

## **SECTION 012613 - REQUESTS FOR INFORMATION**

### **PART 1 GENERAL**

#### **1.1 GENERAL**

- A. Request for Information (RFI): Request from Contractor seeking interpretation or clarification of Contract Documents not involving Substitutions or changes to Contract Sum or Contract Time.
- B. RFI's constitute a request for information only.
- C. Do not submit RFI's:
  - 1. To request approval of Substitutions; refer to Section 012500.
  - 2. To request changes known to include changes to Contract Sum or Contract Time; refer to Section 012600.
  - 3. To request approval of submittals; refer to Section 013300.
  - 4. To submit Project Record Documents; refer to Section 017700.

#### **1.2 SUBMITTAL**

- A. Submit RFI's on Contractor's standard form.
- B. Include on each RFI:
  - 1. Name of Contractor.
  - 2. Project name.
  - 3. Date submitted.
  - 4. Sequential RFI number.
  - 5. Applicable Drawing sheet and detail numbers or Specification Section numbers.
  - 6. Date when response information is required to avoid impact on Construction Schedule and Construction Cost.
- C. Review and sign RFI's submitted by Subcontractors, Sub-Subcontractors, or Suppliers prior to submittal to Landscape Architect.
- D. Maintain log of RFI's showing RFI number and current status of each RFI.
- E. When RFI's require submittal of drawings, follow submittal procedures specified for Shop Drawings in Section 013300.
- F. Submit electronically in Adobe PDF format.
- G. Allow minimum 7 days for Developer's and Landscape Architect's review and response to each RFI.

### **PART 2 PRODUCTS**

Not used

### **PART 3 EXECUTION**

Not used

END OF SECTION