**REQUEST FOR INFORMATION (RFI)**

Wisconsin Department of Transportation

DT2502 1/2018

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| --- | --- |
| 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.*