City of Miami

Daniel J. Alfonso
City Manager

To Whom It May Concern:

Subject: Reference Letter for **Landscape Architect (LA)**, as defined **in RFQ No. 16-17-044**.

The Following Section to be Completed by the Proposer.

Name of Proposer: _____

Name of Proposed LA: _____

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 **Landscape Architect**. 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 **LA** serve in this capacity on this project? _____

Quality of Work: ☐ 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 **Landscape Architect** responsive? ☐ Yes ☐ No

Was the **Landscape Architect** timely with reviews and submittals? ☐ Yes ☐ No

Did the **Landscape Architect** 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.