**DEFINITIONS**

Add the following definition:

16a. Request for Information

*Requests for Information (RFI’s)* are documents issued by the *Contractor* to the *Consultant* requesting clarification or to obtain additional information where the intent of the *Contract Documents* is unclear or information is missing.

**GC 3.4 DOCUMENT REVIEW**

.1 Add new paragraph 3.4.2:

3.4.2 The Contractor shall request clarification of information where the intent of the Contract Documents is unclear or information is missing through the use of Requests for Information.

.2 Add new paragraph 3.4.3:

3.4.3 Requests for Information shall be issued using a form acceptable to the Consultant. Each Request for Information shall deal with a single topic.

.3 Add new paragraph 3.4.4:

3.4.4 Requests for Information shall include at least the information noted in the specifications as being required.

.4 Add new paragraph 3.4.5:

3.4.5 The Contractor shall issue Requests for Information to the Consultant in a timely manner and sufficiently in advance so as to cause no delay in the Work or in the work of other contractors.

.5 Add new paragraph 3.4.6:

3.4.6 The Contractor shall review all Requests for Information before issuing them to the Consultant. The Contractor shall review that the Contractor has reviewed the Contract Documents and determined that the information being requested is not in the Contract Documents.

.6 Add new paragraph 3.4.7:

3.4.6 The Consultant shall review and respond to Requests for Information with reasonable promptness so as to cause no delay in the Work or in the work of other contractors.

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