To Whom it May Concern

Subject: Reference Letter for Consultant's Project Manager

Name of Proposer: _____________________  Name of Project Manager: ______________

The above referenced Consultant is submitting on a Request for Qualifications that has been issued by the City of Miami. We require that the Proposer provide written references for their Project Manager (PM) with their submission and by providing you with this document the Consultant is requesting that you provide the following reference information. We would appreciate you providing the information requested below as well as any other information you feel is pertinent:

Name of Project: ______________________________________________________________

Scope of work: ________________________________________________________________

Value of project: $_________________  Value of Design Services: ____________________

Delivery method:  □ Design-Bid-Build  □ CM@Risk  □ Design-Build  □ Other (________)

Construction completed on time & within budget:  □ Yes  □ No

If no, did the PM at contribute to the delay(s) or increased cost?  □ Yes  □ No

Quality of Design:  □ Above expectations  □ Average  □ Below Expectations

Errors and Omissions:  □ Above expectations  □ Average  □ Below Expectations

(Above expectations means there were fewer errors & omissions than anticipated)

Did Errors & Omissions result in increased construction cost?  □ Yes  □ No

Was the Project Manager responsive to the Owner & Contractor?  □ Yes  □ No

Was the Project Manger timely with reviews and submittals?  □ Yes  □ No

Did the Project Manager quickly resolve issues as they arose?  □ Yes  □ No

Comments:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Name of individual completing this form: ___________________________  Date:___________

Signature: _____________________________  Title: _____________________________

Telephone: ___________________________  E-mail: _____________________________

Sincerely,

Jeovanny Rodriguez, P.E.
Director