

City of Miami



Daniel J. Alfonso
City Manager

To Whom it May Concern

Subject: Reference Letter for the Proposer's Program Coordinator

Name of Proposer: _____ Name of Program Coordinator: _____

The above referenced Consultant is submitting on a Request for Qualifications for Transportation Program Support services that have been issued by the City of Miami. We require that the Proposer provide written references for their Program Coordinator (PC) 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: \$ _____

Delivery method: Request for Proposals Request for Qualifications Other _____

Duration Time of the Project: _____

Did this individual provide Transportation Program Administration services? Yes No

List the Program Coordinators primary tasks for the Project:

Did the Program Coordinator have a thorough understanding of and overall experience to carry out these tasks? Yes No

Did the Program Coordinator quickly resolve issues as they arose? Yes No

Was the Program Coordinator responsive to the Owner's needs? Yes No

Quality of Services: Above expectations Average Below Expectations

Comments:

Name of individual completing this form: _____ Date: _____

Signature: _____ Title: _____

Telephone: _____ E-mail: _____

Sincerely,

Jeovanny Rodriguez, P.E., Director