

City of Miami



Daniel J. Alfonso
City Manager

To Whom It May Concern:

Subject: Reference Letter for **Proposer**, as defined in **RFQ No. 16-17-006**.

The Following Section to be Completed by the Proposer.

Name of Proposer: _____

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 the projects submitted to support their qualifications statement for this RFQ. The **Proposer** is requesting that you, as the Owner of the project referenced below, 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: \$ _____

Type of Project: _____

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

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

Quality of Services: ☐ Above Expectations ☐ Average ☐ Below Expectations

(Above expectations means there were fewer errors and omissions than anticipated)

Did the **Proposer** provide Program Administration Services? ☐ Yes ☐ No ☐ Limited Scope

Did the **Proposer** provide Production Management Services? ☐ Yes ☐ No ☐ Limited Scope

Did the **Proposer** provide Construction Administration Services? ☐ Yes ☐ No ☐ Limited Scope

Was the **Proposer** responsive to the Owner? ☐ Yes ☐ No

Was the **Proposer** timely in its reviews and submittals? ☐ Yes ☐ No

What Specialty Services did the **Proposer** perform? _____

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

RFQ-PP-R
Revised 12/23/2016

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Please utilize the space below, as necessary.