



6601 Main Street • Miami Lakes, Florida, 33014

Office: (305) 364-6100

Website: www.miamilakes-fl.gov

To Whom it May Concern

Subject: Reference Letter for Project Manager

Name of Proposer: _____ Name of Project Manager _____

The above referenced Project Manager is submitting on a Request for Proposals that has been issued by the Town of Miami Lakes. We require that the Proposer provide written references for the Project Manager, relative to the services he/she provided as a Project Manger for your contract/project, with their submission. We would appreciate you providing the information requested below:

Name of Contract: _____

Scope of work: _____

Value of contract: \$ _____

Was the work performed on time: ☐ Yes ☐ No

Was the contract, or were the services completed or provided within budget: ☐ Yes ☐ No

If no, did the Project Manager contribute to the delay(s) or increased cost? ☐ Yes ☐ No

Causes for Delays or Cost Increases: ☐ Project Manager ☐ Owner ☐ Other

Management of Service Delivery: ☐ Above expectations ☐ Average ☐ Below Expectations

Quality of Service Provided: ☐ Above expectations ☐ Average ☐ Below Expectations

Was the Project Manager responsive to the Owner? ☐ Yes ☐ No

Did the Project Manager quickly resolve issues as they arose? ☐ Yes ☐ No

Thank you for assisting the Town in evaluating the responses to our solicitation.

Comments: (Please provide any information or details that will assist the Town in its evaluation process)

Name of individual completing this form: _____ Date: _____

Signature: _____ Title: _____

Telephone: _____ E-mail: _____

Sincerely,

Gary Fabrikant
Procurement Manager

Form RFP-PM-R