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**PUBLIC WORKS-  
ENGINEERING DEPARTMENT**

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**DEVELOPMENT ENGINEERING  
DESIGN BULLETIN**

**CATEGORY: 10 Construction, Request for Information (RFI)**

**TITLE: 10.1.1 Request for Information (RFI) Process**

**DATE: April 29, 2024**

**Purpose**

This Design Bulletin aims to provide stakeholders involved in construction projects within the City of Chico with clear guidelines regarding the Request for Information (RFI) process. RFIs serve as a formal written procedure for parties, including contractors and designers, to seek clarification, verification, or request changes related to project plans and specifications. This document outlines the RFI process's purpose, background, implementation, and distribution.

**Background**

In construction projects within the City of Chico, RFIs are essential to maintain project integrity and quality. They come into play in three primary scenarios:

1. When the contractor requires additional information or clarification regarding project plans and specifications.
2. When the contractor proposes substitutions or alterations to the project plans and specifications.
3. When the contractor identifies problems or deficiencies, either in the project plans and specifications or during on-site construction activities.

**Implementation**

To ensure the efficient processing of RFIs, the following information must be included when submitting an RFI to the City of Chico Public Works Engineering Department:

- Project name and address: Specify the project's name and location.
- RFI number: Assign a unique RFI number in sequential order for the project.
- RFI title and brief description: Provide a concise title and description of the RFI's content.
- Date of submission: Include the date when the RFI is submitted.
- Requesting party information: This should encompass the name, title, company, and contact information of the party making the RFI.
- Space for City Engineer's response: Designate a section for the City Engineer to respond and provide a response date.
- Description of any attachments: If any attachments are relevant to the RFI, describe them clearly.

Upon receipt of an RFI, the City Engineer is responsible for responding within five (5) business days. The contractor must proceed with the work in accordance with the Engineer's response to ensure that the project progresses smoothly and maintains its quality and integrity.

**Distribution**

This Design Bulletin will be distributed to all relevant stakeholders involved in construction projects within the City of Chico. It will be made available through official channels, including the City's website, and shared with contractors, designers, and other parties engaged in construction activities to ensure that the RFI process is consistently applied and serves its intended purpose.