

## **RFI Process**

RFI's should be numbered consecutively by the contractor and/or be designated with an alpha character to represent the design discipline or drawing from which it comes. Example: RFI- A1: 1<sup>st</sup> RFI request on architectural drawings; RFI-P2: 2<sup>nd</sup> RFI request on plumbing drawings.

It is imperative that responses to RFIs be made in a timely manner to avoid impacting the contractor's work. Many RFIs can be addressed from the field by the CMR with their knowledge of the drawings and specifications or can be addressed at the weekly coordination meeting. On some jobs, a listing of outstanding RFI requests and status is appropriate to cover at the meetings.

CMR and COR need to determine if the response to the RFI will result in a change to the contract. If a modification is required consult with the COR and CO to issue a request for proposal (refer to section on Modifications).

If the RFI is not considered a change to the contract than respond on or before the response date shown.