

# 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 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:

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Name of individual completing this form: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Sincerely,

Gary Fabrikant  
Assistant Director