

SECTION 01 26 13 – REQUEST FOR INTERPRETATION

PART 1 – GENERAL

1.01 SECTION INCLUDES

- A. Section Includes: Administrative requirements for requests for Information/interpretation.

1.02 DEFINITIONS

- A. Request For Information/Interpretation (RFI):
 - 1. Attached form completed by and submitted by the Contractor requesting clarification of a portion of the Contract Documents, hereinafter referred to as RFI.
 - 2. A properly prepared request for information/interpretation shall include a detailed written statement that indicates the specific Drawings or Specification in need of clarification and the nature of the clarification requested.
 - a. Drawings shall be identified by Drawing number and location on the Drawing sheet.
 - b. Specifications shall be identified by Section number, page and paragraph.
 - 3. Requests for Information: Request made by Contractor concerning items not indicated on Drawings or contained in Project Manual that is required to properly perform the Work.
- B. Improper and Frivolous RFIs:
 - 1. RFIs that are not properly prepared, or
 - 2. RFIs that request information that is clearly shown on the Contract Documents.
 - 3. Improper or Frivolous RFIs will be processed by the Engineer at the Engineer's standard hourly rate and Engineer will charge the Owner, and such costs will be deducted from monies still due the Contractor. The Contractor will be notified by the Engineer prior to the processing of improper RFIs.

1.03 CONTRACTOR'S REQUESTS FOR INFORMATION

- A. RFIs shall be submitted on Document 00 63 13 included in the Project Manual.
 - 1. Forms shall be completely filled in, and if prepared by hand, shall be fully legible after photocopying or scanning.
 - 2. RFIs shall be submitted in numerical order with no breaks in the consecutive numbering.
 - 3. Each page of attachments to RFIs shall bear the RFI number and shall be consecutively numbered in chronological order.
 - 4. If approved by the Engineer, RFIs may be submitted by email or via Project Documentation Website.

- a. Email contact information will be distributed by the Engineer at the Pre-Construction Conference.
 - b. An electronic version of Document 00 63 13 will be provided upon request.
- B. When the Contractor is unable to determine from the Contract Documents, the material, process or system to be installed, the Engineer shall be requested to make a clarification of the indeterminate item.
- C. Contractor shall endeavor to keep the number of RFIs to a minimum. In the event that the process becomes unwieldy, in the opinion of the Engineer, because of the number and frequency of RFI's submitted, the Engineer may require the Contractor to abandon the process and submit future requests as either submittals, substitutions or requests for change.
- D. RFIs shall be originated by the Contractor.
 1. RFIs from Subcontractors or suppliers shall be submitted through, reviewed by, and signed by the Contractor prior to submittal to the Engineer.
 2. RFIs from Subcontractors or material suppliers sent directly to the Engineer shall not be accepted and will be returned unanswered.
- E. Contractor shall carefully study the Contract Documents to assure that the requested information is not available therein. RFIs which request information available in the Contract Documents will be deemed either "improper" or "frivolous" as noted above.
- F. In cases where RFIs are issued to request clarification of coordination issues, the Contractor shall fully lay out a suggested solution using Drawings or sketches drawn to scale, and submit same with the RFI. RFIs which fail to include a suggested solution will be returned unanswered with a requirement that the Contractor submit a complete request.
- G. RFIs shall not be used for the following purposes:
 1. To request approval of submittals
 2. To request approval of substitutions
 3. To request changes which are known to entail additional cost or credit
 4. To request different methods of performing Work than those drawn and specified
- H. In the event the Contractor believes that a clarification by the Engineer results in additional cost or time, Contractor shall not proceed with the Work indicated by the RFI until a Change Order (or Work Change Directive, if applicable to Project) is prepared and approved. RFIs shall not justify a cost increase in the Work or a change in the Project schedule.
 1. Answered RFIs shall not be construed as approval to perform extra Work.
 2. Unanswered RFIs will be returned with a stamp or notation: Not Reviewed.
- I. Contractor shall allow a reasonable time for review and response time for RFIs.

1. The Engineer will endeavor to respond in a timely fashion to RFIs
2. RFI shall state requested date/time for response, however, this requested date/time for response is not a guarantee that the RFI will be answered by that date/time if that date/time is too expeditious.

1.04 ENGINEER'S RESPONSE TO RFIs

- A. Engineer will respond to RFIs on one of the following forms:
 1. Properly prepared RFIs:
 - a. Response directly upon Request for Information/Interpretation form.
 - b. Request for Proposal.
 2. Improper or Frivolous RFIs
 - a. Notification of Processing Fee(s).
 - b. Unanswered RFIs will be returned with a notation: Not Reviewed.
 3. Answers to properly prepared RFIs will be directly upon the RFI form as deemed appropriate by the Engineer.
- B. Engineer may opt to retain RFIs for discussion during regularly scheduled Project meetings for inclusion of responses in meeting minutes.

PART 2 – PRODUCTS – Not Used

PART 3 – EXECUTION – Not Used

END OF SECTION