

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

PROJECT: _____

RFI NUMBER: _____
PROJECT NO.: _____

FOR CONTRACTOR ROUTING:

Contractor: _____
Work Category: _____

Transmittal No.: _____
Date: _____

TO	<input type="checkbox"/> (County Project Officer)	<input type="checkbox"/> Action	<input type="checkbox"/> Faxed to _____	<input type="checkbox"/> Emailed	<input type="checkbox"/> Mailed	Pages ____
	<input type="checkbox"/> (Consultant)	<input type="checkbox"/> Action	<input type="checkbox"/> Faxed to _____	<input type="checkbox"/> Emailed	<input type="checkbox"/> Mailed	Pages ____
	<input type="checkbox"/> (Other)	<input type="checkbox"/> Action	<input type="checkbox"/> Faxed to _____	<input type="checkbox"/> 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

