



Request for Information - RFI

TO:

FROM:

PROJECT:

ISSUE DATE:

RFI No. _____

POD/UTL No.

COPIES TO:

RFI DESCRIPTION: *(Describe the question or type of information requested)*

REFERENCES/ATTACHMENTS: *(List specific documents when seeking the information requested)*

SPECIFICATIONS:

DRAWINGS:

OTHER:

SENDER'S RECOMMENDATION: *(List any recommended solutions, include cost and/or schedule considerations)*

RECEIVER'S REPLY:

By: _____ **Date:** _____ **Copies to:** _____

Note: *This reply is not an authorization to proceed with work involving additional cost, time or both. If any reply requires a change to the Contract Documents such as a Change Order, Construction Change Directive or a Minor Change in the work, then the change must be executed in accordance with the Contract Documents.*