



**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**

From: \_\_\_\_\_  
Name of Prime Consultant/Design-Build Firm

In response to the RFQ/RFP Number \_\_\_\_\_, the undersigned hereby agrees to utilize the Small Business Enterprise (SBE) 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 project 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 Miami-Dade County Certified SBE Firm | SBE/A&E Certification Number | SBE/A&E Certification Expiration Date | Type of Work to be Performed (Technical Certification Categories) | Percentage (%) Amount of Design Fee |
|--|------------------------------|---------------------------------------|---|-------------------------------------|
|  |                              |                                       |   |                                     |

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

\_\_\_\_\_  
Principal/President's Signature                      Principal/President's Name/Title (Print)                      Date

**THIS SECTION MUST BE COMPLETED BY PROPOSED SBE FIRM (SUB-CONSULTANT)**

ACKNOWLEDGMENT BY THE PROPOSED SBE FIRM

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

\_\_\_\_\_  
Name of SBE Certified Firm

\_\_\_\_\_  
SBE Certified Firm's Principal/President's Signature                      Date

\_\_\_\_\_  
SBE Certified Firm's Principal/President's Name/Title (Print)                      Date