**REQUEST FOR INFORMATION (RFI)**

Wisconsin Department of Transportation

DT2502 1/2018

|  |  |
| --- | --- |
| Project ID | RFI Number |
| Roadway | Date Submitted (m/d/yyyy) |
| Description | |
| County | |
| To (responding party under standard spec 104.4) | From (requesting party under standard spec 104.4) |
|  |  |
| Request Initiated by | |
| Contractor  Department | |
| Short Description | |
| Detailed Description of Request | |
| Are additional support documents attached?  Yes  No | |
| Date Response is Due (m/d/yyyy) | Date Response is Sent (m/d/yyyy) |
| Detailed Response to Request | |

**INSTRUCTIONS FOR REQUEST FOR INFORMATION (RFI)**

Wisconsin Department of Transportation DT2502

**Project ID:** *Enter controlling project ID for the contract. Usually the lowest.*

**RFI Number:** *The project engineer will assign the RFI number.*

**Roadway Date Submitted:** *Enter date submitted. (m/d/yyyy – month, day, year).*

**Description:** *Enter the description from the proposal cover sheet.*

**County:** *Enter the county from the proposal cover sheet.*

**To** (responding party under standard spec 104.4): *Enter the contact information for the responding party. This is either the project engineer or the contractor's superintendant. Include phone numbers and email addresses.*

**From** (requesting party under standard spec 104.4): *Enter the contact information for the requesting party. This is either the project engineer or the contractor's superintendant. Include phone numbers and email addresses.*

**Request Initiated by:** *Select either Contractor or Department.*

**Short Description:** *Provide a brief description of the RFI issue. Maximum length is 255 characters.*

**Detailed Description of Request:** *Provide a detailed description of the RFI issue. Include contact information for technical staff that can help provide additional details if necessary.*

**Are additional supporting documents attached?** *Select either yes or no to indicate whether there are attachments.*

**Date Response is Due:** *Enter the deadline for the response. Allow a minimum of 72 hours. (m/d/yyyy – month, day, year).*

**Date Response was Sent:** *Enter the date the response was provided. (m/d/yyyy – month, day, year).*

**Detailed Response to Request:** *Provide a detailed response to the RFI issue. Include contact information for technical staff that helped prepare the response.*