To Whom It May Concern:

Subject: Reference Letter for Construction Manager

Construction Manager as defined in the solicitation:      .

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| The Following Section to be Completed by the Proposer. |

Name of Proposer:

Name of Proposed Construction Manager:

The above referenced Proposer is responding to a Request for Proposals (RFP) that has been issued by the City of Miami. We require that the Proposer provide written references for their proposed Construction Manager (CM). The Proposer is requesting that you, as the Owner of the referenced project, provide the following information as well as any other pertinent information. Your insight is appreciated.

Name of Project:

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| The Following Section to be Completed by the Project Owner. |

Scope of Work for Referenced Project:

Value of Project: $      Value of Construction: $

Type of Project: [ ]  Design-Bid-Build [ ]  CM@Risk [ ]  Design-Build [ ]  Other (      )

Construction completed on time and within budget: [ ]  Yes [ ]  No

How long did the proposed CM serve in the capacity as CM on this project?

CM’s Management of Subcontractors: [ ]  Above Expectations [ ]  Average [ ]  Below Expectations

(Above expectations means there were fewer errors and omissions or other issues than anticipated)

Did the CM effectively manage the construction schedule? [ ]  Yes [ ]  No

Did the construction result in increased construction cost? [ ]  Yes [ ]  No

Was the CM responsive? [ ]  Yes [ ]  No

Was the CM timely with reviews and submittals? [ ]  Yes [ ]  No

Did the CM effectively resolve issues in a timely manner? [ ]  Yes [ ]  No

Did the CM effectively administer the construction contract? [ ]  Yes [ ]  No

Please type in the field below to provide comments (Please use the attached additional page, as necessary):

Name of Project Owner:       Date:

Signature of Project Owner’s Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:

Telephone:       E-mail:

Please utilize the space below, as necessary.