

# City of Miami



JOHNNY MARTINEZ, P.E.,  
City Manager

To Whom It May Concern

Subject: Reference Letter for Construction Manager at Risk

Name of Proposer: \_\_\_\_\_

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 information relative to the services they provided as a Construction Manager. 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: \_\_\_\_\_

Were pre-construction services provided?  Yes  No If yes, did the services result in value added changes by reducing cost or improving the design?  Yes  No

Knowledge of CM at Risk Construction?  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, was the contractor at fault or did they contribute to the delay(s) or increased cost?  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