

# Request For Information (RFI)

TO: (Receiver)		RFI No.:	
FROM: (Sender)		ISSUE DATE:	
PROJECT:		CLARITY No.:	

**RFI DESCRIPTION:** (Fully describe below the question or type of information requested)

**REFERENCES/ATTACHMENTS:** (List specific documents researched when seeking the information requested.)

SPECIFICATIONS	DRAWINGS	OTHER

**SENDER'S RECOMMENDATION:** (If RFI concerns a site or construction condition, the sender may provide a recommended solution, including scope, schedule or cost considerations.)

**RECEIVER'S REPLY:** (Provide answer to RFI, including scope, schedule or cost considerations.)

By: \_\_\_\_\_ Date: \_\_\_\_\_ Copies to: All Bidders