

City of Miami



Carlos A. Migoya
City Manager

To Whom it May Concern

Subject: Reference Letter for Consultant

Name of Proposer: _____

The above referenced Consultant is submitting on a Request for Qualifications that has been issued by the City of Miami. We require that the Proposer provide written references 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 Construction: \$ _____ Value of Services: _____

Type of Project: Vertical Horizontal

Description of Project: _____

Were the services rendered completed on time and within budget? Yes No
If no, was the Consultant at fault or contribute to the delay(s) or increased cost? Yes No

Quality of Services: Above expectations Average Below Expectations

Errors & Omissions: Above expectations Average Below Expectations
(Above expectations means there were fewer errors & omissions than anticipated)

Did Consultant provide inspection services thoroughly and timely? Yes No

Was the Consultant responsive to the Owner & Contractor? Yes No

Was the Consultant timely in its reviews and submittals?: Yes No

Were reports submitted timely and as required? Yes No

Comments:

Name of individual completing this form: _____ Date: _____

Signature: _____ Title: _____

Telephone: _____ E-mail: _____

Sincerely,

Gary Fabrikant
Assistant Director