

Request for Information (RFI): Site Conditions Inquiry

RFI Information

RFI Number: [Enter RFI #]
Date Submitted: [Enter Date]
Project Name: [Enter Project Name]
Location: [Enter Location]
Submitted By: [Enter Requestor Name/Role]
Recipient: [Enter Recipient Name/Role]

Subject

[Site Conditions Inquiry]

Question / Description of Issue

[Describe the specific site condition in question, including location, drawing or detail references, and any observations of discrepancies or unforeseen conditions.]

Relevant Reference

Drawing / Detail	Specification	Other References
[e.g., A1.2, Detail 5]	[e.g., Section 31 00 00]	[e.g., Field photo, survey, etc.]

Proposed Solution / Request

[Optional: Provide suggested resolution or request for clarification, approval of alternate method, further investigation, etc.]

Attachments

[List any attached supporting documents or images.]

Response (For Consultant/Owner Use)

[Response to be filled in by recipient: answer, direction, or further action required.]

Date Responded: [Enter Date]
Responded By: [Enter Name/Role]