

11.1 Request for Information (RFI)

Requests for Information (RFI) Appendix 8E.81 are used by contractors to obtain additional information on the interpretation of a detail, specification, or note on the construction drawings, or to secure a documented directive or clarification from the Project Manager, Architect or Client that is needed to continue work.

The steps below detail the standard RFI process used on all FIDIC projects:

- The Contractor initiates the RFI process in the MIP. The Contractor inputs the requested information and the suggested workaround or solution, and attaches any supporting documentation. If the RFI is initiated by the Contractor, the Contractor receives a notification e-mail indicating that the RFI has been started.

The RFI is routed to the architect for review and response. The architect provides a response and indicates any schedule or cost impacts. The architect may request clarification from the contractor or MIP regarding the RFI. The contractor or MIP revise and resubmit the RFI to the architect.

Once the architect submits his or her response, the RFI is routed to the contractor for review. The contractor requests revisions from the architect, if needed. If the response from the architect is sufficient, the RFI is closed and the process is finished.

11.2 Submittals

Submittals can include shop drawings, material data, samples, product data, and are outlined in the

