

## SECTION 006300 – REQUESTS FOR INFORMATION (RFI)

### PART 1 - GENERAL

#### 1.01 SUMMARY

- A. Refer to Article 6 (T) of the General Conditions.
- B. 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.
- C. Attention is directed to Sections 013300 and 013200 of Division #1 as same concerns construction progress schedules, submittals of shop drawings, samples and product data in general.

#### 1.02 SUBMITTALS PROCEDURES: RFI's shall be submitted in the following manner:

- A. One (1) completed copy of form following to Architect 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.

#### 1.03 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 013300 in writing and may, if deemed appropriate issue a "Bulletin" (as defined in the General Conditions) as a clarification to the Contract Documents.