**1.0 PURPOSE**

1.1 To define the responsibilities and describe the methods and documents to review and process a Request for Information (RFI).

**2.0 SCOPE**

2.1 This procedure applies to questions, conflicting information, problems or lack of clarity that may occur with design drawing and specification documents that require clarification or resolution by the Design-Bid-Build Owner’s Rep or the Design-Build design consultant.

2.2 Some RFI’s may initiate changes to the scope of work described in the contract documents that will necessitate Contract Change Orders.

**3.0 DEFINITIONS**

3.1 Design Documents: Drawings and specifications.

3.2 RFI: Request for Information.

3.3 Project Manager: Contractor Project Manager

**4.0 RESPONSIBILITIES**

4.1 The Project Manager shall review the RFI’s as identified by the originator.

4.2 The Project Manager shall administer the RFI process.

4.3 The Project Manager shall issue Request for Contract Change Order, if required.

**5.0 PROCEDURE**

5.1 RFI forms shall be made available for all Subcontractors and Contractor personnel.

5.2 A RFI may be originated by the various Subcontractors' representatives or Contractor project personnel and sent to the Contractor Project Manager for action.

5.3 All RFI’s will be logged in at Contractor Document Control and assigned a sequential project RFI identification number such as Project RFI 001. [Another option is to include the date in the number Project RFI 2019-12-30-001 so as to provide a timing capability as to resolution with all RFIs.]

5.4 For Design Build projects, the design consultant shall provide the requested information or clarification as quickly as possible and return the completed RFI to Contractor where it will be logged, reviewed and if clear, distributed to the Construction Department. A copy of the completed RFI will also be forwarded to the Owner’s Rep for information.

5.5 **For Design-Bid-Build** (conventional) projects, the Owner’s Rep shall be the point of contact for the RFI. Contractor may choose to provide this QMP to the Owner’s Rep prior to identification of any RFIs so that all agree to the process. The Owner’s Rep shall process and return the completed RFI to Contractor where it will be logged, reviewed and if clear, distributed to construction personnel.

5.6 Should the response to the RFI result in an increase in cost or extension of time, Contractor may initiate a Change Order.

5.7 Periodically, (weekly) a printout or list of unanswered RFI’s shall be distributed within Contractor for information and the Project Manager shall expedite responses to the RFI’s from the responsible party involved.

**6.0 REFERENCES**

6.1 Quality Manual

**7.0 ATTACHMENTS**

7.1 Request for Information form.

Originated By: **//\_**

Project Manager Date

Reviewed By: **//**

Quality Manager Date