

REQUEST FOR INFORMATION

RFI NUMBER _____

DATE INITIATED _____

DATE RESPONSE REQUESTED _____

TO:

FROM:

WORK ORDER/CONTRACT NUMBER _____

BUILDING NUMBER _____

REASON FOR REQUEST:

- ___ INSUFFICIENT INFORMATION
- ___ ENGINEERING CONFLICT
- ___ ALTERNATE PROPOSAL
- ___ OTHER(describe below)

ACTION REQUESTED:

- ___ CLARIFICATION
- ___ DIRECTION
- ___ APPROVAL
- ___ OTHER(describe below)

PROBABLE EFFECT:

- ___ INCREASE COST
- ___ DECREASE COST
- ___ UNKNOWN COST
- ___ NO COST EFFECT
- ___ INCREASE TIME
- ___ DECREASE TIME
- ___ UNKNOWN TIME
- ___ NO TIME EFFECT

REFERENCE:

DOCUMENT NUMBER

REVISION NUMBER

REQUEST:

SIGNATURE/DATE

Enterprise Electric Co.**REQUEST FOR INFORMATION****No. 00001**4204 Shannon Drive
Baltimore, MD 21213**Phone:** 410-488-8200
Fax: 410-488-6639

TITLE: Sample RFI**DATE:** 3/19/01**PROJECT:** General Information**JOB:****TO:** SAIC Frederick
Project Management & Engineering
P.O. Box B (Bldg 350)
Frederick, MD 21702-1201**STARTED:****COMPLETED:****ATTN:** James F Parsons PE**REQUIRED:** 3/26/01**REQUEST:**

This is an example of a Request for Information submitted by a contractor.

What is the Basic Insulation Level of the distribution system components?

FMPEP-P-0305
REV. 0
EXHIBIT A
PAGE 2 OF 2**Requested By:** Enterprise Electric Co.**Date:** 3/19/01