

SECTION 012613

REQUESTS FOR INFORMATION

PART 1 - GENERAL

1.1 REQUIREMENTS INCLUDED

- A. This Section specifies the general methods and requirements of Requests for Information (RFIs).

1.2 RELATED WORK

- A. Additional requirements may be specified in the General Conditions.
- B. Submittals are included in Section 013000.
- C. Project Record Documents are included in Section 017839.

1.3 REQUESTS FOR INFORMATION

- A. When the Contractor believes that additional information or clarification of a contract requirement is needed, it may initiate a Request for Information
- B. RFIs may relate to Technical matters or Administrative matters. The RFI process shall be limited to the clarification of technical and/or administrative matters. While the response to an RFI might lead to a change in the contract scope, cost or time, RFIs are not a substitute to the notification requirements stipulated in the General Conditions.
- C. A response to an RFI may authorize minor changes to the contract consistent with the terms of the contract related to the responsibilities and limitations of authority of the City.
- D. A response to an RFI is not an authorization to perform any additional work that would require that change order or written amendment to the contract. If the Contractor believes the response to an RFI requires a change to the contract, Contractor shall promptly provide written notice to the City in accordance with the General Conditions.
- E. RFIs are not a substitute for the Submittals process specified elsewhere.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION

3.1 ORIGINATION

- A. The Contactor shall originate RFIs.
1. RFIs numbering shall be sequential. In the event that an answered RFI results in a follow-up inquiry, the follow-up shall maintain the same number as the original, appended with a suffix.
 2. Include Specification Section(s), Drawing(s), or detail(s) for which information is requested.
 3. Attach drawings, sketches, photographs or other relevant information.
 4. If the question concerns an interpretation of the Contract Documents, enter the Contractor's interpretation.
 5. Indicate the date by which the Contractor requests a reply.
 6. Sign the appropriate portion of the form.
- B. RFIs may not be submitted by subcontractors or suppliers. When a subcontractor or supplier generates a request for information or clarification to the Contractor, the Contractor shall incorporate such requests into the required format.
- C. Contractor shall maintain a log of all RFIs including the date originated, date delivered, and date answered.

3.2 PROCESSING

- A. Contractor shall submit all RFIs to the City for processing via email. Engineer must be copied on RFI and the subject line must contain the project name and the letters "RFI".
- B. Technical RFIs will generally be reviewed and answered by the respective discipline Engineer or architect. The Engineer will forward the RFI response to the City and Contractor.
- C. Administrative RFIs will generally be reviewed and answered by the Engineer in consultation with the City. The Engineer will then forward the RFI response to the City and Contractor.
- D. The Engineer will generally respond to RFIs within seven calendar days of receipt – depending on the complexity of the inquiry.

3.3 RESPONSES

- A. If the RFI contains sufficient clarity, the Engineer will insert a response in the lower portion of the RFI form, sign and date the response; and, return the completed form to the City and Contractor.
- B. If the RFI does not contain sufficient clarity, the Engineer may request additional information, from the Contractor.
- C. Engineer will distribute copies to the City and project files.
- D. Engineer will maintain a log of all RFIs including the date received and date returned to Contractor.

3.4 RECORD INFORMATION

- A. Contractor shall include all clarifications obtained through the RFI process into the record information in accordance with Section 017839.

END OF SECTION