To Whom It May Concern:

Subject: Reference Letter for Program Coordinator

Program Coordinator as defined in the solicitation:      .

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

Name of Proposer:

Name of Proposed Program Coordinator:

The above referenced Proposer is responding to a Request for Qualifications (RFQ) that has been issued by the City of Miami. We require that the Proposer provide written references for their proposed Program Coordinator (PC). 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: $

Type of Project:

Project completed on time and within budget:  Yes  No Project Duration:

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

Quality of Services:  Above Expectations  Average  Below Expectations

(Above expectations indicates fewer errors and omissions than anticipated by Project Owner.)

Did the PC have a thorough understanding of the Project?  Yes  No

Was the PC responsive?  Yes  No

Was the PC timely with reviews and submittals?  Yes  No

Did the PC effectively resolve issues in a timely manner?  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.