To Whom It May Concern:

Subject: Reference Letter for Proposer

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

Name of Proposer:

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 the projects submitted to support their qualifications statement for this RFP. The Proposer is requesting that you, as the Owner of the project referenced below, 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 Design Services: $

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

Project completed on time and within budget:  Yes  No Project Completion Date:

If no, was the Proposer 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 and omissions than anticipated)

Did Errors and Omissions result in increased construction cost?  Yes  No

Did the Proposer provide construction administration Services?  Yes  No  Limited Scope

Was the Proposer responsive to the Owner?  Yes  No

Was Proposer timely in its reviews and submittals?  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.