

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

**PROJECT:** \_\_\_\_\_

**RFI NUMBER:** \_\_\_\_\_  
**PROJECT NO.:** \_\_\_\_\_

FOR CONTRACTOR ROUTING:

Contractor: \_\_\_\_\_  
Work Category: \_\_\_\_\_

Transmittal No.: \_\_\_\_\_  
Date: \_\_\_\_\_

|           |   |                                 |   |                                  |                                 |            |
|-----------|---|---------------------------------|---|----------------------------------|---------------------------------|------------|
| <b>TO</b> | <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

