

# Simple Construction RFI Form Template - Example

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## Request Description

The current mechanical drawing (Sheet M202) shows a 36" x 18" HVAC duct running along the east corridor on Level 2. The structural drawing (Sheet S103) places a W18x40 steel beam in the same space, creating a conflict. The duct cannot pass through the beam location as designed.

The general contractor has requested a resolution to this conflict before installation begins to prevent schedule delays.

## Response

XYZ Mechanical Services has reviewed the conflict and proposes the following resolution options:

### Option 1: Duct Size Modification (Preferred Solution)

Reduce the duct height from 18" to 14" to maintain airflow requirements while clearing the beam. Increase the duct width to 40" to compensate for the reduced height and maintain airflow volume. Verify updated dimensions with the structural and MEP engineers before implementation.

### Option 2: Duct Rerouting (Alternative Solution)

Shift the duct 24" west to avoid the beam entirely. Rerouting will require a minor adjustment to sprinkler and electrical conduit layouts. This solution may affect ceiling height in adjacent rooms, requiring coordination with the architect.

### Estimated Impact on Cost & Schedule

Option 1: No significant cost impact; minor fabrication changes. No additional time required.  
Option 2: Potential increase of \$3,500 due to added duct material and labor. Requires two additional workdays.

### Next Steps & Approvals

We recommend proceeding with Option 1, pending approval from the project structural engineer. Please confirm the selected solution by March 18, 2024, to prevent delays in mechanical system installation.

<b>Response Prepared By</b>	Brian Gorman, Senior Project Engineer		
<b>Attachments?</b>	Yes - Marked-up drawings included	<b>Number of Pages</b>	3

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Response	

Response Prepared By			
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