



**City of Miami, Department of Procurement
Experience of the Construction Contract Administration Services Team Member
Reference Form - RFQ-CCA**

INSTRUCTIONS

The Construction Contract Administration Services Team Member (CCA) shall complete the following information for a project currently ongoing or completed within the last five (5) years, where the Proposer believes the project 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) project and must comply with the requirements listed in Sections 2, 3.5, and 4 of the RFQ. All information will be independently verified by Procurement staff. Please provide at least one (1) project.

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

REFERENCE PROJECT APPLICABILITY TO EXPERIENCE REQUIREMENTS (To be Completed by the CCA)

This reference project complies with the Experience Requirement(s) under Sections 2, 3.5, and 4 of the RFQ.

Yes No Not Applicable

REFERENCE PROJECT INFORMATION (To be Completed by the CCA)

Reference Project Name/Address: _____

Name and Role(s) of **CCA** 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: _____

CCA's Company Name: _____ Company's Contact Name: _____

CCA's Title/Position: _____ Company's Contact Phone Number: _____

Company's Contact Facsimile Number: _____ Company's Contact E-mail: _____

REFERENCE PROJECT INFORMATION

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

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

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

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

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

Reference Company Name: _____

Reference Contact Name: _____ Reference Contact Title/Position: _____

Reference Phone Number: _____ Facsimile Number: _____ E-mail: _____

SPACE BELOW IS TO BE UTILIZED TO EXPAND ON THE SCOPE OF SERVICES PROVIDED FOR THIS REFERENCE PROJECT. 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).