



SMALL BUSINESS ENTERPRISE - ARCHITECTURAL & ENGINEERING MONTHLY UTILIZATION REPORT

 MEASURE

 MONTHLY REPORT (PARTS 1A & 1B)

 FINAL REPORT (PARTS 1A, 2 & 3)

PARTS 1A & 1B

This part is to be completed by the Prime Consultant and forwarded to the User Department

This report is required by Miami Dade County. Failure to comply may result in MDC commencing proceedings to impose sanctions on the successful bidder, in addition to pursuing any other available legal remedy. Sanctions may include the suspension of any payment or part thereof, termination or cancellation of the contract, and the denial to participate in any further contracts awarded by MDC.

A	REPORTING PERIOD	CONTRACT NAME			CONTRACT NO.			
	FROM:	PROJECT LOCATION			START DATE			
	TO:	USER DEPARTMENT						
	SBE A&E MEASURE	DEPT. PROJ. MGR/CONTACT PERSON		PHONE	FACSIMILE			
	SBE G&S MEASURE	CONTRACT AWARD			CHANGE ORDER MODIFICATION AMOUNT		ADDITIONAL SERVICES AMOUNT	
NAME OF PRIME CONSULTANT								
ADDRESS					SCHEDULED COMPLETION DATE		PERCENTAGE OF CONTRACT COMPLETED	
TELEPHONE		FACSIMILE	EMAIL	PROJECT MANAGER (PRIME CONSULTANT)				
AMOUNT REQUISITIONED THIS PERIOD		\$	DATE REQUISITIONED		DID LAST PMT EQUAL REQUISITION AMOUNT?			YES <input type="checkbox"/>
TOTAL AMOUNT REQUISITIONED TO DATE		\$						NO <input type="checkbox"/>
LAST PAYMENT BY MIAMI DADE COUNTY (MDC)		\$	DATE OF LAST PMT BY MDC		IF NO PLEASE EXPLAIN			
TOTAL AMOUNT PAID BY MDC		\$	WAS LAST PMT WITHIN 14 DAYS OF PRIME REQUISITION?		YES <input type="checkbox"/>			
					NO <input type="checkbox"/>			

SUBCONSULTANT(S) DATA												
NAME OF FIRMS	GOAL % (IF APPLICABLE)	MAKE- UP	DESCRIPTION OF WORK	SIGNED AGREEMENT <input checked="" type="checkbox"/>	AGREEMENT AMOUNT	AMOUNT SUB REQUISITIONED THIS PERIOD	DATE OF REQUISITION (FROM SUB)	AMT REQUISITIONED TO DATE	LAST PAYMENT AMT	LAST PAYMENT DATE	Was last pmt. Within 2 days of MDC payment to Prime? Y/N	AMT PAID TO DATE
TOTALS:												

_____	_____	_____	_____	_____	_____
AUTHORIZED SIGNATURE OF PRIME CONSULTANT	DATE	PRINT NAME	TITLE	DATE	

Small Business Enterprise - Architectural & Engineering (SBE-A/E) Program Instructions for the Monthly Utilization Report (MUR)

Measure: Mark if applicable

Monthly Report (PARTS 1A & 1B): Mark if applicable

Final Report (PARTS 1A, 2 & 3): Mark if applicable (Final MUR should be submitted upon the completion and final payment of project)

PART 1A

Reporting Period: The period for which the MUR payment information is being submitted. The MUR is due on the 10th of every month; as a result, the reporting period will be for the prior month.

Contract Name: The assigned project name as it is identified in the contract documents

Contract NO.: The assigned project number as it is identified in the contract documents

Project Location: The address or descriptive location of project work site

Start Date: Date of work commencement

User Department: e.g. GSA, Parks, etc.

SBE A&E Measure: List the Small Business Enterprise Architectural & Engineering Program goal percentage.

SBE G&S Measure: List the Small Business Enterprise Goods and Services Program goal percentage.

DEPT. PROJ. MGR/CONTACT PERSON: Contracting Department project manager or contact person name.

Phone: Contracting Department Project Manager or contact person telephone number

Facsimile: Contracting Department Project Manager or contact person fax number

Prime Consultant: Name of Prime Consultant (Awardee), address and telephone, fax, email and project manager name

Contract Award: Date of Contract Award and Agreement Amount

Change Order Modification Amount: The total amount of all approved change orders thru the listed reporting period.

Additional Services Amount: Any dollar amount added for additional services

Scheduled Completion Date: The anticipated date the contract will be completed

Small Business Enterprise - Architectural & Engineering (SBE-A/E) Program Instructions for the Monthly Utilization Report (MUR)

Percentage of Contract Completed: The proportion of work that has been completed for this project stated as a percentage

Amount Requisitioned this Period: The dollar amount billed/requisitioned to MDC for work performed during the listed reporting period

Date Requisitioned: The date the requisitioned amount was submitted to MDC

Did last MDC Payment Equal Requisition Amount: If requisition was paid in full, check "YES"; if requisition amount was not paid in full check, "NO" and explain reasons for payment difference in space provided

Total Amount Requisitioned to Date: The total dollar amount requisitioned from project inception through the reporting period

Last Payment by Miami Dade County (MDC): The last dollar amount paid to Prime by MDC for reporting period

Date of Last Payment by MDC: The date of the last payment by MDC for the reporting period

Was last MDC payment within 14 days of Prime's requisition: Check "YES" if payment by MDC was made within 14 days of prime's requisition; Check "NO" if payment by MDC was not made within 14 days for any undisputed portion of the prime consultant requisition?

Total Amount Paid by MDC: The total amount paid to date by MDC as of the reporting period

PART 1B

Name of Sub-consultant: The legal name of all subconsultant(s) participating on the project

Goal % (If Applicable): The goal percentage that is being fulfilled by any SBE-A&E sub consultant. If the percentage is different from the percentage listed on the Letter of Agreement (LOA) submitted at time of bid or any SBD approved deviation from the LOA, a new LOA must be submitted to SBD for review and approval.

SBE-A&E Make-up: Check if listed firm is meeting a SBE-A&E make up.

Description of Work: A brief description of the scope of work to be performed by the subconsultant(s). If the scope of work is different from the scope of work listed on the LOA submitted at time of bid or any SBD approved deviation from the LOA, a new LOA must be submitted to SBD for review and approval.

Signed Agreement: Check if Prime has an executed agreement with listed SBE-A&E sub consultant.

Small Business Enterprise - Architectural & Engineering (SBE-A/E) Program Instructions for the Monthly Utilization Report (MUR)

Agreement Amount: The dollar value of the executed agreement between the prime consultant and the subconsultant. For CBE subconsultants meeting a goal, the agreement must agree with the LOA submitted at time of bid or any SBD approved deviation. If not, a new LOA must be submitted to SBD for review and approval.

Amount SUB Requisitioned this Period: The actual dollar amount requisitioned by the subconsultant during the listed reporting period.

Date of Requisition (from Sub): The date of the requisition submitted by subconsultant for payment during the reporting period.

Amount Requisitioned to Date: The total dollar amount requisitioned/billed by the subconsultant from project inception thru the listed reporting period.

Last Payment Amount: The last dollar amount paid to the subconsultant(s) for the reporting period.

Last Payment Date: The date of last payment of subconsultant(s) during the reporting period.

Was last payment within 2 days of MDC payment to prime: "Y" for Yes if payment to subconsultant(s) was made within 2 days of MDC payment to prime; "N" for No if payment to subconsultant(s) was not made within 2 days of MDC payment to prime.

AMT Paid to Date: The total amount paid to the listed subconsultants(s) from project inception thru the listed reporting period

Totals: The total of each column where applicable

Authorized Signature of Prime Consultant: Signature of the person completed the firm

Print Name: Print name

Title: Title

Date: Date form completed

PART 2

Name of Sub Consultant: The legal name of all subconsultant(s) participating on the project.

Authorized Signature of Sub consultant: The legal name of all subconsultant(s) participating on the project.

Total Agreement Amount: The dollar value of the executed agreement between the prime consultant and subconsultant including amendments.

Small Business Enterprise - Architectural & Engineering (SBE-A/E) Program Instructions for the Monthly Utilization Report (MUR)

Final SUB Requisition Amount: Actual dollar amount of final requisitioned to the prime consultant

Total Paid to Date to Sub consultant: The total amount paid by the Prime Consultant to the subconsultant.

Total Sub Requisitioned to Date: Total amount requisitioned by the subconsultant to date.

Prompt Payment Issues: "Y" if your firm has a prompt payment issue and "N" if the SBE-A&E sub consultant does not have prompt payment issue

Date of Work Completion: Date the SBE-A&E subconsultant completed the work

Goal % (If Applicable): The goal percentage that is being fulfilled by the SBE-A&E subconsultant. If the percentage is different from the percentage listed on LOA or any SBD approved deviation, a new LOA must be submitted to SBD for review and approval.

PART 3

Executed by: The signature and printed name of the CEO, President, or an officer of the company, legally authorized to represent the prime consultant

Sworn before me: Notary Information

COUNTY USE

Authorized Signature of PROJ.MGR/Contract Person: Signature of the contracting department project manager or contact person.

Print Name: Print the name of the contracting department project manager or contact person.

DATE: Title