Request For Information (RFI)

Project Name: _____   RFI No: _____

Client Name: _____   Date Received: _____

RFI From: _____   Date Required: _____

RFI To: _____   Date Responded: _____

Specification No.: _____

☐ RFI   ☐ Design Modification   ☐ Proposed VE

☐ Standard Specification   ☐ Supplemental Specification ☐ Special Provision

REQUEST:

PROPOSED SOLUTION / SUGGESTION:

By:	Signature:	Date:

RESPONSE:

(insert "request" comments)

By:	Signature:	Date:

After reviewing the response, will the following occur:

a) Change Order   ☐ Yes ☐ No

b) Increased in Contract Working Days: ☐ Yes ☐ No