

City of Miami

DANIEL J. ALFONSO
City Manager



To Whom it May Concern

Subject: Reference Letter – Contract Compliance Specialist

Name of Proposer: _____ Name of Contract Compliance Specialist: _____

The above referenced Consultant is submitting on a Request for Proposals that has been issued by the City of Miami. We require that the Proposer provide written references for their Contract Compliance Specialist 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 your 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 Contract Compliance Specialist contribute to the delay(s) or increased cost?
 Yes No

Quality of Contract Compliance: 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 Contract Compliance Specialist responsive to the Owner & Contractor? Yes No

Was the Contract Compliance Specialist timely with reviews and submittals? Yes No

Did the Contract Compliance Specialist quickly resolve issues as they arose? Yes No

Comments:

Name of individual completing this form: _____ Date: _____

Signature: _____ Title: _____

Telephone: _____ E-mail: _____

Sincerely,

Hector Badia
Assistant Director