

Coordinate use of Exhibit 29 Request for Information or PRISM with this section.

SECTION 01 26 13 REQUESTS FOR INFORMATION PROCEDURES

PART 1 - GENERAL

1.1 REQUESTS FOR CLARIFICATION OR ADDITIONAL INFORMATION (RFIs)

- A. Submit a Request for Information (RFI) if one of the following conditions is discovered:
1. An unforeseen condition or circumstance that is not described in the Contract Documents.
  2. An apparent conflict or discrepancy between portions of the Contract Documents that appears to be inconsistent or is not reasonably inferred from the intent of the Contract Documents.
  3. An omission from the Contract Documents that cannot be reasonably inferred from the intent of the Contract Documents.

For Design Build add subparagraph 1.1.a.4.

4. To obtain University information, such as fire flows.
- B. Submit RFIs in a reasonable time frame so as not to affect the Contract Schedule and while allowing the full response time described below.
- C. Form of Submission

STANDARD PROCEDURE: Use this paragraph for PRISM based projects

1. Submit all requests for clarifications or additional information in writing to the University's Representative using the Design and Construction Management Request for Information (RFI) form on the Internet. Complete instructions for using RFIs on the Internet will be given at the Pre-Construction Meeting. Number RFIs sequentially. Submit a new RFI for each new question and limit each RFI to one subject.

---OR---

Use this paragraph for projects not using PRISM

2. Submit all requests for clarification or additional information in writing to the University's Representative using the Request for Information (RFI) form.
  3. Follow RFI number with sequential alphabetical suffix as necessary for each resubmission. For example, the first RFI would be "1." The resubmittal of RFI 1 with the same issue would be numbered "1.1". The second RFI would be "2."
  4. Indicate specification section impacted.
  5. Address impacts to schedule and cost.
- D. Suggest possible solutions to fit field conditions, if appropriate. RFIs will not be recognized or accepted if, in the opinion of University's Representative, one of the following conditions exist:
1. Contractor submits the RFI as a request for substitution.
  2. Contractor submits the RFI as a submittal.
  3. Contractor submits the RFI under the pretense of a Contract Documents discrepancy or omission without thorough review of the Documents.
  4. Contractor submits the RFI in a manner that suggests that specific portions of the Contract Documents are assumed to be excluded or by taking an isolated portion of the Contract Documents in part rather than whole.
  5. Contractor submits an RFI in an untimely manner without proper coordination and scheduling of Work of related trades.
- E. Response Time
1. University's Representative, or the delegate of the University's Representative, shall resolve such questions and issue instructions to Contractor within a reasonable time frame. In most cases, RFIs will receive a response within 7 days. In some cases, this time may need to be lengthened for complex issues, or shortened for emergency situations, as mutually agreed in writing.

PROJECT TITLE  
CONTRACT TITLE  
UNIVERSITY OF CALIFORNIA, DAVIS  
CITY, CALIFORNIA

PROJECT NO: 0000000

2. Should Contractor proceed with the Work affected before receipt of a response from University's Representative within the response time described above, any portion of the Work that is not done in accordance with the University's Representative's interpretations, clarifications, instructions, or decisions is subject to removal or replacement and the Contractor shall be responsible for all resultant losses.
3. Failure to Agree: In the event of failure to agree as to the scope of the Contract requirements, Contractor shall follow procedures set forth in the General Conditions.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 01 26 13