

**From:** Company Name  
Mailing Address  
City, ST Zip  
Name

**Page:** 1 of 2  
**Date:** \_\_\_\_\_  
**K/J Job No.:** \_\_\_\_\_  
**Project Name:** \_\_\_\_\_

**Request for Information**

**Originator:** \_\_\_\_\_ **Drawing Reference:** \_\_\_\_\_

**Requested Date of Response:** \_\_\_\_\_ **Specification Section:** \_\_\_\_\_

Written requests for information will not be considered without an accompanying completed copy of this RFI. By submission of this form the Contractor represents it has carefully reviewed the Contract Documents, coordinated the Work with the appropriate subcontractors, reviewed the field conditions and hereby certifies that the information requested cannot be determined from such efforts as required by the Contract Documents.

The Contractor requests the following information in accordance with the requirements of the Contract Documents.

**Description of Requested Information**

Delete or replace this text with your response. Space is limited; attach additional sheets if necessary.

**Contractor's Proposed Method of Resolving Issue**

Delete or replace this text with your response. Space is limited; attach additional sheets if necessary.

**Contractor's Proposed Impact on Project**

Estimated Contract Cost will be increased decreased unchanged by: \_\_\_\_\_

Estimated Contract Time will be increased decreased unchanged by: \_\_\_\_\_ days.

**Attachments**

\_\_\_\_\_

Attach supporting documentation sufficient for Engineer to evaluate Request for Information, including documentation of field conditions. Forms submitted without adequate documentation will be returned without comment for further clarification.

Contractor's signature below signifies acceptance of responsibility for accuracy and completeness of information included in this Request for Information Form.

**Authorized Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Response Date:** \_\_\_\_\_ **K/J Job No.:** \_\_\_\_\_  
**Specification Section:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_  
**Drawing Reference:** \_\_\_\_\_ **Page:** 2 of 2  
**Response**

Notations listed below indicate the response to the Contractor's proposed method to resolve the issue. If the Contractor has not proposed a method of resolution, see remarks below. Modification of costs, project schedule or time shall be processed in accordance with the Contract Documents.

- No Exceptions Taken (NET)
- Make Corrections Noted (MCN)
- Amend and Resubmit (A&R)
- Rejected, Resubmit (RR)
- Returned Without Review (NR)

**Remarks**

Delete or replace this text with your response. Space is limited; attach additional sheets if necessary.

If Contractor estimates an impact on Project time or price based upon Response, submit Reply within 5 working days of receipt.

**Respondent:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Company:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Issued for Kennedy/Jenks Consultants by:** \_\_\_\_\_

**Contractor's Reply To Response:**

Estimated Contract Cost will be increased decreased unchanged by: \_\_\_\_\_  
 Estimated Contract Time will be increased decreased unchanged by: \_\_\_\_\_ Days.

**Comments**

Delete or replace this text with your response. Space is limited; attach additional sheets if necessary.

Distribution	RFI	Response	REPLY
Owner	_____	_____	_____
Engineer	_____	_____	_____
Contractor	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
File	_____	_____	_____