

City of Miami



Daniel J. Alfonso
City Manager

To Whom It May Concern:

Subject: Reference Letter for **Project Manager**, as defined in **RFQ No. 16-17-003**.

The Following Section to be Completed by the Proposer.

Name of Proposer: _____

Name of Proposed Project Manager: _____

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 Manager (PM)**. 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 PM serve in the capacity as **PM** on this project? _____

Quality of 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 **PM** responsive? Yes No

Was the **PM** timely with reviews and submittals? Yes No

Did the **PM** 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: _____

Name of Project Owner's Representative: _____

Signature of Project Owner's Representative: _____

Title: _____

Telephone: _____ E-mail: _____

Date: _____

Sincerely,

Annie Perez, CPPO
Director
Procurement Department

City of Miami



Daniel J. Alfonso
City Manager

Please utilize the space below, as necessary.