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.