

SECTION 006300 - REQUESTS FOR INFORMATION (RFI)

PART 1 - GENERAL

- 1.1 This document is for issuance at the Post Bid/Pre-Construction Conference and specifies administrative and procedural requirements for handling requests for information (RFI's) made after award of Contract.
- 1.2 Attention is directed to Sections 01 33 00 and 01 32 00 of Division #1 as same concerns construction progress schedules, submittal schedules and submittals of shop drawings, samples and product data in general.
- 1.3 SUBMITTAL PROCEDURES: RFI's shall be submitted in the following manner:
 - A. One (1) completed copy of form following to Architect and Construction Manager with copies to Owner (as directed) and appropriate Consultants with the following minimum information:
 1. Work identified by RFI listing affected Drawing(s) and specific detail(s) and Specification paragraph reference(s).
 2. Identify specific field conditions and "as-built" conditions on sketches attached to RFI submittal.
 3. If RFI addresses conflict(s) in, or between, Contract Documents, describe completely and provide such data necessary to permit thorough and proper response by affected discipline.
 4. Indicate proposed solution along with any impacts on cost and construction time.
 5. Listing of Trade/Specialty Contractors affected by RFI and indication that RFI proposal has been coordinated with said contractors.

INCOMPLETE RFI's WILL BE RETURNED TO CONTRACTOR WITHOUT ACTION TAKEN.

- 1.4 REVIEW PROCEDURES/ACTIONS
 - A. Architect/Engineer may request additional information or documentation as may be deemed necessary for fair evaluation of RFI.
 - B. Architect/Engineer will respond with reasonable promptness as outlined in Section 01 33 00 in writing and may, if deemed appropriate, issue a "Bulletin" as a clarification to the Contract Documents.

****End of Section****