

REQUEST FOR INFORMATION

| | | | |
|-------------------------|-------------------|------------------------------|------------------------------|
| PROJECT NAME | | RFI NUMBER | |
| | | | |
| PROJECT LOCATION | | | |
| | | | |
| PROJECT ID | DRAWING ID | DATE OF REQUEST | DEADLINE FOR RESPONSE |
| | | | |
| RFI OVERVIEW | | SECTION(S) REFERENCED | |
| | | | |
| CHANGE IN COST | | CHANGE IN TIME | |
| NO CHANGE | | NO CHANGE | |
| INCREASE IN COST | | INCREASE IN TIME | # of Days = |
| DECREASE IN COST | | DECREASE IN TIME | # of Days = |

| | |
|---------------------------------------------|------------------------|
| REQUEST / CLARIFICATION REQUIRED | |
| | |
| NAME & TITLE OF REQUESTING PARTY | DATE OF REQUEST |
| | |
| REQUESTING PARTY EMAIL | PHONE |
| | |

DETAILS OF NECESSARY CHANGES WITH COST AND SCHEDULE IMPACT

RESPONSE

| NAME & TITLE OF RESPONDING PARTY | DATE OF RESPONSE |
|----------------------------------|------------------|
| RESPONDING PARTY EMAIL | PHONE |
| | |
| | |

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