

City of Miami



PEDRO G. HERNANDEZ, P.E.
City Manager

To Whom It May Concern

Subject: Reference Letter for Proposer

Name of Proposer: _____

The above referenced Proposer is submitting a response to a solicitation 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 Proposer is requesting that you provide the following reference information relative to the services they provided as a developer/contractor. 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: _____

Final cost of services provided: \$ _____ Date Completed: _____

Was this a federally funded project? Yes No

Was Proposer responsible for marketing and sales? Yes No

Who provided the design plans? Owner Proposer

Was project completed within the initially approved budget? Yes No. If no, were the change orders owner driven? Yes No

Was project completed on time? Yes No

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

Please provide any information or details that will assist the City in its evaluation process, including any details where they impacted the project in a positive or negative manner:

Thank you for your assistance in helping us in evaluating our bid solicitation.

Name of individual completing this form: _____ Date: _____

Signature: _____ Title: _____

Telephone: _____ E-mail: _____

Sincerely,

Gary Fabrikant
Assistant Director