REQUEST FOR INFORMATION

RFI# _____ **Please type or print legibly**

TO: _____
_____
_____
_____
_____

DATE:_____
RE: CONTRACT NO. DGS _____(_R)

TITLE: _____
LOCATION:_____
_____

FROM: _____
_____
_____
_____
_____

SUBJECT:_____
SPEC.REF. _____
DWG.REF. _____

PRIORITY: [ ] 48 Hours
[ ] Routine (10) Days

INFORMATION REQUIRED:

Distribution: Construction Inspector Manager, Construction Inspector Supervisor

REPLY

Be sure to indicate on form whether change order is required. Answer RFI without delay.

FROM: _____ DATE:_____

_____ A response is appended to this RFI, since a more detailed explanation is required.

Distribution: Construction Regional Director, DGS
Bureau of Construction, DGS
Construction Inspector Supervisor, DGS
Contractor(s)
Other: _____

Change will result in:
_____ Credit Change Order
_____ Debit Change Order
_____ Field Order
_____ No Change in Contract

(Rev. 10/15)