

# REQUEST FOR INFORMATION

Section: 01 26 13

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## PART 1 – GENERAL

### 1.1 SUMMARY

- A. This Section covers the process for the Contractor to request a clarification on the Project Documents through a Request for Information (RFI) during the Project.

### 1.2 GENERAL

- A. An RFI is intended for the Contractor to request a clarification and/or interpretation of the Contract Documents due to an apparent inconsistency, error, or omission, or due to unanticipated existing conditions.
- B. An RFI is not intended for by the Contractor to request substitutions, proposed changes to the Contract Documents, the resolution of any non-conforming work, or for general questions not related to the Contract Documents.
- C. The RFI process is intended to be a cooperative effort between the Contractor, the Owner, and the Architect/Engineer to clarify any apparent errors, omissions, or ambiguities in the Contract Documents while maintaining the progress of the Work.

### 1.3 RFI NUMBERING

- A. The Contractor shall number each RFI sequentially utilizing a three digit code starting with “001” and continuing “002”, “003”, etc.
- B. A resubmittal or revised RFI on the same subject shall be numbered utilizing the same three digit code and including a letter suffix beginning with “A” and continuing sequentially. (e.g. The second revision to the second RFI would be numbered “002B”.) In such case, the previous edition of the RFI shall be acknowledged to be superseded and thereby closed in the description of revised RFI.
- C. A three digit alphanumeric prefix designation may be utilized on a large project, or a project involving numerous buildings or structures. (e.g. The second RFI on “Building A” could be “BDA-002”).
- D. The Contractor shall consult with the Owner’s Authorized Representative (OAR), whether such prefix designation is required for the Project and shall maintain the prefix chosen unique designation for each building or structure consistent throughout the Project.

### 1.4 DOCUMENTATION

- A. All notifications, documentation, and transmittals between the Contractor and the Owner’s personnel for the RFI process shall utilize the Skire Unifier software application, unless an alternate form of transmission is directed by the Owner for the Project.
- B. If an alternate form of transmission is directed for the Project, all notifications, documentation, and transmittals shall utilize that form of transmission.

## PART 2 - PRODUCTS

Not Used.

**PART 3 - EXECUTION**

**3.1 SUBMISSION**

- A. The Contractor shall submit an RFI to the OAR identifying the subject and providing all necessary reference information.
- B. The Contractor shall submit only a complete RFI including all attachments necessary to adequately explain the subject of the RFI.
- C. The Contractor shall limit the RFI to only one (1) Contract Item or only one (1) Specification Section reference.

**3.2 RESPONSE**

- A. The OAR will review the RFI to respond or forward to the Architect/Engineer or other Owner personnel for input or reject the RFI if it is determined to be incomplete.
- B. The Architect/Engineer or other Owner personnel will review the RFI and provide a response to the OAR or request additional information to adequately review and respond to the RFI.
- C. The OAR will forward the response or request additional information from the Contractor.
- D. If the OAR requests additional information, the Contractor shall provide such information within [two (2) Working Days] unless otherwise allowed by the OAR.
- E. If the Contractor does not provide the requested information within [two (2) Working Days], the OAR will close the RFI. In such a case, the Contractor may submit a new RFI concerning the subject matter when the requested information can be provided.
- F. If the Contractor submits a new RFI concerning a previously rejected or closed RFI without the previously requested information, the RFI will be rejected by the OAR.
- G. When the OAR returns the response to the Contractor, the RFI will be closed.

**3.3 BUILDING INFORMATION MODELING RESPONSE**

- A. The CM will review the RFI to respond or forward to the Architect/Engineer or DFW BIM Group for input or reject the RFI if it is determined to be incomplete.
- B. The Architect/Engineer or DFW BIM Group will review the RFI and provide a response to the CM or request additional information to adequately review and respond to the RFI.
- C. The CM will forward the response or request additional information from the Contractor.
- D. If the CM requests additional information, the Contractor shall provide such information within [two (2) Working Days] unless otherwise allowed by the CM.
- E. If the Contractor does not provide the requested information within [two (2) Working Days], the CM will close the RFI. In such a case, the Contractor may submit a new RFI concerning the subject matter when the requested information can be provided.
- F. If the Contractor submits a new RFI concerning a previously rejected or closed RFI without the previously requested information, the RFI will be rejected by the CM.
- G. When the CM returns the response to the Contractor, the RFI will be closed.

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## PART 4 – MEASUREMENT AND PAYMENT

Not Used.

- END OF SECTION -