

# Request for Information (RFI)

Ask the question once, with the reference, and keep the answer on the record.

How to use: fill in the shaded cells. Gray italic text shows examples of what to enter.

| RFI Details |                          |                |           |           |  |
|-------------|--------------------------|----------------|-----------|-----------|--|
| Project     |                          |                | Project # |           |  |
| RFI #       | RFI-001                  | Date submitted |           | Needed by |  |
| Status      | Open / Answered / Closed |                |           |           |  |

| From / To      |  |         |  |
|----------------|--|---------|--|
| From (company) |  | Contact |  |
| To (company)   |  | Contact |  |

| References   |               |             |                      |                 |                    |
|--------------|---------------|-------------|----------------------|-----------------|--------------------|
| Spec section | e.g. 03 30 00 | Drawing ref | e.g. S-201, Detail 4 | Location / area | e.g. Level 2, east |

| Question                                                                                                            |  |
|---------------------------------------------------------------------------------------------------------------------|--|
| Subject                                                                                                             |  |
| Describe the question or information needed. Be specific about the conflict or gap, and attach markups if needed... |  |
|                                                                                                                     |  |

| Suggested Solution (optional)                   |  |
|-------------------------------------------------|--|
| If you have a proposed answer, state it here... |  |
|                                                 |  |

| Impact      |                |                 |                |                 |  |
|-------------|----------------|-----------------|----------------|-----------------|--|
| Cost impact | Yes / No / TBD | Schedule impact | Yes / No / TBD | Days (if known) |  |

| Response                                     |  |
|----------------------------------------------|--|
| Response to the question, with references... |  |
|                                              |  |
| Responded by                                 |  |
| Date                                         |  |

| Attachments                                                |  |
|------------------------------------------------------------|--|
| List attachments, e.g. marked-up S-201, photo of condition |  |
|                                                            |  |