

Request for Information (RFI) Instruction Sheet

- The Prime Contractor shall be the only source to submit RFIs on Construction Projects.
- The Contractor shall use the RFI form from the Department's web page under Construction
- The Contractor shall fill in the **State Project Number**. Use only the lead project number if multiple numbers are shown.
- The Contractor shall fill in the **RFI Number** starting sequential with 001 (use 3 numbers)
- The Contractor shall fill in the **Project Name**. Use the name shown on the cover sheet of the contract plans.
- The Contractor can fill in the name of the **DOTD Project Engineer** and **Project Manager** if known.
- The Contractor shall fill in the **Company Name** for the contractor.
- The DOTD Project Engineer will fill in the **Date Received, Date Required and Forward To fields**. **PE is responsible for forwarding and tracking all RFIs.**
- The Contractor should check whether the request is an **RFI, Design Modification or Proposed VE Concept**. **NOTE: Design modifications that require detail checks by the Department or Consultant Engineers may result in a cost to the Contractor for the engineering review if deemed necessary by the Department. A proposed VE will be for general review only. A VE proposal must follow the specification for submittal and approval. No design modification or VE is approved until written notice is received from the Headquarters Construction.**
- The Contractor should check the box for the applicable type of **specification; fill in the plan sheet numbers and details under question**.
- The Contractor should supply as much detail as possible under the **Request Box**. Additional sheets can be used.
- The Contractor should provide a **Proposed Solution** if applicable.
- The Contractor should indicate whether they think a change order will be required and if additional cost is possible to the project.
- **The DOTD Project Engineer shall distribute and file the final response for all RFI in a separate folder.**