

City of Miami



PEDRO G. HERNANDEZ, P.E.
City Manager

To Whom It May Concern

Subject: Reference Letter for Construction Supervisor

Name of Proposer: _____

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 Contractor is requesting that you provide the following reference information relative to the services they provided as a Construction Supervisor. 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 Project Cost provided: \$_____ Date Completed: _____

Did the work involve an assessment phase? Yes No

Management of the Project? above expectation met expectation below expectation

Was project completed within the contract value? Yes No. If no, were the change orders owner driven? Yes No

Was project completed on time? Yes No

If no, was the contractor 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