

City of Miami



PEDRO G. HERNANDEZ, P.E.
City Manager

To Whom it May Concern

Subject: Reference Letter for Consultant's Project Manager

Name of Proposer: _____ Name of Project Manager: _____

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 your feel is pertinent:

Name of Project: _____

Scope of work: _____

Value of project: \$ _____ Value of Construction Observation services:

Delivery method: Design-Bid-Build CM@Risk Design-Build Other (_____)

Did Project Manager provide Construction Observation services? Yes No limited scope

Was the Project Manager responsive to the Owner & Contractor? Yes No

Was the Project Manager timely with reviews and submittals? Yes No

Did the Project Manager quickly resolve issues as they arose? Yes No

Was Construction completed on time & within budget: Yes No

If no, did the PM at contribute to the delay(s) or increased cost? Yes No

Quality of Construction: Above expectations Average Below Expectations

Comments:

Name of individual completing this form: _____ Date: _____

Signature: _____ Title: _____

Telephone: _____ E-mail: _____

Sincerely,

Gary Fabrikant
Assistant Director