

# City of Miami



Daniel J. Alfonso  
City Manager

To Whom It May Concern:

Subject: Reference Letter for **Proposer**, as defined in **RFQ No. 16-17-057**.

## The Following Section to be Completed by the Proposer.

Name of Proposer: \_\_\_\_\_

The above referenced Proposer is responding to a Request for Qualifications (RFQ) that has been issued by the City of Miami. We require that the Proposer provide written references for the projects submitted to support their qualifications statement for this RFQ. The **Proposer** is requesting that you, as the Owner of the project referenced below, provide the following information, as well as any other pertinent information. Your insight is appreciated.

Name of Project: \_\_\_\_\_

## The Following Section to be Completed by the Project Owner.

Scope of Work for Referenced Project: \_\_\_\_\_

Value of Project: \$ \_\_\_\_\_

Type of Project: \_\_\_\_\_

Project completed on time and within budget:  Yes  No Project Duration: \_\_\_\_\_

If no, was the **Proposer** at fault or contribute to the delay(s) or increased cost?  Yes  No

Quality of Services:  Above Expectations  Average  Below Expectations  
(Above expectations means there were fewer errors and omissions than anticipated)

Did the **Proposer** provide Program Administration Services?  Yes  No  Limited Scope

Did the **Proposer** provide Production Management Services?  Yes  No  Limited Scope

Did the **Proposer** provide Construction Administration Services?  Yes  No  Limited Scope

Was the **Proposer** responsive to the Owner?  Yes  No

Was the **Proposer** timely in its reviews and submittals?  Yes  No

What Specialty Services did the **Proposer** perform? \_\_\_\_\_

Please type in the field below to provide comments (Please use the attached additional page, as necessary):

Name of Project Owner: \_\_\_\_\_

Name of Project Owner's Representative: \_\_\_\_\_

Signature of Project Owner's Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

Sincerely,

Annie Perez, CPPO  
Director  
Procurement Department

RFQ-PP-R  
Revised 12/23/2016

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Please utilize the space below, as necessary.