



### Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the Request for Information (RFI). The RFI is used to answer questions that the Construction Contractor has about the project. The question could be seeking clarification on a particular aspect of the project or the design intent, or it may involve a major impact discovered in the field resulting in the Construction Contractor seeking direction from Metra.

If the question posed in the RFI pertains to the design, and it is felt that the Designer of Record needs to answer the question, then the RFI will be forwarded to the Design Consultant by Metra's Construction Manager. Typically, it is the responsibility of Metra's Construction Manager to answer RFIs, so only a small percentage of the requests will be sent to the Design Consultant for handling. If a Construction Manager is not assigned to the project, the Metra Project Manager will answer the RFIs and assume all responsibilities of the Construction Manager. A quick turnaround is required for answering RFIs. Each RFI shall be answered and transmitted back to the Construction Contractor within ten (10) working days of receiving the request. The clock starts when Metra's Construction Manager receives the RFI from the Construction Contractor.

Metra's Construction Manager/Design Consultant is responsible for completing the fields highlighted in these guidelines that are not completed by the Construction Contractor, namely to answer the question and the date that the question is answered.

Metra's Construction Manager will track the receipt of RFIs, when and if RFIs are forwarded to the Designer of Record, and when RFIs are returned to the Construction Contractor and closed.

The majority of the fields will be completed by the Construction Contractor asking the question. The fields necessary for answering the question, and the fields to be completed by Metra's Construction Manager/Design Consultant, are identified in the notes on the following pages.

Third Party Contractors shall insert their own company logo in place of the Metra logo in the upper left-hand corner of the form.

This form, and any associated documentation, shall be turned over to Metra as a part of project closeout. All documents shall be scanned, copied to a CD or thumb drive and submitted to Metra electronically.

#### Notes:

1. To insert the Third Party logo, go to Page Setup in MS-Excel, click on the Custom Header button under the Header/Footer Tab, use the Insert Picture button and Format Picture button to insert and size the new logo in the Left Section of the Header.
2. The Request for Information is a one (1) page form. Additional sheets may be attached, as necessary, to answer the question. Any additional sheets attached to the Request for Information shall clearly identify the Project name, Metra Project number, and Contract number.
3. The general layout of the form has been established by Metra and shall not be altered by the Third Party Contractor.



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<b>Notes</b>	<b>Description</b>
Note 1	Enter the Project name.
Note 2	Enter the Contract number.
Note 3	Enter the Metra Project number.
Note 4	Enter the RFI number. This is a sequential number beginning with 001 (Ex. 002, 003, etc). Metra's Construction Manager controls the RFI log and therefore determines the RFI number.
Note 5	Enter the date that the RFI is created.
Note 6	Enter the name of the company answering the question. <b><i>[To be filled out by Metra's Construction Manager/Design Consultant].</i></b>
Note 7	Enter the name of the person answering the question. <b><i>[To be filled out by Metra's Construction Manager/Design Consultant].</i></b>
Note 8	Enter the name of the company asking the question.
Note 9	Enter the name of the person requesting the RFI.
Note 10	Enter the name of any co-respondent assisting the person listed in the Answered By field with answering the question. Include their company affiliation as well, if they are a subcontractor. <b><i>[To be filled out by Metra's Construction Manager/Design Consultant].</i></b>
Note 11	Enter the Contractor's internal RFI number.
Note 12	Enter the subject of the RFI.
Note 13	Enter the engineering discipline affected by the RFI.
Note 14	Indicate the document affected by the RFI (Ex. Plans, specs, etc.)
Note 15	Indicate whether or not the RFI will have a cost impact (Yes or No)
Note 16	Enter the dollar amount of the cost impact, or enter \$0.00 if the RFI will not have a cost impact.
Note 17	Indicate whether or not the RFI will have a schedule impact (Yes or No)
Note 18	Enter the number of schedule days impacted by the RFI, or enter 0 days if the RFI will not have a schedule impact.
Note 19	Indicate whether or not the RFI will have an impact on the As-Built drawings (Yes or No).
Note 20	Enter any comments on the cost impact, or enter N/A if not applicable.
Note 21	Enter any comments on the schedule impact, or enter N/A if not applicable.
Note 22	Enter any comments on the As-Built drawings impact, or enter N/A if the RFI will not have an impact on the As-Built drawings.
Note 23	Enter the date that an answer to the question is required by. This is ten (10) working days from when the RFI was received.
Note 24	Enter the question or clarification being sought. Sufficient detail shall be provided, with any necessary references or attachments.
Note 25	Enter a suggested answer to the RFI. This may be by the Contractor or the Construction Manager.



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Note 26	Enter the date that the question is answered. <b><i>[To be filled out by Metra's Construction Manager/Design Consultant, when answering the RFI].</i></b>
Note 27	Enter the answer to the question. <b><i>[To be filled out by Metra's Construction Manager/Design Consultant, when answering the RFI].</i></b>
Note 28	Metra's Construction Manager shall provide a signature confirming that the RFI was answered.
Note 29	Provide the date that the RFI was signed by Metra's Construction Manager.
Note 30	The Construction Contractor shall provide a signature acknowledging that the answered RFI was received.
Note 31	Provide the date that the RFI was acknowledged by the Construction Manager.

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Request for Information (RFI)

Project Name: Note 1

Contract #: Note 2 Project #: Note 3

RFI #: <b>Note 4</b>		Date Created: <b>Note 5</b>		
Answer Company	Answered By	Requesting Company	Requested By	
<b>Note 6</b>	<b>Note 7</b>	<b>Note 8</b>	<b>Note 9</b>	
<b>Co-Respondant</b>		<b>Author RFI Number (Internal)</b>		
<b>Note 10</b>		<b>Note 11</b>		
<b>Subject</b>		<b>Discipline</b>	<b>Category</b>	
<b>Note 12</b>		<b>Note 13</b>	<b>Note 14</b>	
<b>Cost Impact</b>	<b>Amount</b>	<b>Schedule Impact</b>	<b>Days</b>	<b>Dwg/As-Built Impact</b>
<b>Note 15</b>	<b>Note 16</b>	<b>Note 17</b>	<b>Note 18</b>	<b>Note 19</b>
<b>Cost Impact Comments</b>		<b>Schedule Impact Comments</b>		<b>Dwg/As-Built Impact Comments</b>
<b>Note 20</b>		<b>Note 21</b>		<b>Note 22</b>
<b>Question</b>				<b>Date Required: Note 23</b>
<b>Note 24</b>				
<b>Suggestion</b>				
<b>Note 25</b>				
<b>Answer</b>				<b>Date Answered: Note 26</b>
<b>Note 27</b>				

**Metra Construction Manager**

Signature: Note 28

Date: Note 29

**Acknowledged By (Contractor)**

Signature: Note 30

Date: Note 31