

# City of Miami



DANIEL J. ALFONSO  
City Manager

To Whom it May Concern

Subject: Reference Letter for Contractor's Superintendent

Name of Contractor: \_\_\_\_\_ Name of Superintendent: \_\_\_\_\_

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 Superintendent (SI) 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 SI 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 SI effectively manage the construction schedule:  Yes  No

Did in construction result in increased construction cost?  Yes  No

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

Was the SI timely with reviews and submittals?  Yes  No

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

Comments:

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Name of individual completing this form: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Sincerely,

Jeovanny Rodriguez, Director  
Capital Improvements & Transportation Program