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.