

Processing RFIs

CAREFUL!
RFI's ARE TIME SENSITIVE, so process them efficiently and keep track.

When processing, mark the RFIs that address issues which are indicated on the Drawings or Specs (superfluous). You can make them with something like "The clarification requested is for an item already indicated on the documents, so this RFI was answered only as a courtesy to the Contractor". If needed, these RFIs can be issued separately to help with risk management or some other reason.

KEEPING RECORDS

- Maintain the RFI log using the RMW form or software such as NEWFORMA.

IF YOU ARE NOT SURE OF WHAT INFORMATION GOES WHERE, COORDINATE WITH THE SPECIFIER.

INFORMATION IN THIS MODULE IS TAKEN FROM the MASTERSPEC evaluations.

DOs and DO NOTs (AIA GUIDELINES and our specs)

- RFIs have become one of the primary tools used by contractors to obtain resolution of conflicts within the Contract Document as well as clarifications about the Contract Documents and other project information not available from the Contract Documents.
- RFIs may also be used by the Owner and the Architect when requesting information from the other parties. When used judiciously, they provide a means for the parties to inquire and receive information for items that are not documented, and they allow both questions and answer.

RISK MANAGEMENT

- Contractors sometimes use RFIs to support claims for delays in the construction schedule, claims that the Contract Documents are inadequate, and claims that the design professional is non-responsive.
- Contractors may be inadequately studying and comparing the Contract Documents, or not coordinating their own work, and are in fact creating unnecessary RFIs to bolster their claims for extra compensation. For these reasons, clear procedures for RFIs and conditions for their use should be included in the specifications.
- If the Contractor is using an application to maintain these records on line, keep a copy of each RFI in the project folder. These will be needed in case of claims.

40 South Market Street
4th Floor
San Jose, CA 95113

Tel 408.294.8000
www.rmw.com

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RFI LOG - SMALL PROJECT

project no.	[Project Number]	date	[Date]	
project	[Project Name] [Project Address - Street] [City, State, Zip]	contractor	[Contractor's organization name] [Address - Street] [City, State, Zip]	

RFI no.	issue date	date received	returned	re-submitted	brief description	send to consultant	received from consultant	returned to contractor
[No.]	[Date]	[Date]	<input type="checkbox"/>	[Date]	[Text]	[Date]	[Date]	[Date]
[No.]	[Date]	[Date]	<input type="checkbox"/>	[Date]	[Text]	[Date]	[Date]	[Date]
[No.]	[Date]	[Date]	<input type="checkbox"/>	[Date]	[Text]	[Date]	[Date]	[Date]
[No.]	[Date]	[Date]	<input type="checkbox"/>	[Date]	[Text]	[Date]	[Date]	[Date]
[No.]	[Date]	[Date]	<input type="checkbox"/>	[Date]	[Text]	[Date]	[Date]	[Date]
[No.]	[Date]	[Date]	<input type="checkbox"/>	[Date]	[Text]	[Date]	[Date]	[Date]
[No.]	[Date]	[Date]	<input type="checkbox"/>	[Date]	[Text]	[Date]	[Date]	[Date]
[No.]	[Date]	[Date]	<input type="checkbox"/>	[Date]	[Text]	[Date]	[Date]	[Date]

END OF RFI LOG

File: C:\Users\grasmussen\Documents\2015 FORMS\Contract Administration\SJSJ RFI LOG Small Project.docx
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AIA Document G716
Request for Information
(RFI)

 **AIA** Document G716™ – 2004

Request for Information (RFI)

TO: _____ FROM: _____

PROJECT: _____ ISSUE DATE: _____ RFI No.: _____

PROJECT NUMBERS: _____ REQUESTED REPLY DATE: _____

COPIES TO: _____

RFI DESCRIPTION: *(Fully describe the question or type of information requested.)*

REFERENCES/ATTACHMENTS: *(List specific documents researched when seeking the information requested.)*

SPECIFICATIONS DRAWINGS OTHER

SENDER'S RECOMMENDATION: *(If RFI concerns a site or construction condition, the sender may provide a recommended solution, including cost and/or schedule considerations.)*

RECEIVER'S REPLY: *(Provide answer to RFI, including cost and/or schedule considerations.)*

By: _____ Date: _____ Copies to: _____

NOTE: This reply is not an authorization to proceed with work involving additional cost, time or both. If any reply requires a change to the Contract Documents, a Change Order, Construction Change Directive or a Minor Change in the work must be executed in accordance with the Contract Documents.

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