

# City of Miami



Daniel J. Alfonso, P.E.  
City Manager

To Whom it May Concern

Subject: Reference Letter for Consultant

Name of Proposer:

The above referenced Consultant is submitting on a Request for Qualifications 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 Consultant is requesting that you provide the following reference information. 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: \_\_\_\_\_

Value of project: \$\_\_\_\_\_ Value of Study/Planning Services: \_\_\_\_\_

Delivery method:  Design-Bid-Build  CM@Risk  Design-Build  Other (\_\_\_\_\_)

Design completed on time & within budget:  Yes  No

If no, was the Consultant at fault or contribute to the delay(s) or increased cost?  Yes  No

Quality of Final Study/Plan:  Above expectations  Average  Below Expectations

Errors & Omissions:  Above expectations  Average  Below Expectations  
(Above expectations means there were fewer errors & omissions than anticipated)

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

Did Consultant provide Construction Administration services?  Yes  No  limited scope

Was the Consultant responsive to the Owner & Contractor?:  Yes  No

Was Consultant timely in its reviews and submittals?  Yes  No

Comments: \_\_\_\_\_

Name of individual completing this form: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Sincerely,**

**Annie Perez, CPPO**

**Director**

**Procurement Department**

# *Request for Qualifications*

## *Qualifications of Lead Transportation Planner*

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**Instructions** (one page per project)

Proposer shall provide the following information for at least three (3) completed projects that involved the study, planning and/or design of a vehicle and/or pedestrian corridor. Provide all required information and submit this Form for each project, as required by the RFQ. Failure to submit a completed Form for each project may result in the Response being rejected as non-responsive. A Reference Form RFQ-LTP-R must be submitted for each Form RFQ-LTP-(TRANS) that is provided.

**RFQ Solicitation No.:** \_\_\_\_\_ **RFQ Title:** \_\_\_\_\_

**Name of Proposer:** \_\_\_\_\_ **Name of Project:** \_\_\_\_\_

**Address of Project:** \_\_\_\_\_

**Name of Project Owner:** \_\_\_\_\_ **Project Owner Contact Name:** \_\_\_\_\_

**Project Owner Contact Telephone No.:** \_\_\_\_\_ **Project Owner Contact E-mail Address:** \_\_\_\_\_

**Brief Scope of Project and How Project is Similar** (additional space provided): \_\_\_\_\_

**Value of Study, Planning or Design Fees:** **Awarded:** \_\_\_\_\_ **Actual:** \_\_\_\_\_ N/A

**Basis for Difference in Value:** \_\_\_\_\_

**Value of Construction** (if applicable): **Awarded:** \_\_\_\_\_ **Actual:** \_\_\_\_\_ N/A

**Basis for difference in value:** \_\_\_\_\_

**Project Completion** (no. of calendar days): **Projected:** \_\_\_\_\_ **Actual:** \_\_\_\_\_ N/A

**Type of Project:**  Design-Bid-Build  Design/Build  CM@Risk  Other (specify): \_\_\_\_\_

**LEED or Green Globe Certified Project:**  Yes  No If yes, level of Certification: \_\_\_\_\_

By: \_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

# City of Miami



Daniel J. Alfonso  
City Manager

To Whom It May Concern:

Subject: Reference Letter for Lead Transportation Planner

Lead Transportation Planner as defined in the solicitation: .

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

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

Name of Proposed Lead Transportation Planner: \_\_\_\_\_

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 Lead Transportation Planner (LTP). 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: \_\_\_\_\_

## 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 ( \_\_\_\_\_ )

Study, plan or design completed on time and within budget:  Yes  No

How long did the proposed LTP serve in the capacity as LTP on this project? \_\_\_\_\_

Quality of Study, Plan or Design:  Above Expectations  Average  Below Expectations

Errors and Omissions:  Above Expectations  Average  Below Expectations

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

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

Was the LTP responsive?  Yes  No

Was the LTP timely with reviews and submittals?  Yes  No

Did the LTP 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: \_\_\_\_\_

Sincerely,

Annie Perez, CPPO  
Director  
Procurement Department

# *Request for Qualifications*

## *Qualifications of Lead Urban Designer*

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**Instructions** (one page per project)

Proposer shall provide the following information for at least three (3) completed urban design projects that involved the study, planning or design of a vehicle and/or pedestrian corridor. Provide all required information and submit this Form for each project, as required by the RFQ. Failure to submit a completed Form for each project may result in the Response being rejected as non-responsive. A Reference Form RFQ-LUD-R must be submitted for each Form RFQ-LUD-(TRANS) that is provided.

**RFQ Solicitation No.:** \_\_\_\_\_ **RFQ Title:** \_\_\_\_\_

**Name of Proposer:** \_\_\_\_\_ **Name of Project:** \_\_\_\_\_

**Address of Project:** \_\_\_\_\_

**Name of Project Owner:** \_\_\_\_\_ **Project Owner Contact Name:** \_\_\_\_\_

**Project Owner Contact Telephone No.:** \_\_\_\_\_ **Project Owner Contact E-mail Address:** \_\_\_\_\_

**Brief Scope of Project and How Project is Similar** (additional space provided): \_\_\_\_\_

**Value of Design Fees: Awarded:** \_\_\_\_\_ **Actual:** \_\_\_\_\_ N/A

**Basis for Difference in Value:** \_\_\_\_\_

**Value of Construction (if applicable): Awarded:** \_\_\_\_\_ **Actual:** \_\_\_\_\_ N/A

**Basis for difference in value:** \_\_\_\_\_

**Project Completion** (no. of calendar days): **Projected:** \_\_\_\_\_ **Actual:** \_\_\_\_\_ N/A

**Type of Project:**  Design-Bid-Build  Design/Build  CM@Risk  Other (specify): \_\_\_\_\_

**LEED or Green Globe Certified Project:**  Yes  No If yes, level of Certification: \_\_\_\_\_

By: \_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

# City of Miami



Daniel J. Alfonso  
City Manager

To Whom It May Concern:

Subject: Reference Letter for Lead Urban Designer

Lead Urban Designer as defined in the solicitation: \_\_\_\_\_.

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

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

Name of Proposed Lead Urban Designer: \_\_\_\_\_

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 Lead Urban Designer (LUD). 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: \_\_\_\_\_

## 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 (\_\_\_\_\_)

Urban Design completed on time and within budget:  Yes  No

How long did the proposed LUD serve in the capacity as LUD on this project? \_\_\_\_\_

Quality of Urban Design:  Above Expectations  Average  Below Expectations

Errors and Omissions:  Above Expectations  Average  Below Expectations  
(Above expectations indicates fewer errors and omissions than anticipated by Project Owner.)

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

Was the LUD responsive?  Yes  No

Was the LUD timely with reviews and submittals?  Yes  No

Did the LUD 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: \_\_\_\_\_

Sincerely,

Annie Perez, CPPO  
Director  
Procurement Department

# *Request for Qualifications*

## *Qualifications of Lead Traffic Engineer*

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**Instructions** (one page per project)

Proposer shall provide the following information for at least three (3) completed traffic engineering projects that involved the study, planning and/or design of a vehicle and/or pedestrian corridor. Provide all required information and submit this Form for each project, as required by the RFQ. Failure to submit a completed Form for each project may result in the Response being rejected as non-responsive. A Reference Form RFQ-LTE-R must be submitted for each Form RFQ-LTE-(TRANS) that is provided.

**RFQ Solicitation No.:** \_\_\_\_\_ **RFQ Title:** \_\_\_\_\_

**Name of Proposer:** \_\_\_\_\_ **Name of Project:** \_\_\_\_\_

**Address of Project:** \_\_\_\_\_

**Name of Project Owner:** \_\_\_\_\_ **Project Owner Contact Name:** \_\_\_\_\_

**Project Owner Contact Telephone No.:** \_\_\_\_\_ **Project Owner Contact E-mail Address:** \_\_\_\_\_

**Brief Scope of Project and How Project is Similar** (additional space provided): \_\_\_\_\_

**Value of study, planning or design Fees:** **Awarded:** \_\_\_\_\_ **Actual:** \_\_\_\_\_ N/A

**Basis for Difference in Value:** \_\_\_\_\_

**Value of Construction** (if applicable): **Awarded:** \_\_\_\_\_ **Actual:** \_\_\_\_\_ N/A

**Basis for difference in value:** \_\_\_\_\_

**Project Completion** (no. of calendar days): **Projected:** \_\_\_\_\_ **Actual:** \_\_\_\_\_ N/A

**Type of Project:**  Design-Bid-Build  Design/Build  CM@Risk  Other (specify): \_\_\_\_\_

**LEED or Green Globe Certified Project:**  Yes  No If yes, level of Certification: \_\_\_\_\_

By: \_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

# City of Miami



Daniel J. Alfonso  
City Manager

To Whom It May Concern:

Subject: Reference Letter for Lead Traffic Engineer

Lead Traffic Engineer as defined in the solicitation: \_\_\_\_\_.

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

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

Name of Proposed Lead Traffic Engineer: \_\_\_\_\_

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 Lead Traffic Engineer (LTE). 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: \_\_\_\_\_

## 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 (\_\_\_\_\_)

Was Study, Plan or Engineering Design completed on time and within budget:  Yes  No

How long did the proposed LTE serve in the capacity as LTE on this project? \_\_\_\_\_

Quality of Study, Plan or Design:  Above Expectations  Average  Below Expectations

Errors and Omissions:  Above Expectations  Average  Below Expectations  
(Above expectations indicates fewer errors and omissions than anticipated by Project Owner.)

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

Was the LTE responsive?  Yes  No

Was the LTE timely with reviews and submittals?  Yes  No

Did the LTE 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: \_\_\_\_\_

Sincerely,

Annie Perez, CPPO  
Director  
Procurement Department

RFQ-LTE-R  
Revised 1/08/2018

# *Request for Qualifications*

## *Qualifications of Landscape Architect*

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**Instructions** (one page per project)

Proposer shall provide the following information for at least three (3) completed landscape architect projects that involved the landscaping of a vehicle or pedestrian corridor. Provide all required information and submit this Form for each project, as required by the RFQ. Failure to submit a completed Form for each project may result in the Response being rejected as non-responsive. A Reference Form RFQ-LA-R must be submitted for each Form RFQ-LA-(TRANS) that is provided.

**RFQ Solicitation No.:** \_\_\_\_\_ **RFQ Title:** \_\_\_\_\_

**Name of Proposer:** \_\_\_\_\_ **Name of Project:** \_\_\_\_\_

**Address of Project:** \_\_\_\_\_

**Name of Project Owner:** \_\_\_\_\_ **Project Owner Contact Name:** \_\_\_\_\_

**Project Owner Contact Telephone No.:** \_\_\_\_\_ **Project Owner Contact E-mail Address:** \_\_\_\_\_

**Brief Scope of Project and How Project is Similar** (additional space provided): \_\_\_\_\_

**Value of Landscape Design Fees:** **Awarded:** \_\_\_\_\_ **Actual:** \_\_\_\_\_ N/A

**Basis for Difference in Value:** \_\_\_\_\_

**Value of Construction** (if applicable): **Awarded:** \_\_\_\_\_ **Actual:** \_\_\_\_\_ N/A

**Basis for difference in value:** \_\_\_\_\_

**Project Completion** (no. of calendar days): **Projected:** \_\_\_\_\_ **Actual:** \_\_\_\_\_ N/A

**Type of Project:**  Design-Bid-Build  Design/Build  CM@Risk  Other (specify): \_\_\_\_\_

**LEED or Green Globe Certified Project:**  Yes  No If yes, level of Certification: \_\_\_\_\_

By: \_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



# City of Miami



Daniel J. Alfonso  
City Manager

To Whom It May Concern:

Subject: Reference Letter for Landscape Architect

Landscape Architect as defined in the solicitation: \_\_\_\_\_.

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

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

Name of Proposed Landscape Architect: \_\_\_\_\_

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 Landscape Architect (LA). 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: \_\_\_\_\_

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

Scope of Work for Referenced Project: \_\_\_\_\_

Value of Landscape Design: \$ \_\_\_\_\_ Value of Construction: \$ \_\_\_\_\_

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

Landscape Design completed on time and within budget:  Yes  No

How long did the proposed LA serve in the capacity as LA on this project? \_\_\_\_\_

Quality of Landscape Design:  Above Expectations  Average  Below Expectations

Errors and Omissions:  Above Expectations  Average  Below Expectations  
(Above expectations indicates fewer errors and omissions than anticipated by Project Owner.)

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

Was the LA responsive?  Yes  No

Was the LA timely with reviews and submittals?  Yes  No

Did the LA 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: \_\_\_\_\_

Sincerely,

Annie Perez, CPPO  
Director  
Procurement Department

RFQ-LA-R  
Revised 1/08/2018

# City of Miami



Daniel J. Alfonso  
City Manager

To Whom It May Concern:

Subject: Reference Letter for Project Administrator

Project Administrator as defined in the solicitation: .

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

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

Name of Proposed Project Administrator: \_\_\_\_\_

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 Project Administrator (PA). 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: \_\_\_\_\_

## 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 PA serve in the capacity as PA on this project? \_\_\_\_\_

Quality of Project Administration Services:  Above Expectations  Average  Below Expectations

Errors and Omissions:  Above Expectations  Average  Below Expectations  
(Above expectations indicates fewer errors and omissions than anticipated by Project Owner.)

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

Was the PA responsive?  Yes  No

Was the PA timely with reviews and submittals?  Yes  No

Did the PA 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: \_\_\_\_\_

Sincerely,

Annie Perez, CPPO  
Director  
Procurement Department

RFQ-PA-R  
Revised 1/10/2018