

City of Miami



JOHNNY MARTINEZ, P.E.,
City Manager

To Whom it May Concern

Subject: Reference Letter for Construction Manager

Name of Proposer: _____ Name of Construction Manager: _____

The above referenced Proposer 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 Construction Manager (CM) with their submission and by providing you with this document the Proposer 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 CM at 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 CM effectively manage the construction schedule: Yes No

Did in construction result in increased construction cost? Yes No

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

Was the CM timely with reviews and submittals? Yes No

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

Comments:

Name of individual completing this form: _____ Date: _____

Signature: _____ Title: _____

Telephone: _____ E-mail: _____

Sincerely,

Albert Sosa, P.E., Director
Capital Improvements Program