

City of Miami



PEDRO G. HERNANDEZ, P.E.
City Manager

To Whom It May Concern

Subject: Reference Letter for Project Manager

Name of Proposer & Project Manager: _____

The above referenced contractor 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 for their Project Manager relative to the services he/she provided as a Project Manager for your project. 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: _____

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

Was this a federally funded project? Yes No

Project Manager's knowledge of federal HUD requirements? above expectations met expectations
 below expectations

Did Owner provide the design plans? Yes No

Management of Project: above expectation met expectation below expectation

Communication: above expectation met expectation below expectation

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, were the change orders owner driven?
 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