City of Miami, Department of Procurement
Letter of Agreement – Small Business Enterprise (SBE) Program RFQ-LOA

THIS SECTION MUST BE COMPLETED BY THE PRIME CONSULTANT/PROPOSER OR DESIGN-BUILD FIRM

From: _____

Name of Prime Consultant/Proposer or Design-Build Firm

In response to City of Miami RFQ/RFP No. _____, the undersigned hereby agrees to utilize the Small Business Enterprise - Architectural & Engineering (SBE/AE) firm listed below, performing the stated work at the stated percentage, if awarded the contract. The undersigned further certifies that the firm has been contacted and properly apprised of the projected work assignment(s) to be performed upon execution of the contract with the City of Miami. Further, by signing this Letter of Agreement, the undersigned consents to adhere to the City of Miami Procurement Code 18-87, as amended.

Name of Certified SBE/AE Prime/Sub (SBE/AE meeting the goal)	SBE/AE Certification Number	SBE/AE Certification Expiration Date	Type of Work to be Performed (Technical Certification Categories)	Percentage Amount of AE fee

I certify that the representations contained in this form are, to the best of my knowledge, true and accurate.

_____ _____ _____
Proposer/Design-Build Firm's Signature   Proposer/Design-Build Firm's Name/Title (Print)   Date

THIS SECTION MUST BE COMPLETED ONLY FOR DESIGN-BUILD PROJECTS

I certify that the representations contained in this form are, to the best of my knowledge, true and accurate.

_____ _____ _____
Lead AE Firm's Signature   Lead AE Firm's Name/Title (Print)   Date

THIS SECTION MUST BE COMPLETED BY THE SBE/AE SUBCONSULTANT

ACKNOWLEDGMENT BY THE PROPOSED SBE/AE FIRM

The undersigned has reasonably uncommitted capacity sufficient to provide the required services, all licenses and technical certifications necessary to provide such services, the ability to provide such services consistent with normal industry practice, and the ability to otherwise meet the proposal specifications.

_____
Name of the SBE/AE Firm

_____ _____ _____
SBE/AE Firm Principal's Signature   SBE/AE Firm Principal's Name/Title (Print)   Date