Processing RFIs

CAREFUL! RFI'S ARE TIME SENSITIVE, so process them efficiently and keep track.

When processing, mark the RFIs that address issues which are indicated on the **Drawings or Specs** (superfluous). You can make them with something like "The clarification requested is for an item already indicated on the documents. so this RFI was answered only as a courtesy the to the Contractor". If needed, these RFIs can be issued separately to help with risk management or some other reason.

KEEPING RECORDS

 Maintain the RFI log using the RMW form or software such as NEWFORMA.

IF YOU ARE NOT SURE
OF WHAT INFORMATION
GOES WHERE,
COORDINATE WITH THE
SPECIFIER

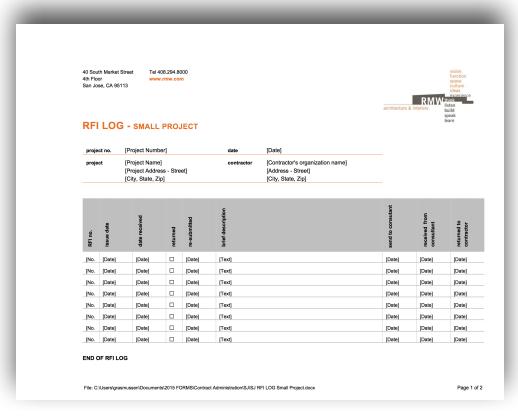
INFORMATION IN THIS MODULE IS TAKEN FROM the MASTERSPEC evaluations.

DOs and DO NOTS (AIA GUIDELINES and our specs)

- RFIs have become one of the primary tools used by contractors to obtain resolution of conflicts within the Contract Document as well as clarifications about the Contract Documents and other project information not available from the Contract Documents.
 - RDIs may also be used by the Owner and the Architect when requesting information
 from the other parties. When used judiciously, they provide a means for the parties to
 inquire and receive information for items that are not documented, and they allow both
 questions and answer.

RISK MANAGEMENT

- Contractors sometimes use RFIs to support claims for delays in the construction schedule, claims that the Contract Documents are inadequate, and claims that the design professional is non-responsive.
- Contractors may be inadequately studying and comparing the Contract Documents, or not coordinating their own work, and are in fact creating unnecessary RFIs to bolster their claims for extra compensation. For these reasons, clear procedures for RFIs and conditions for their use should be included in the specifications.
- If the Contractor is using an application to maintain these records on line, keep a copy of each RFI in the project folder. These will be needed in case of claims.



AIA Document G716 Request for Information (RFI)

| то: | FROM: |
|---------------------------------|---|
| PROJECT: | ISSUE DATE: |
| | REQUESTED REPLY DATE: |
| PROJECT NUMBERS: | COPIES TO: |
| | |
| RFI DESCRIPTION: (Fully descri | be the question or type of information requested.) |
| REFERENCES/ATTACHMENTS: | (List specific documents researched when seeking the information requested.) |
| SPECIFICATIONS | DRAWINGS OTHER |
| / | |
| recommended solution, including | (If RFI concerns a site or construction condition, the sender may provide a g cost and/or schedule considerations.) |
| recommended solution, including | |