

## Construction RFI Form


RFI Submission Date:

RFI #:

**Urgency**

High (1 day)

Med. (2-4 days)

Low (5 days or more)

**Question:**

**Set Sheet #'s**

**Spec. Section #'s**

**Superintendent**

**Response:**

**Contract Administrator**

**Other RFI Responder**

**RFI Response Date**

**Instructions:**

Fill out form completely, and submit to Contract Administrator via e-mail. Log RFI's in the RFI log. Submit a separate RFI for each request.