To Whom it May Concern

Subject: Reference Letter for Consultant

Name of Proposer:

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 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 (__________)

Design completed on time & within budget: [ ] Yes [ ] No

If no, was the Consultant at fault or contribute to the delay(s) or increased cost? [ ] Yes [ ] No

Quality of Design: [ ] Above expectations [ ] Average [ ] Below Expectations

Errors & 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

Did Consultant provide Construction Administration services? [ ] Yes [ ] No [ ] limited scope

Was the Consultant responsive to the Owner & Contractor? [ ] Yes [ ] No

Was Consultant timely in its reviews and submittals? [ ] Yes [ ] No

Comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Name of individual completing this form: ___________________________ Date: __________

Signature: ___________________________ Title: ___________________________

Telephone: ___________________________ E-mail: ___________________________

Sincerely,

Jeovanny Rodriguez, P.E.
Director – Capital Improvements and Transportation Program