STATE OF MONTANA

DEPARTMENT OF ADMINISTRATION

ARCHITECTURE AND ENGINEERING DIVISION

1520 East Sixth Avenue • P.O. Box 200103 • Helena MT
59620-0103 Phone: 406 444-3104 • Fax: 406 444-3399

REQUEST FOR INFORMATION

Project Name: _____ A/E #: _____

Location: _____ RFI #: _____

Date: _____

To: _____ Attention: _____

_____

_____

From: _____ Attention: _____

_____

_____

Trades Affected: _____

In order to expedite the Work and avoid or minimize delays in the Work the following information is requested. Please return a response by:

Date Sent: _____

Date Received: _____

Information Requested:

Response:

Response Date: _____ Respondent: _____

This RFI is for clarification only. The contractor shall notify the Owner's Representative within 48 hours if he/she feels the response to this RFI constitutes additional work.

Distribution:

- ☐ Owner
- ☐ Agency
- ☐ Architect
- ☐ Contractor
- ☐ Engineer
- ☐ Other_____