

City of Miami



DANIEL J. ALFONSO
City Manager

To Whom it May Concern

Subject: Reference Letter for Contractor's Project Manager

Name of Contractor: _____ Name of Project Manager: _____

The above referenced Contractor is submitting on an Invitation To Bid that has been issued by the City of Miami. We require that the Contractor provide written references for their Project Manager (PM) with their Bid and by providing you with this document, the Contractor is requesting that you provide the following reference information. We would appreciate you providing the information requested below as well as any other information your feel is pertinent:

Name of Project: _____

Scope of work: _____

Value of project: \$ _____ Value of Construction: _____

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

Construction completed on time & within budget: Yes No

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

Management of Subcontractors: Above expectations Average Below Expectations
(Above expectations means there were fewer errors & omissions than anticipated)

Did the PM effectively manage the construction schedule: Yes No

Did in construction result in increased construction cost? Yes No

Was the PM responsive to the Owner & Contractor? Yes No

Was the PM timely with reviews and submittals? Yes No

Did the PM quickly resolve issues as they arose? Yes No

Comments:

Name of individual completing this form: _____ Date: _____

Signature: _____ Title: _____

Telephone: _____ E-mail: _____

Sincerely,

Jeovanny Rodriguez, Director
Capital Improvements & Transportation Program