

Request For Information and/or Change of Scope

<input type="checkbox"/> Fixed Price		<input type="checkbox"/> Time & Materials		<input type="checkbox"/> Other		RFI #	
Requestor Name		Date	Company Name	Contract or PR #	Release #	Service Order #	
Site	Work Location Bldg Rm		Inspector(s)			Commissioning Auth.	
Engineer or Architect		REQUEST or CONCERN:				Project Manager	
Category of Request or Concern							
<input type="checkbox"/> Customer requesting scope change		<input type="checkbox"/> Differing site conditions		<input type="checkbox"/> Design clarification			
<input type="checkbox"/> Weather or Site Access delay		<input type="checkbox"/> Material or Equipment delay		<input type="checkbox"/> Errors and Omissions			
<input type="checkbox"/> Contract Documents conflict		<input type="checkbox"/> Approve Estimate/Submittal		<input type="checkbox"/> Testing support needed			
<input type="checkbox"/> Additional funding requested \$		<input type="checkbox"/> Time extension until		<input type="checkbox"/> Cancel earlier RFI #			
<input type="checkbox"/> Other:							
Attachments							
<input type="checkbox"/> JSHE	<input type="checkbox"/> Bill of Materials	<input type="checkbox"/> Move List	<input type="checkbox"/> ES& H Information	<input type="checkbox"/> Drawings	<input type="checkbox"/> Submittals		
<input type="checkbox"/> Other							
RESPONSE: By: _____ Org: _____ Phone: _____ Date: _____ Signature: _____							

RFI Change Authorization (not valid without signature)	
<p style="text-align: center;">** PROJECT FUNDING APPROVAL RECEIVED **</p> <input type="checkbox"/> Revised funding authorization <input type="checkbox"/> Change order # <input type="checkbox"/> Funds available in VPAT? Initials _____ Date _____ WFO/ Ticket #/ Ref. #	<p style="text-align: center;">** RELEASE FUNDING AMOUNT **</p> Original release or as revised through RFI# \$ _____ This RFI # additional amount: \$ _____ Total release amount through RFI # \$ _____ <p style="text-align: center;">Charges against this Release shall not exceed the above without approval</p>
<p>Project Manager or SDR Approval</p> _____ Date: _____	<p>SCR Approval (if Release is over \$25k)</p> _____ Date: _____
<p>Revised Completion Date: _____</p>	

Distribution	
<p>Without Prints (unless otherwise indicated):</p> With prints <input type="checkbox"/> Ops Lead _____ <input type="checkbox"/> Mechanical _____ <input type="checkbox"/> Electrical _____ <input type="checkbox"/> Structural _____ <input type="checkbox"/> Architectural _____ <input type="checkbox"/> Fire Protection _____ <input type="checkbox"/> Utility Coordinator _____	<p>With Prints:</p> File (Original) _____ Inspector (s) _____ Contractor (2 copies) _____ Maintenance (Submittals Only) _____