

# City of Miami

DANIEL J. ALFONSO  
City Manager



To Whom it May Concern

Subject: Reference Letter – Quality Assurance Manager

Name of Proposer: \_\_\_\_\_ Name of Quality Assurance Manager: \_\_\_\_\_

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 Quality Assurance Manager 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 Quality Assurance Manager contribute to the delay(s) or increased cost?  
 Yes  No

Quality of Design:  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 Quality Assurance Manager responsive to the Owner & Contractor?  Yes  No

Was the Quality Assurance Manager timely with reviews and submittals?  Yes  No

Did the Quality Assurance Manager 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,

Hector Badia  
Assistant Director