

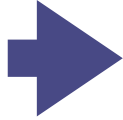
RMW CA forms

the "Notice of Clarification"



HOW AND WHEN TO USE IT

USE WHEN the contractor, through an RFI or otherwise, asks for information on the work that is already included in the Contract Documents. The answer should **ONLY CLARIFY** the content of the contract documents, **NOT MODIFY IT** (that is, the answer should not add or delete anything in the contract documents).



WHERE IS THE FORM?

The form is in Rspace in Word and PDF formats.

WHY IS IT IMPORTANT

This form contains a clause that informs the contractor that the clarification does not modify the scope of work, so no changes to the **CONTRACT TIME OR SUM** are allowed.

EXAMPLES

- The contractor asks where to apply a special coating and you direct the contractor to the schedule in the drawings and the section in the specs.
- The contractor asks for a dimension and you direct the contractor to the applicable detail.
- For questions regarding coordination among disciplines.
- Typos or mistakes not altering the scope.

USE this form to track and sort RFI's: Valid RFIs resulting from lack of clarity or coordination in the documents, and unnecessary RFIs.

RISK MANAGEMENT

BEFORE YOU SEND OUT THIS FORM, make sure that the answer does not add cost or time to the contract and that you are **ONLY** clarifying what is already in the documents.

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Sacramento, CA 95811

Tel 916.449.1400
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CLARIFICATION NOTICE

No. [Number]

| | | | |
|-------------|---|------|--|
| project no. | [Number] | date | [Date] |
| project | [Title] [Address - Street] [City, State, Zip] | to | [Name] [Contractor's organization name] [Address - Street] [City, State, Zip] |

This Clarification Notice is issued for the purpose of clarifying the Contract Documents based on an interpretation reasonably inferable from the Contract Documents, and therefore has no effect on the Contract Sum or Contract Time. Proceeding with Work in accordance with this Clarification Notice indicates acceptance with no change in the Contract Sum or Contract Time.

procurement and contracting requirements

| | doc.no. | document title | CLARIFICATION |
|---|---------|----------------|---------------|
| 1 | [No.] | [text] | [text] |
| 2 | [No.] | [text] | [text] |
| 3 | [No.] | [text] | [text] |

specifications

| | section no. | section title | CLARIFICATION |
|---|-------------|---------------|---------------|
| 1 | [No.] | [text] | [text] |
| 2 | [No.] | [text] | [text] |
| 3 | [No.] | [text] | [text] |

drawings

| | sheet no. | sheet title | CLARIFICATION |
|---|-----------|-------------|---------------|
| 1 | [No.] | [text] | [text] |
| 2 | [No.] | [text] | [text] |
| 3 | [No.] | [text] | [text] |
| 4 | [No.] | [text] | [text] |
| 5 | [No.] | [text] | [text] |
| 6 | [No.] | [text] | [text] |
| 7 | [No.] | [text] | [text] |

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[date]
[Project Name]
RMW No. [number]

CLARIFICATION NOTICE

No. [number]

| | sheet no. | sheet title | CLARIFICATION |
|----|-----------|-------------|---------------|
| 8 | [No.] | [text] | [text] |
| 9 | [No.] | [text] | [text] |
| 10 | [No.] | [text] | [text] |

sketches

| | sketch no. | sketch title | CLARIFICATION |
|---|------------|--------------|---------------|
| 1 | [No.] | [text] | [text] |
| 2 | [No.] | [text] | [text] |
| 3 | [No.] | [text] | [text] |

Issued by: [Name]

| | | | | |
|-----------------|-------------------------------------|-------------------------------------|-------------------------------------|----------------------------------|
| distribution to | <input type="checkbox"/> Owner | <input type="checkbox"/> Civil | <input type="checkbox"/> Mechanical | <input type="checkbox"/> [Other] |
| | <input type="checkbox"/> CM | <input type="checkbox"/> Landscape | <input type="checkbox"/> Plumbing | <input type="checkbox"/> [Other] |
| | <input type="checkbox"/> Contractor | <input type="checkbox"/> Structural | <input type="checkbox"/> Electrical | <input type="checkbox"/> [Other] |

END OF CLARIFICATION NOTICE