**University of Washington**
**Capital Projects Construction Office**

# Request for Information (RFI)

Project Name: _____ RFI No. _____

Project No. _____ Date: _____

**To:** _____ **From:** _____

_____ _____

_____ _____

**Attn:** _____

| | |
|---|---|
| Subject: | Reply Req'd By: |
| Dwg./Spec. No. | Detial/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: | [ ] Approve<br>[ ] Reject | Remarks: | COP Req'd:<br>[ ] Yes [ ] 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.