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)** ☐ Action ☐ Faxed to _____ ☐ Emailed ☐ Mailed Pages ___
☐ **(Consultant)** ☐ Action ☐ Faxed to _____ ☐ Emailed ☐ Mailed Pages ___
☐ **(Other)** ☐ Action ☐ Faxed to _____ ☐ 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. ☐ Related to "means & methods". ☐ Lack of adequate Coordination Drawings. ☐ Is a "Substitution Request". ☐ Response required by others.

FROM: _____
BY: _____ **DATE:** _____ Dist: ☐ _____ ☐ File

Posted: 03/01/2018