



KIER RFI PROCEDURES

For Creating, Formatting, Updating & Maintaining
Template Rev 2020

RFI PROCEDURES

1. RFI – Is a request for information that is used to clarify any uncertainties or to fill any gaps in information that may be found in any specifications, plans, contracts, submittals, or other documents.
2. Promote to all subs early, the response timeframes the design teams have on RFI's. Remind subcontractors that it is their contractual obligations to account for the the response time from the design teams,
3. It is critical that an RFI Response be provided quickly, and as accurate as possible. To frequent an RFI is rushed, and lacks quality in order to get it to the design team. The completeness of an RFI response, is typically driven on how clear the RFI is written and communicated to the design team. Incomplete RFI's or misunderstandings will prolong the response process. Overcommunicate the issue, and try as frequent as possible to keep RFI's to one issue. The following items should be followed.
 - a. Identify the issue by stating the exact location that is unclear. Be very specific on all locations that have the issue. The design team needs to be able to open up plans/specs/contract and find the issue very quick.

Example #1:

Request: Per sheet M8.1, and M8.2 the HVAC exhaust vent for the range, Kitchen ERV exhaust, outside air, and the Master Bathroom Exhaust Air duct are shown running to the party wall separating the Type C Building. This issue applies to all center units at the 24 plex. As follow up RFI 049 Response please provide a revised ceiling plan for Type C Buildings. Also, include a separate ceiling plan for 3rd floor units if applicable.

Date Required: 4/24/2014

Example #2:

Request: Per sheet C3.0, C3.1 of the approved city drawings no isolation valves are shown within the project site on the 8" water main. However, on the Geothermal/Utility Coordination drawing that has a date stamp of 10/16/2013 there are (3) isolation valves shown. Please advise which drawing is correct, and confirm if the isolation valves are wanted at an additional cost.

Date Required: 1/15/2014

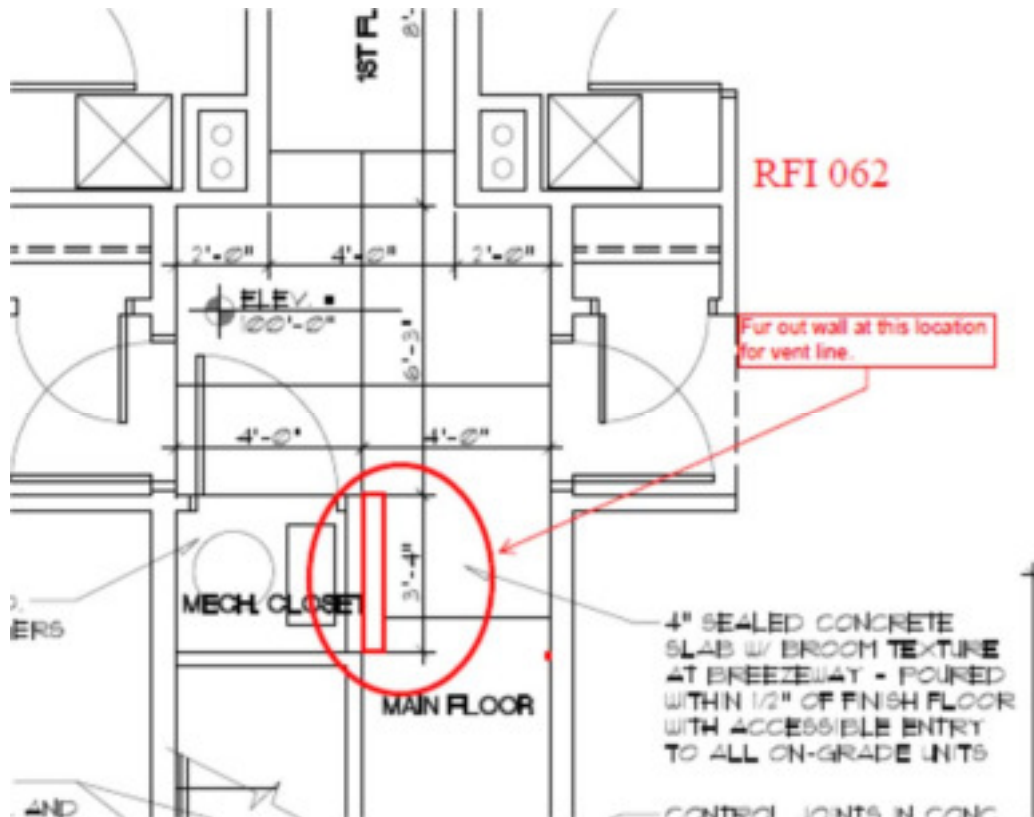
- b. Avoid assuming the design team know what you are talking about, include details, pictures, and mark-up information as frequent as possible to provide clarity on what's being asked. Example:

Example #1:

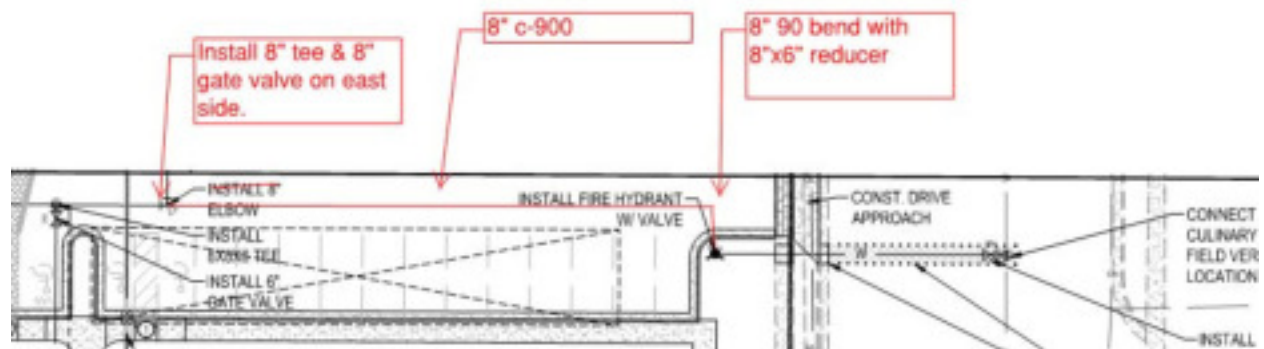
Request:

Date Required: 4/28/2014

Per sheet A8.9 detail 1 there is a 4'-0" dimension from the outside face of breezeway wall to the face of wall for the mechanical rooms. However, in Type E Buildings the breezeway opening is 8'-9" in lieu of 8'-0". The plumbing contractor installed the 2" waste and vent line based off of the 4'-0" dimension shown in the generic cut sheet on sheet A8.9. The vent line is currently outside of the wall. Please confirm that it is acceptable to fur out the Mech Room outside wall an additional 6" to enclose the vent line. The fur out will start at the outside wall at the edge of the Mech. Room door and continue out 3'-0" per the attached sketch. Please confirm.



Example #2:



- c. Suggest a solution when possible, however reference the trade impacted as the party suggesting the solution. An example: The drywall contractor recommends “ “. The excavator suggests ‘xx’ Avoid using “we”, “us”, “I” “me” “them”.

Example #1:

Per sheet M8.1, dryer vents are shown running vertically to the roof. According to the Mechanical Contractor, booster fans are required in this application for all dryer vents in 1st floor laundry rooms. In order to minimize costs and prevent having to install booster pumps. The Mechanical Contractor proposes running the dryer vents out the side walls, in lieu of vertically to the roof. Which in some applications the vents would be in the breezeways. Please, advise if this is acceptable.

- d. Check spelling and grammar.
- e. As much as possible or on RFI's that are challenging call the design team, to review the question and make sure they understand the issue. In those instances, the RFI should state: Per discussion on 'X' date, between Kier Construction Representatives (name), Architectural Belgique (name), and Structural Engineer (name) it was discussed that it was acceptable to use 'X' in lieu of 'Y' please confirm this is acceptable.
- f. In effort to streamline responses, include costs as much as possible to help owners/design teams understand the financial ramifications to the decision.

Example #1

There is a discrepancy between the 100 percent Mechanical Drawings on sheet M7.1 and the 95 percent drawings on the same sheet. The (3) Residential Ceiling Mount ERV's shown in the 95 percent drawings were replaced with (2) Commercial Roof Mounted ERV's. There is a substantial cost difference with this change. The credit for the Residential Ceiling Mount units would be \$1,977.00 and the cost for the Commercial ERV's is \$19,700.00. Please confirm that you want to proceed with the Roof Mounted ERV's or advise on an alternate solution.

4. Incomplete RFI Responses:

- If an RFI Response comes back incomplete from the design team, respond immediately and follow up with a phone call to review and insure they understand what's needed.
- An incomplete RFI response does not demonstrate conformance to the design teams' contractual obligations for of 10- or 15-day response time. The RFI timeline shall remain based off of the original date the RFI was issued, and a delay should be tracked if a complete RFI Response is not provided within the original timeframe.
- RFI Responses should be distributed to ALL subcontractors on the project. Include as many individuals as possible for each respective company to ensure ALL trades see the Response. All make sure all subs know they can access RFI Responses anytime in Procore. Please include this in the meeting minutes for all foreman coordination minutes to ensure all subs know they can view RFI's anytime.
- The language identified in Exhibit A para 21 (a) – stating that any claim for adjustment of the Contract Sum under this section must be made in writing within

(5) days from the date such changes are ordered. This timeframe aligns with most owner contracts for Kier and is very critical that it's implemented on projects.