

## **PROCEDURES FOR HANDLING CONTRACTOR REQUESTS FOR INFORMATION (RFIs)**

1. In response to a differing site condition, an unforeseen condition, an error, omission, conflict or ambiguity in a Contract Document, or other cause, the Contractor shall prepare and submit a Contractor-authenticated written request for clarification or information (hereinafter collectively referred to as a "Request for Information" or "RFI") to the Contracting Officer's Technical Representative (COTR). The RFI shall be articulate and complete, and shall, as appropriate and/or necessary, be accompanied by an attached sketch(es), photograph(s) or other supplemental documentation. In addition, the RFI shall provide a required response date and, where appropriate, include a Contractor-proposed resolution. (See RFI form)
2. The COTR shall evaluate and, if appropriate, prepare a written response to the RFI. The response shall be provided within the "Response" space on the RFI form, and the COTR shall sign and date the RFI form in the designated spaces. In addition, the COTR shall indicate whether in the COTR's opinion the response constitutes a change to the Construction Contract.
3. If unable to respond directly to the RFI, the COTR shall forward the RFI to the appropriate party for the drafting of the appropriate response:
  - a) Government Engineering Division Representative, or
  - b) Government Construction Division Representative, or
  - c) If specifically authorized, to the Architect-Engineer's Representative.
4. If forwarded to others for response, the COTR shall suspense the original copy of the Contractor's RFI and shall follow-up as necessary with the Receiver to ensure a timely response.
5. When forwarded for a response, the Receiver shall provide a written response in the "Response" space on the forwarded copy of the Contractor's RFI or, if necessary due to space limitations or other reasons, in a separate written memorandum to the COTR.
6. However, in the case of a response prepared by the Architect-Engineer, the Architect-Engineer shall respond in writing to the party forwarding the Contractor's RFI to the Architect-Engineer. If this party is other than the COTR, the party (hereinafter referred to as the "Responsible Party") receiving the Architect-Engineer's response shall, upon review, forward the Architect-Engineer's response to the COTR. When forwarding the Architect-Engineer's response, the Responsible Party shall indicate whether, in their opinion, the Architect-Engineer's response constitutes a change to the Construction Contract.
7. Upon receipt of the Responsible Party's RFI response, the COTR shall review the response and, if the COTR is in agreement with the response, shall document the response on the Contractor's original RFI, sign and date the form, and forward the response to the Contractor. If, in the COTR's opinion, the response does not constitute a change to the Construction Contract, the COTR shall so indicate on the RFI form. Conversely, if, in the COTR's opinion, the response does constitute a change to the Construction Contract, the COTR shall prepare the necessary contract modification documents.
8. Upon receipt and review, should the COTR determine that the Responsible Party's response cannot be implemented in the field, the COTR shall amend the response as appropriate to reflect existing field or other conditions. If the COTR's amended response constitutes a design change or otherwise significantly amends or alters the Responsible Party's response, the COTR shall inform the Responsible Party and confirm the COTR's amended response.
9. The COTR shall provide informational copies of all Contractor RFIs and COTR responses to the project RFI files, Contract files, the Responsible Party, and others as appropriate.
10. Telephonic conferences between the COTR, the construction contractor and the Responsible Party are encouraged, unless otherwise specifically prohibited, to be held to provide timely responses to critical issues, resolve simple ambiguities or conflicts, etc. In instances where telephonic conferences are employed, they shall be documented by the COTR and confirmed in writing. Responses to the Contractor's RFIs shall be documented using the attached form.