Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the Request for Information (RFI) Log. The RFI Log is used to track all Requests for Information on a project. Metra's Project Manager/Construction Manager is responsible for maintaining the official version of this log. The RFI Log tracks all questions posed by the Construction Contractor regarding a project and answers provided to them by Metra's Project Manager/Construction Manager. The Project Manager/ Construction Manager will track the receipt of all RFIs, when and if RFIs are forwarded to the Designer of Record, and when RFIs are returned and closed.

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

This log, and any associated documentation, shall be turned over to Metra as a part of project closeout. All documents shall be scanned and submitted to Metra via an electronic storage method as specified by Metra.

Follow the directions on the subsequent pages for entering data into the RFI Log. The log shall be kept current at all times. All columns shall have the required entries without any blanks.

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. Rows may be added as necessary to accommodate all RFIs on the project. Row heights shall be adjusted so that all text is readable when printed.

3. Rows 1 - 5 of the RFI Log are setup to repeat at the top of each page when printed.

4. The general layout of the form has been established by Metra and shall not be altered by the Third Party Contractor.

Instructions

Notes	Description
Note 1	Enter the Project name.
Note 2	Enter the Project number or PPN (Project Package Number applies to Capital Delivery Projects).
Note 3	Enter the Contract number.
Note 4	Enter the Task number, if applicable.
Note 5	Enter the name of the Third Party Contractor. (i.e. Construction Contractor)
Note 6	Enter the name of Metra's Project Manager or Construction Manager, as applicable. (i.e. CM Consultant)
Note 7	Enter the RFI number. This is the RFI number designated by Metra's Construction Manager. This is a sequential number beginning with 001. (Ex. 001, 002, 003, etc.)
Note 8	Enter a description for the RFI.
Note 9	Enter the date that the RFI is received by Metra's Project Manager or Construction Manager.
Note 10	Enter the name of the individual that reviewed the RFI.
Note 11	Enter the date that the RFI is received by the reviewer.
Note 12	Enter the date that the RFI is returned to the Construction Manager, if forwarded on to the Designer of Record for answering.
Note 13	Enter the date that the RFI is returned to the Construction Contractor.
Note 14	Enter any remarks regarding the RFI.
Note 15	Enter the status of the RFI (Open/Closed).

RFI Log

Project Name: Note 1

Project # / PPN: Note 2　　　**Contract #:** Note 3　　　**Task #:** Note 4

Third Party Contractor: Note 5　　　**Metra's PM/CM:** Note 6

No.	Description	Date Received	Reviewed By	Date Received By Reviewer	Date Returned to Metra PM/CM	Date Returned to TPC	Remarks	Status
Note 7	Note 8	Note 9	Note 10	Note 11	Note 12	Note 13	Note 14	Note 15