

APPENDIX I
RFI, COST OF CHANGE WORKSHEET, ATTIC STOCK
FORM

University of North Carolina at Charlotte Design and Construction Manual
Appendix I – RFI, Change of Worksheet, Attic Stock Form

RFI – Request for Information

RFI# _____

Sheet 1 of 1

Date: _____

Project _____

INITIATED BY: _____

DRAWING No. _____ SPEC. SECTION _____

TOPIC: _____

RESPOND BY: _____

DESRPTION: _____

ATTACHMENTS: _____

Reason(s) for RFI and any expedited response time: _____

INITIATOR'S SIGNATURE & TITLE: _____ **DATE:** _____

RESPONSE: _____

ATTACHMENTS: _____

RESPONDANT'S SIGNATURE & TITLE: _____ **DATE:** _____

RFI# _____

Sheet 2 of 2

Date: _____

Project _____

Upon receipt of response, please check the appropriate statement and return to the project expeditor within 7 calendar days.

_____ This RFI **Does Not** affect the Contract Price or Completion date.

_____ This RFI **May** affect the Contract Price or Completion date.

CONTRACTOR'S SIGNATURE & TITLE: _____ **DATE:** _____

- NOTE:**
1. Designer or Contractor may initiate RFI form.
 2. If RFI affects Contract price or Completion date the contractor is to provide cost within 14 calendar days of receipt of this RFI.

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QUOTATION FORMAT FOR CHANGES IN THE WORK

This format shall be used to request changes in the Work in accordance with Article 19.

Where unit prices shown on the Form of Proposal apply, they shall be used to determine the amount of addition to or deduction from the Contract price as called for in Article 19, Paragraph C (1) and not in this format.

All additions and deductions to the Contract price not covered by unit prices resulting from changes in the Work shall be determined by the following format:

Please submit an itemized quotation within 14 days for the proposed modification to the Contract. Documents described herein, indicating changes in the contract sum and/or time incidental to this request. **THIS IS NOT AN AUTHORIZATION TO PROCEED WITH WORK DESCRIBED NOR A CHANGE ORDER.**

(1) FOR THE _____ CONTRACT WORK

Description of items (breakdown including quantity, labor, and materials)

(2) Rent of equipment (list separate)

Performance Bond adjustment _____

Worker's Compensation Insurance _____

Social Security and Old Age Benefits _____

Pro rata charges for foremen _____

Sub-total _____

(3) Subcontract work (when required) _____

Sub-total _____

(4) Contractor's overhead and profit _____

Sub-total _____

Sales tax (on Material and
Equipment only)

Total Quotation _____

(1) Insert type of Contract such as General, Electrical, Plumbing, Mechanical, etc.

(2) Shall be in accordance with AED schedule - submit copy.

(3) When work is to be performed by a Subcontractor, a like breakdown shall be included.

(4) See Article 19 for percentage and when overhead and profit is allowed.

ATTIC STOCK SUMMARY

SPEC. SECTION & PARA.	MATERIAL TYPE / DESCRIPTION	TOTAL SQ. FT. INSTALLED	% OF TOTAL REQUIRED	CERTIFIED BY DESIGNER	RECEIVED BY UNIVERSITY

Note: This form is to be filled out by the contractor and submitted to the University and Designer prior to the final inspection

<i>Project Name</i> Closeout Timeline
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Closeout Documents

1. **O&M Manuals**
 - In CM/Sub Court
 - Approved

2. **Owner Training** (list all required training)

3. **As Built Drawings** (list all disciplines)

Attic Stock (attach a separate summary)

Punch List

Area / Floor	Punch Complete	Signed Off

Financial

Current Status:

- RCOs Approved – Pending Change Order.
- RCOs Submitted – Pending designer Comments
- RCOs Needing Team Discussion to Close
- **Total RCO's Remaining for Closure.....**

Pending Issues

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