

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 project: \$ _____ Value of Design Services: _____

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

Design completed on time & within budget: Yes No

If no, was the Consultant at fault or contribute to the delay(s) or increased cost? Yes No

Quality of Design: Above expectations Average Below Expectations

Errors & 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

Did Consultant provide Construction Administration services? Yes No limited scope

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

Was Consultant timely in its reviews and submittals? Yes No

Comments:

Name of individual completing this form: _____ Date: _____

Signature: _____ Title: _____

Telephone: _____ E-mail: _____

Sincerely,

Gary Fabrikant
Assistant Director