

CITY OF HOUSTON

Department of Public Works & Engineering

Form 00660 (09/30/97)

REQUEST FOR INFORMATION

1. GFS NO. (FILE NO.): _____
2. RFI NO: _____
3. PROJECT NAME: _____
4. CONTRACTOR: _____
5. CONTRACT NO: _____
6. SPECIFICATION NOS: _____
7. DRAWING NOS: _____
8. RESPONSE CODE: CRITICAL ROUTINE
9. DATE RESPONSE REQUIRED: _____
10. INFORMATION REQUIRED:

11. _____
CONTRACTOR [Signature] TITLE DATE

12. RESPONSE:

13. _____
CITY PROJECT MANAGER / PROJECT ENGINEER [Signature] DATE

14. **If the Contractor believes the response given in Item 12 requires an adjustment in Contract Price or Contract Time, the Contractor shall submit a timely proposal so as not to delay Contractor's Work in accordance with the General Conditions, Article 7 - Changes in the Work.**

INSTRUCTIONS

PURPOSE: A Request for Information (RFI) is used to request clarification regarding any portion of the Contract Documents. An RFI is the formal communication tool between Contractor and Construction Manager (CM). The response may result in a Request for Proposal, Work Change Directive, or Change Order. Most changes that affect the cost or schedule of a Contract originate from RFIs.

APPLICATION: The Contractor uses this form when initiating a request for information. Other participants in the Project may also use the RFI to obtain a clarification of the Contract Documents.

RESPONSE: Unless otherwise advised by the Construction Manager (CM), a routine response to an RFI will be provided within 30 days. If the matter is critical, potentially imposing immediate delay or work stoppage, a response in less than 30 days may be requested.

The following instructions correspond to the numbers provided on the form. Items 1 through 11 are normally prepared by the Contractor. The CM responds with Items 12 and 13.

1. Insert the GFS number for the project with the file number in parentheses.
2. Insert a sequential RFI number as assigned by the CM.
3. Insert the project name as stated in the Contract Documents.
4. Insert the name of the Contractor performing the Work.
5. Insert the Contract number for the project as assigned by the Controller's office.
6. Insert the Specification number(s) for which the requested information is required.
7. Insert the Drawing number(s) for which the requested information is required.
8. Indicate in the box provided whether the information requested is critical or routine.
9. Insert the due date for response with the requested information.
10. Describe the required information sufficient for response without further clarification or communication.
11. Requestor signs, indicates title, and dates RFI.
12. The City Project Manager/Project Engineer responds to the information request with sufficient detail so that further clarification or communication is unnecessary. Attach detailed clarification or sketches, as required, including information prepared by the design consultant.
13. The City Project Manager/Project Engineer signs and dates the response.
14. This paragraph specifies a timely request for additional compensation or time extension.