



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).