RFI-Proposals
Instruction Sheet

- The Prime Contractor shall be the only source to submit RFIs or proposals on Construction Projects.
- The Contractor shall use the RFI-Proposal form from the Department’s webpage.
- 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 and proposals.
- The Contractor should check whether the request is an RFI, Contractor Proposal, 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 contractor proposal 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 RFIs and proposals in a separate folder.