



City of Miami, Department of Procurement Experience of the Key Personnel Reference Form - RFQ-EKP

INSTRUCTIONS

Key Personnel 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 3.5 of the RFQ. Please provide at least 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 Key Personnel)

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 Key Personnel)

Reference Project Name/Address: _____

Name(s) and Role(s) of **Key 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: ____/____/____

Key Personnel's Company Name: _____

Company's Contact Name: _____

Key Personnel'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 **Key Personnel** 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 **Key Personnel** provide Project Management Services? Yes No N/A

Did the **Key Personnel** provide Construction Management Services? Yes No N/A

Was the **Key Personnel** responsive to the Project Owner? Yes No N/A

Was the **Key Personnel** 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).