# REQUEST FOR INFORMATION NUMBER: XXX

**ATTENTION:** Name of A/E firm administering the Project

Attn: A/E Project Manager

A/E Project Managers e-mail address

**PROJECT NAME: Project Number and Name**

Client Name

**SUBJECT: Basic Description of Issue/Information Requested**

**Date Submitted:** Month, Date, Year **Requested Response:** Month, Date, Year

**Submitted By:** General Contractors Representative

**Information Requested:**

Provide written description of the issue and the information needed.

Spec/Dwg. Reference: List any references to project specifications or drawings as necessary for A/E to quickly and completely provide the needed information.

**Suggested Resolution:**

Contractor/Subcontractor/Supplier to provide a recommendation on how to best resolve the issue without impacting contract time or contract sum.

**Impacts Contract Time:** Yes or No **Impacts Contract Sum** Yes or No

***Note:*** *Contractor has seven (7) calendar days from receipt of response to RFI to notify A/E, in writing per General Conditions 7.02 and 7.03 and “Notice” shall be as defined in General Conditions 1.01 Definitions.*

**Answer:**

Provide written direction to resolve the issue presented. List any attached documentation necessary to provide full and complete response. If A/E believes solution will result in impact to Contract Time or Contract Sum, issue a Field Authorization or Change Order Proposal as appropriate.

Due to the response above, A/E WILL or WILL NOT Issue a change document (COP or FA) within seven (7) days to resolve.

**Impact Contract Time:** Yes or No **Impact Contract Sum** Yes or No

A/E Response By: A/E Representative, Representing Firm Date: