

INSTRUCTIONS FOR REQUEST FOR INFORMATION (RFIs)
Form No. A-6003-417

General Instructions: All fields must contain information. If no information is applicable, then enter **N/A** in the field.

Section 1 (Subcontractor):

- Enter the Subcontract Number.
- Enter the Release Number.
- Enter the RFI Number, including the Revision Number based on formula below (Log maintained by Subcontractor and WRPS):

Subcontract No-Rel. No-RFI-Seq. No.-Rev No.

Example: 22337-085-RFI-001-R00

- Enter the Subcontract Title.
- Enter the Project Title (e.g. 241-C-110 Waste Retrieval Project).
- Enter the Project Number (e.g. T1P00).
- Enter a Title/Description of the RFI.
- Enter Initiator's name, phone number, and FAX number.
- Enter who the RFI was faxed or emailed to, phone number, and FAX number.
- Enter the date of request.
- Enter date the response is requested from WRPS.

Section 2 (Subcontractor):

- Enter the reference drawings(s) and/or document(s) associated with the RFI.
- Indicate if there are proposed change(s) to document(s) by checking either the **Yes** or **No** block.
- Describe what needs to be clarified or where additional information is needed. Provide specific information (e.g. section, paragraph, page, coordinates) to ensure clear communication.

NOTE: In order for the request to be clear, it is recommended that the format state:

- a. The contract requirement.
 - b. The question or concern associated with the requirement (i.e., why the requirement is not clear or cannot be met).
 - c. The impacts of not meeting the response due date noted on the RFI.
- Provide as detailed a recommendation as possible. If only clarification is needed, state "Provide Clarification."
 - Enter Requestor's name and date.

Section 3 (WRPS):

- Complete the section indicating the response to the RFI. In the "Response to Request" area, provide detailed response using the notes and instructions indicated below:
 - a. If the "Proposed Changes to Document(s)" in Section 2 has been checked **Yes**, address concurrence with the Subcontractor's assessment that a change is required, or explain why it is not required.
 - b. The RFI response shall **not include** direction to the Subcontractor to proceed with work or indicate in anyway authorization to deviate from contract requirements.

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- c. The RFI response should include a basis/justification for inquiries of a technical nature, especially where changes are accepted.
- If Engineering review is necessary, enter Engineer's name, position, and date of review.
- Indicate Contract Change Required – Yes or No.
 - If **No**, enter **N/A** in the Contract Change Request/CAL No. field.
 - If **Yes**, indicate Contract Change Request or Contract Action Log (CAL) No. This block shall be completed by the BTR or designee.
- Identify if Engineering Review is Necessary – Yes or No.
 - If **No**, enter **N/A** in the Date Sent to Engineering field.
 - If **Yes**:
 - a. Indicate the date when the RFI was sent to Engineering.
 - b. Provide the engineer's name and position who determined the review is needed on the line provided below the "Response to Request" section.
- Identify if an ECN/FCN is Required – Yes or No.

NOTE: If the disposition requires changes in field work or engineering design from what was originally planned, the change must be reviewed and authorized by an ECN/FCN.

 - If **No**, enter **N/A** in the ECN/FCN No. field.
 - If **Yes**, identify the applicable number (**TBD is not acceptable**).
- Indicate if a Modification Traveler (TFC-ENG-DESIGN-C-56) is applicable – Yes or No.
 - If **No**, enter **N/A** TOC-MT No. field.
 - If **Yes**, enter the modification traveler number (see TFC-ENG-DESIGN-C-56 for numbering).
- Indicate if RFI is for Clarification Only – Yes or No.
- Responder to Print, Sign, and Date form.

NOTE: If an engineering review is necessary, the responder should be an Engineer.
- BTR Print, Sign, and Date form.
- Send the completed form to your applicable Document Control for processing and distribution.