub-Consultant/Sub-Contractor** provide Project Management Services? Yes No N/A

Did the **Sub-Consultant/Sub-Contractor** provide Construction Management Services? Yes No N/A

Was the **Sub-Consultant/Sub-Contractor** responsive to the Project Owner? Yes No N/A

Was the **Sub-Consultant/Sub-Contractor** timely in its reviews and submittals? Yes No N/A

Reference Company Name: _____

Reference Contact Name: _____

Reference Title/Position: _____

Reference Contact Signature: _____

Reference Phone 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).



**City of Miami, Department of Procurement
Experience of the CEI Roadway Inspector (CEI RI) /Reference Form - RFQ-ERI**

INSTRUCTIONS

CEI RI shall complete the following information for completed projects within the past two (2) years, where the Prime Consultant 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 3.5 of the RFQ. Please provide at least two (2) 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 Roadway Inspector)

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

Yes No Not Applicable

REFERENCE PROJECT INFORMATION (To be Completed by the CEI Roadway Inspector)

Reference Project Name/Address: _____

Name(s) and Role(s) of CEI RI 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: ___/___/___

CEI RI's Company Name: _____

Company's Contact Name: _____

CEI RI'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 Project Owner)

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

If "No," was the CEI RI 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 RI provide Project Management Services? Yes No N/A

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

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

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

Reference Company Name: _____

Reference Contact Name: _____

Reference Title/Position: _____

Reference Contact Signature: _____

Reference Phone 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).



**City of Miami, Department of Procurement
Experience of the CEI Resident Compliance Specialist (CEI RCS) /Reference Form - RFQ-ERCS**

INSTRUCTIONS

CEI RCS shall complete the following information for completed projects within the past year, where the Prime Consultant 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 3.5 of the RFQ. Please provide at least one (1) project.

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 RCS)

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

Yes No Not Applicable

REFERENCE PROJECT INFORMATION (To be Completed by the CEI RCS)

Reference Project Name/Address: _____

Name(s) and Role(s) of CEI RCS 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: ____/____/____

CEI RCS's Company Name: _____

Company's Contact Name: _____

CEI RCS'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 Project Owner)

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

If "No," was the CEI RCS 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 RCS provide Project Management Services? Did Yes No N/A

the CEI RCS provide Construction Management Services? Yes No N/A

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

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

Reference Company Name: _____

Reference Contact Name: _____

Reference Title/Position: _____

Reference Contact Signature: _____

Reference Phone 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).