For details and instructions on how to complete this document, click the [¶] icon under the Home tab to display the hidden text.

**Document Purpose:**

A Request for Information (RFI) is submitted by the Contractor to the Contract Administrator (CA) when there is a need for specific information or clarification in Work related to the plans, Specifications or Contract documents.

An RFI is also used to request approval for minor contractual deviations that do not impact scope, cost or schedule; to obtain direction when there are conflicting Contract requirements; or to document Contract claims.

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| **RFI Title:** Enter a brief name for use as reference. |  | | | **RFI No.:** Enter the *Request for Information* tracking number. Refer to the RFI Log for the next sequential number to use. The number entered in the field will auto-populate in the header of this document. | | 0 | |
| **Date RFI initiated:** Select the date this RFI is initiated by Contractor to the CA. Click to select the date from the drop-down calendar. | | |  | **Date Response Requested by:**  Select the date by which the CA is requested to respond to the RFI. Click to select the date from the drop-down calendar. |  | |
|  | | | | **Date Response Issued:** Select the date that the CA issued the response.  Click to select the date from the drop-down calendar. |  | |
| **Project Name:** Enter the subject contract name in full. | | d | | | | | |

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| **Submitted To:** | | | | | | |
| Contract Administrator (CA): The Contract Administator (CA) may be a City Staff or an external person representing a third-party company having delegated authority to administer the contract. Enter the na,e of the CA. | |  | Consultant Ref. No. The Reference Number used by the Consultant for their filing/records purpose. |  |
| Company/Dept.:If CA is third-party company, enter the company name. IF CA is City Staff, enter the reporting department. | |  | Tender No. Enter the Tender Number used to identify the Tender of the subject Contract as issued by the City of Winnipeg Materials Management Division. |  |
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| **Requested By:** | | | ***For CA Use*** | | |
| Name: Enter the name of the contact person having delegated authority to represent the contractor. |  | | City File No.: Enter the City File Number assigned by the department for this project. |  | |
| Title: Enter the title of the contractor position. |  | | Project ID: Enter the City-issued Project ID which represents the Capital Funding Source to the subject Contract. The Project ID can be found on the Capital Budget Sheet. |  | |
| Company: Enter the Legal Business Name of the Contractor |  | | Project Record Index No.: Enter the City-issued Project Record Index Number. Refer to PMM Section 5.8.8 Project Record Index (PRI). |  | |
| Email:: Enter the requestor`s email |  | | Purchase Order No.: The City-issued number assigned to the Contractor which authorizes billing for work delivered within the subject Contract. |  | |

**Request/Question:** (to be completed by Contractor)

Identify the specific information needed, and provide pertinent context or background. If applicable, state any anticipated project risk or impact associated with the request. Make reference to relevant Contract drawing number(s), Specification(s) or Contract clause(s).

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**Answer/Response:** (to be completed by Contract Administrator)

Establish a response based on consultation with an appropriate project contact or resource. If it is ascertained that the Request for Information may result in a material impact to the project in terms of scope, cost or time, advise if a Proposed Change Notice (PCN) must be initiated. If the response involves providing the contact information of other parties, include said parties in the distribution.

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| **Attachment(s):** Enter the title(s) of the attached documents, or enter “0” if none. |  |

**Distribution** (to be completed by Contract Administrator) List of personnel to forward the document to. Once completed, this document should be distributed in PDF format to ensure no changes are made.

* Contract Administrator
* Contractor
* City Project Manager
* Other: Enter names(s), Department/Company