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## RFI CHECKLIST

- Verify that the question being asked is not already located on the plans and specs.
- Provide within the RFI all plan and specification references associated with it.
- Make sure you understand all information contained within the RFI. If there is something you do not understand, clarify/research that BEFORE you send.
- Provide a detailed narrative that will allow the design team to respond accurately and without follow-up.
- Provide a “proposed solution” with every RFI.
- Do not “cry wolf” with urgent RFIs. If an RFI is urgent, make sure you explain exactly why and the effect of a slow response. Otherwise, give the design professional the standard 7 calendar days to respond.
- Spell check and reconfirm all plan references.
- Assign your request to the same designated design contact every time.
- Make sure the response back is appropriate and accurate before subcontractor distribution.
- Post the RFI response to the as-builts (see As-Builts).