

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

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

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

FOR CONTRACTOR ROUTING:

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

Transmittal No.: \_\_\_\_\_  
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.
  - Lack of adequate Coordination Drawings.
  - Response required by others.
  - Related to "means & methods".
  - Is a "Substitution Request".

**FROM:** \_\_\_\_\_  
**BY:** \_\_\_\_\_      **DATE:** \_\_\_\_\_      **Dist:**  \_\_\_\_\_       File