

<b>FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE</b>		
<b>Subject:</b>  <b>REQUEST FOR INFORMATION (RFI)</b>	FMEP-P-0305	Rev. No. 1
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1.0 PURPOSE

To define the process for the review, evaluation, disposition and control of a Request for Information (RFI) which is originated by the Construction Contractor.

2.0 GENERAL

- (a) The RFI form (Exhibit A, Page 1) is a Science Application International Corporation (SAIC) controlled document, which is utilized by the Construction Contractor, and is processed by the Facilities Maintenance and Engineering Organization (FME) or an Architect Engineering (A&E) firm.
- (b) As an alternate to the use of the RFI form identified in 2.0 (a) above, the Construction Contractor can use the RFI form which is located within the computer program software identified as "EXPEDITION". See Exhibit A, Page 2.

2.1 Definitions

Request for Information (RFI) - The RFI will ask a design question or request design clarification. The resolution to the RFI does not initiate a design change.

3.0 PROCEDURE

3.1 Processing of an RFI

The information within the body of the RFI that is received from the Construction Contractor is placed into the EXPEDITION computer program. See Exhibit B.

3.1.1 Reviewer

- (a) Reviews the RFI and the design documents associated with the RFI.
- (b) Provides the answer to the RFI and the answer is placed in Exhibit B.

Notes: 1. The resolution to the RFI cannot change the design requirements. By definition, only information/clarification is an acceptable response to the Construction Contractor.

2. If the answer required for the RFI will cause additional work and a potential design change, the answer to the RFI will state that the appropriate documentation (technical and/or contractual) such as an Request for Proposal, Contract Change Notice, Design Change Notice, etc., will be created to support the answer to the question asked on the RFI.

Note: The resolution to an RFI or the nature of the issue may require the construction contractor to initiate a Design Change Request or a Deficiency Report.

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(c) Forward the RFI to the Project Manager.

3.1.2 Project Manager

(a) Review the RFI for assurance that:

1. The resolution is complete and accurate for the information/clarification being requested.
2. There is no change to design requirements associated with the disposition to the RFI.
3. The necessary inter-discipline coordination has been performed.

(b) After satisfaction with item (a) 1, through (a) 3 above, sign and date the RFI.

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FMEP-P-0305 Exhibits

Exhibit A- RFI Question Form (2 pages)

Exhibit B- RFI Form with Question and Answer (1 page)