

Task	Responsibility and Information Flow	Notes
General notes: <ul style="list-style-type: none"> ▪ Review client-architect and client-contractor agreements for RFI procedures 	Architect	See Ch. 6.8 – <i>Sample Templates for the Management of the Project.</i>
Receive RFI (generally from contractor)	General contractor to architect	
Review for clarity and urgency: <ul style="list-style-type: none"> ▪ Obtain clarification from contractor as required ▪ Evaluate time and effort required to address the issues ▪ Advise contractor when issue can be addressed and response expected 	Architect	
Review RFIs for “frivolity.” A frivolous RFI generally occurs when an RFI: <ul style="list-style-type: none"> ▪ Asks the architect because that is easier than taking the time to find information readily available within the contract documents ▪ Attempts to transfer contractor’s responsibility for acts or omissions to the architect ▪ Implies non-existent errors or omissions in the documents to support claims for additional work ▪ Sets up circumstances to support subsequent unjustified delay claims ▪ Discredits the architect’s competence while at the same time promoting the contractor’s mastery of the construction process 	Architect and consultants	<i>RAIC Document Six</i> provides for additional compensation where this occurs.
Consider any contractor-proposed solution to issue raised in RFI	Architect and consultants	Contractors may include suggested solution to issue raised in RFI.
Distribute RFI to consultants and/or client if their input is needed, with review of contractor’s suggested solution and response deadlines	Architect to consultants and owner	
Review responses received from others for clarity	Architect	
Respond to contractor, even where the RFI appears frivolous, unjustified, or unnecessary	Architect to consultant	Responses to RFIs should only be sent by the architect as prime/ coordinating consultant.
Issue supplemental instruction as required to resolve issue raised in RFI	Architect	
Issue a proposed change notice as required to resolve issue raised in RFI Upon receipt of contractor’s quote and possible negotiation, issue either a change directive or a change order to adjust changes to contract price or contract time	Architect	