

1. Transmit requests for interpretation to Engineer in accordance with Section 01 31 26, Electronic Document Protocol, and requirements of this Section. Include with each request for interpretation a separate letter of transmittal.
2. Engineer's response to requests for interpretation will be transmitted in accordance with Section 01 31 26, Electronic Document Protocol, and requirements of this Section. Each response to a request for interpretation will include a separate letter of transmittal.
3. Engineer's written response to each request for interpretation will be distributed to:
 - a. Contractor.
 - b. Owner.
 - c. Resident Project Representative (RPR).
4. If Engineer requests additional information to make an interpretation, entity requesting the interpretation shall transmit the information requested within ten days, unless Engineer allows additional time, via correspondence referring to request for interpretation number.
5. If Contractor or Owner believes that a change in the Contract Price or Contract Times or other change to the Contract is required as a result of Engineer's interpretation, advise Engineer in writing before proceeding with the Work associated with the request for interpretation.
6. If, after this initial communication, either Owner or Contractor believes that change in Contract Price or Contract Times, or other relief with respect to the terms of the Contract is necessary, recourse shall be in accordance with the Contract Documents.

C. Preparation of Requests for Interpretation:

1. Prepare each request for interpretation on the "Request for Interpretation" form included with this Section, or other form acceptable to Engineer.
2. Numbering system for Requests for Information shall be the Contract number and designation followed by a hyphen and three-digit sequential number. Example: First request for interpretation on the general contract for project titled, "Contract A15" would be, "RFI No. A15-GC-001".
3. In space provided on form, describe the interpretation requested. Provide additional sheets as necessary. Include text and sketches as required in sufficient detail to describe the need for an interpretation.
4. When applicable, request for interpretation shall include Contractor's recommended resolution.

1.3 WRITTEN CLARIFICATIONS

A. General:

1. Written clarifications, when required, will be initiated and issued by Engineer.
2. Written clarifications do not change the Contract Price or Contract Times, and do not alter the Contract Documents.

B. Procedure.

1. Engineer's written clarifications will be transmitted as correspondence in accordance with Section 01 31 26, Electronic Document Protocol, and requirements of this Section.
2. Each written clarification will be distributed to:
 - a. Contractor.
 - b. Owner.
 - c. Resident Project Representative (RPR).
3. If Contractor or Owner believes that a change in the Contract Price or Contract Times, or other change to the Contract is required as a result of Engineer's written clarification, advise Engineer in writing before proceeding with the Work associated with the written clarification.
4. If, after this initial communication, either Owner or Contractor believes that change in Contract Price or Contract Times, or other relief with respect to the terms of the Contract is necessary, recourse shall be in accordance with the Contract Documents.
5. If Engineer's written clarification is unclear, prepare and transmit a request for interpretation.

1.4 MINOR CHANGES IN THE WORK AND FIELD ORDERS

A. General:

1. Field Orders, when required, will be initiated and issued by Engineer in the form of Engineers Joint Contract Documents Committee document EJCDC[®] C-942, "Field Order".

B. Procedure.

1. Field Orders will be transmitted in accordance with Section 01 31 26, Electronic Document Protocol, and requirements of this Section. Each Field Order will include a separate letter of transmittal.
2. Each Field Order will be distributed to:
 - a. Contractor.
 - b. Owner.
 - c. Resident Project Representative (RPR).
3. If Contractor or Owner believes that a change in the Contract Price or Contract Times or other change to the Contract is required as a result of a Field Order, so advise Engineer in writing before proceeding with the Work associated with the Field Order.
4. If, after this initial communication, Contractor believes that change in Contract Price or Contract Times, or other relief with respect to the terms of the Contract is necessary, recourse shall be in accordance with the Contract Documents.
5. If the Field Order is unclear, submit request for interpretation.

1.5 WORK CHANGE DIRECTIVES

A. General: