REQUEST FOR INFORMATION (RFI)

PROJECT AND ROUTING

PROJECT	PROJECT NO.
RFI NO.	DATE SENT
TO (ARCHITECT / ENGINEER)	FROM (CONTRACTOR)
RESPONSE NEEDED BY	PRIORITY

REFERENCE

SUBJECT	DISCIPLINE
DRAWING / SHEET	SPEC SECTION
LOCATION	ATTACHMENTS

QUESTION (one question per RFI; say what the documents show and why it does not work)

SUGGESTED SOLUTION (optional, from the contractor)

POSSIBLE IMPACT

COST IMPACT	SCHEDULE IMPACT

RESPONSE (by the architect or engineer)

ANSWERED BY	DATE ANSWERED

An RFI response clarifies the contract documents. If it changes cost or time, the change goes through a change order or an ASI, not this form.

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