

SECTION 01800 – REQUEST FOR INFORMATION

PART 1 - GENERAL

1.1 SECTION INCLUDES

- A. This Section provides for the preparation and submission of a Request For Information (RFI).
- B. Each Section incorporates this Section by reference and is incomplete without the provisions stated herein.

1.2 ORIGINATION

- A. Requests for Information (RFIs) are generated by General Contractor for a project and are numbered accordingly. Questions from subcontractors shall be directed to the General Contractor, rather than directly to architect.
 - 1. All contractual relationships shall be clarified by the Owner.
 - 2. RFIs shall be generated using the established attached form describing pertinent project data and contractor information, concerns, and proposed solutions.
 - 3. The General Contractor shall fax clarifications, or correspond directly with the architect.

1.3 SUBMISSION

- A. General Contractor shall fax the RFI to the architect. The fax to the architect shall be addressed to the Construction Coordinator. The standard Request for Information form shall be utilized.
 - 1. Owner shall introduce this process to the General Contractor for the project.
 - 2. For a phoned-in RFI, the standard RFI form shall be completed by the recipient of the call and processed through normal channels. Phoned-in RFIs are discouraged to minimize errors in interpretation of the question.
- B. The Construction Coordinator shall promptly deliver the RFI to the appropriate Design Team member who will then review and initiate the research process. Additionally, the Construction Coordinator and Project Manager shall monitor the status of the RFI throughout the day to ensure that the appropriate action is underway.
- C. A reply or status report shall be provided to the General Contractor and Owner within 24 hours.

- D. The Design Team member shall study the RFI and formulate a cursory reply. Once the Team member reaches a conclusion or questions arise, the Team member shall consult with the appropriate Project Manager for confirmation of the desired solution or to obtain the most appropriate solution. Any Discipline Leader, Project Manager and/or Program Manager will be utilized for instructions, opinion, and guidance.
- E. The subject matter contained in an RFI may require additional data from other sources.
 - 1. The subject matter contained in an RFI may be unclear and require additional data from the General Contractor.
 - a. In this case, the appropriate Project Manager and/or Program Manager shall accompany the Team member in contacting the General Contractor and/or the Owner.
 - b. A telephone conversation record of all calls shall be recorded and copied to the General Contractor and the Owner and always be attached to the RFI response.
 - 2. Should the subject matter contained in an RFI require input from the Owner, the Project Manager will fax the RFI form to the Owner along with the original RFI and all supportive documentation.
 - a. The information requested as needed from the Owner should be so noted under the category heading "ADDITIONAL INFORMATION REQUIRED".
 - b. Any RFI containing a major product substitution must be discussed with the Owner prior to resolution. In any event, the Owner shall be notified of the RFI status within 24 hours of receipt at architects office.
- F. Once the Design Team member has concluded research into the RFI and formulated a final response in adequate detail (referencing drawing plans, sections, and details as well as specification paragraphs), the reply shall be prepared using the Master RFI Reply Form. RFI responses should contain clear and concise written replies with details, specifications, sketches, etc., if appropriate. All categories of the RFI shall be addressed. The intent of the RFI response is to completely resolve the issue and eliminate the need for further discussions.
- G. The RFI shall then be delivered to the Project Manager for approval and signature prior to returning it to the General Contractor. The complete RFI package will include a Fax Transmittal Form appropriately filled out. In the event that the Project Manager is not immediately available, the RFI shall be submitted directly to the Program Manager.
- H. Under no circumstances shall the Team member allow the absence of the Discipline Leader, Project Manager, or Program Manager to hold up release of the RFI. If no one is available, the next appropriate party in the chain of command outside the immediate design team and/or discipline shall be pursued.

1.4 RESPONSE

- A. The response or acknowledgment of the RFI must be faxed by the Construction Coordinator to the General Contractor and the Owner within 24 hours of receipt. The RFI response is immediately logged out by the project manager.
 - 1. The fax coversheet must contain a notice of each affected project, the master specifications, and/or each prototype.
 - 2. If the RFI cannot be addressed and responded to within the 24 hour mandated time frame, an acknowledgment of receipt along with a status describing the anticipated completion time shall be faxed to the General Contractor and the Owner.
 - 3. Under no circumstances shall an RFI be forwarded to the General Contractor and the Owner with pending questions or need for clarification. General Contractor and Owner shall be immediately contacted for consultation in this instance.

- B. The project manager shall serve as the individual who is responsible for recognizing any RFI not logged out within the required 24 hour period. In the event an RFI is not logged out within 24 hours, the project manager shall consult with the appropriate Design Team member as to the status. The Project Manager and the Program Manager will be notified via a status log of all outstanding RFIs. This outstanding RFI log will be created at 4:00 p.m. each day and delivered to the appropriate Team Member, Project Manager, and Program Manager, and may be faxed directly to the General Contractor and Owner as appropriate.

1.5 FEEDBACK

- A. Where responses to RFIs consist of options or directions given to the field which require feedback, an explanation of the action taken in the field shall be sent back to the architect in order that an up-to-date set of documents can be maintained.

1.6 RFI LOG

- A. An updated RFI log in complete format, along with hard copies of the week's RFIs, will be provided to the General Contractor and Owner weekly. This is the responsibility of the architect.

PART 2 - PRODUCTS (Not used)

PART 3 - EXECUTION (Not used)

END OF SECTION 01800

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REQUEST FOR INFORMATION

RFI Date:

Project Name: CVS / Portland, ME

RFI No.:

Project No.: 209017

To:

BKA Architects, Inc. – Team
CVS

508-584-2914

FAX

From:

General Contractor

FAX

Information Requested (Summary)

Topic:

The A/E will review formal requests from the General Contractor for information regarding the Work. Each Request for Information will be reviewed according to the contract requirements and a notification in writing will be made or progress underway will be reported.

Information Requested

Drawing/Specification:

Existing Condition/Statement of Concern:

Proposed Solution:

By:

Signature:

Title:

cc:

Request for Information

_____ **A/E RFI #** _____

Response

Contractor RFI# _____

PROJECT: _____ CVS Portland, ME

PROJECT NO.: _____ 209017

RFI REPLY DATE: _____

TO: _____ Team CVS – Portland, ME

FAX NO.: _____ 508-584-2914

FAX NO.: _____

FROM: _____

Telephone Number: () -

FAX Number: () -

TOPIC:

DRAWING/SPECIFICATION REFERENCE:

EVALUATION OF CONDITIONS:

DISCUSSION OF ALTERNATIVES:

ADDITIONAL INFORMATION REQUIRED:

RECOMMENDATIONS:

ATTACHMENTS:

