

# City of Miami



Daniel J. Alfonso  
City Manager

To Whom it May Concern

Subject: Reference Letter for Design-Build Firm

Name of Proposer:

The above referenced Design-Build Firm is submitting on a Request for Proposals 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 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 (\_\_\_\_\_)

Design completed on time & within budget:  Yes  No Project Completion Date: \_\_\_\_\_

If no, was the Firm 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 Firm responsive to the Owner & Contractor?:  Yes  No

Was Firm timely in its reviews and submittals?  Yes  No

Comments:

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

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

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

Sincerely,

Hector Badia  
Assistant Director