

**ARLINGTON COUNTY, VA
REQUEST FOR INFORMATION FORM**

PROJECT: _____

RFI NUMBER: _____

PROJECT NO.: _____

FOR CONTRACTOR ROUTING:

Contractor: _____

Transmittal No.: _____

Work Category: _____

Date: _____

TO **(County Project Officer)**
 (Consultant)
 (Other)

Action Faxed to _____
 Action Faxed to _____
 Action Faxed to _____

Emailed Mailed Pages ____
 Emailed Mailed Pages ____
 Emailed Pages ____

REGARDING: _____

SPEC. SECTION: _____ **DWG. NO.:** _____

EXPLANATION OF ISSUE: (Provide complete description of request with sketches or photos if necessary, and present status of work)

RECOMMENDATION / SUGGESTED SOLUTION:

RESPONSE PRIORITY: EARLIEST CONVENIENCE RUSH (WORK IN PROGRESS)

REASON FOR REQUEST: Existing Condition Non-conformance Clarification / Interpretation Agency Generated Other

CONTRACTOR

BY: _____ **DATE:** _____ Dist: _____

ARCHITECT'S/ENGINEER'S ROUTING: (for A/E use only)

To: _____ Date: _____ Return to: _____ Date _____

TO: (contractor) Faxed to _____ Emailed Mailed Hand delivered

RESPONSE:

- The above is considered a change. The following document will be used for processing: _____
- The above is consistent with the intent of and reasonably inferable from Contract Documents, or makes minor changes in the Work without change in Contract Sum or Contract Time. If Contractor does not agree, submit written notice within twenty (20) days substantiating claim in accordance with Contract Documents for approval.
- This RFI is returned without response for the following reason:
 - Incomplete or lack of detailed information.
 - Lack of adequate Coordination Drawings.
 - Response required by others.
 - Related to "means & methods".
 - Is a "Substitution Request".

FROM: _____

BY: _____ **DATE:** _____ Dist: _____ File