

City of Miami



Carlos A. Migoya
City Manager

To Whom it May Concern

Subject: Reference Letter for Consultant's Project Manager

Name of Proposer: _____ Name of Consultant: _____

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 for their Project Manager (PM) 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 you feel is pertinent:

Name of Project: _____

Scope of work: _____

Value of Contract: \$ _____ Value of Services: _____

X P

.....

Yes No

Quality of Work: Above expectations Average Below Expectations

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

Did Errors & Omissions result in increased construction cost? Yes No

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

Was the Consultant timely with reviews and submittals? Yes No

Did the Consultant quickly resolve issues as they arose? Yes No

Comments:

Name of individual completing this form: _____ Date: _____

Signature: _____ Title: _____

Telephone: _____ E-mail: _____

Sincerely,

Gary Fabrikant
Assistant Director