

# City of Miami



JOHNNY MARTINEZ, P.E.,  
City Manager

To Whom It May Concern

Subject: Reference Letter for Project Manager

Name of Proposer & Project Manager: \_\_\_\_\_

The above referenced contractor is submitting a response to a solicitation 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 Contractor is requesting that you provide the following reference for their Project Manager relative to the services he/she provided as a Project Manager for your project. 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: \_\_\_\_\_

Final cost of services provided: \$ \_\_\_\_\_ Date Completed: \_\_\_\_\_

CM at Risk Construction Knowledge  above expectation  met expectation  below expectation

Management of Project:  above expectation  met expectation  below expectation

Communication:  above expectation  met expectation  below expectation

Was project completed within the initially approved GMP?  Yes  No. If no, were the change orders owner driven?  Yes  No

Was project completed on time?  Yes  No. If no, were the change orders owner driven?  Yes  No

Please provide any information or details that will assist the City in its evaluation process, including any details where they impacted the project in a positive or negative manner:

Thank you for your assistance in helping us in evaluating our bid solicitation.

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

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

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

Sincerely,

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