

RMW forms "ASI" - Architect's Supplementary Instructions

WHEN TO USE

USE WHEN the contractor, through an RFI or otherwise, asks for information on the work that is already included in the contract documents. The answer should **ONLY CLARIFY** the content of the contract documents, **NOT MODIFY IT** (that is, the answer should not add or delete anything in the contract documents). You can find this form in Rspace under Tools - CA Forms.

If you make a clarification verbally or in other format (email, for example), follow it with a Notice of Clarification to document it.

WHY USE? This form contains a clause that informs the contractor that the clarification does not modify the scope of work, so **no changes to the CONTRACT TIME or the CONTRACT SUM** are allowed. If the contractor believes that a change in the contract sum or contract time is involved, then research its claim, and if so, issue a **RMW Bulletin**.

EXAMPLES

- The contractor asks where to apply a special coating and you direct the contractor to the schedule in the drawings and the section in the specs.
- The contractor asks for a dimension and you direct the contractor to the applicable detail.
- For questions regarding coordination among disciplines.
- Typos or mistakes not altering the scope.
- USE this form to track and sort RFI's into:
 - Valid RFIs resulting from lack of clarity or coordination in the documents,

INVALID RFI's

Separate invalid RFIs from valid ones. Invalid RFIs are those where the information requested is clearly indicated on the Drawings and specs, or can easily be inferred from the information on the Documents. If the Contractor makes a claim for losses due to incomplete information, the invalid RFIs are already identified as such.

BEWARE!


BEFORE YOU SEND OUT THIS FORM, make sure that the answer does not add cost or time to the contract and that you are **ONLY** clarifying what is already in the documents. If it does, follow up with a Bulletin as soon as possible.

[date]
 (Project Name)
 RMW No. [number]

ARCHITECT'S Supplemental Instructions (ASI)

No. [number]

1718 Third Street
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 Sacramento, CA 95811
 Tel 916.448.1400
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ARCHITECT'S Supplemental Instructions (ASI)

No. [Number]

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

The Contract Documents dated [Date] are modified as described below.

This ASI does not change the Contract Sum or Contract Time, but amends the Work. Execute promptly the described modifications to the Work without change in Contract Sum or Contract Time. Performance of any part of this ASI by the Contractor before a Change Order is fully executed will be deemed Contractor's acceptance of this ASI with no change in the Contract Sum or Contract Time.

If you consider that a change in Contract Sum or Contract Time is required, submit an itemized proposal to the Owner and RMW immediately and before proceeding with this Work. If RMW and the Owner agree with the changes in Contract Sum or Contract Time indicated in the Contractor's proposal, this ASI will be included in a subsequent Change Order.

The Contractor is responsible for the execution of the modifications or clarifications indicated in the revised Contract Documents, including identifying and executing related work required for a complete installation. The summary description below does include the full extent of such modifications or clarifications.

Summary of Modifications: [Insert a short description]

This ASI consists of [Total number of pages] page(s), and the following attached documents.

procurement and contracting requirements				
doc.no.	document title	modification description	revised	new
1	[No.] [text]	[text]	<input type="checkbox"/>	<input type="checkbox"/>
2	[No.] [text]	[text]	<input type="checkbox"/>	<input type="checkbox"/>
3	[No.] [text]	[text]	<input type="checkbox"/>	<input type="checkbox"/>

specifications				
section no.	section title	modification description	revised	new
1	[No.] [text]	[text]	<input type="checkbox"/>	<input type="checkbox"/>
2	[No.] [text]	[text]	<input type="checkbox"/>	<input type="checkbox"/>

File: C:\Users\grmussen\Documents\2015 FORMS\Contract Administration\SACSAC ARCHITECT SUPPLEMENTAL INSTRUCTIONS (ASI).docx Page 1 of 2

	revised	new
<input type="checkbox"/> [Other]	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> [Other]	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> [Other]	<input type="checkbox"/>	<input type="checkbox"/>