



Request for Information (RFI)

Project Name: _____
Project No. _____

RFI No. _____
Date: _____

To: _____

From: _____

Attn: _____

Subject:		Reply Req'd By:	
Dwg./Spec. No.		Detail/Sect. No.	
Problem/Recommended Solution:			
Problem Presented By:		Date:	Reviewed/Submitted By:
			Date:
Distribution:			
Response:			
Response Presented By:		Date:	UW Reviewed By:
			Date:
Owner's Rep.	Date:	<input type="checkbox"/> Approve <input type="checkbox"/> Reject	Remarks:
			COP Req'd: <input type="checkbox"/> Yes <input type="checkbox"/> No
Distribution:			

NOTE: This is not a notice to proceed with work involving additional cost and/or time. Notification must be given in accordance with the contract documents, if any response causes any change to the contract documents.