Intended Use

The Request for Clarification (RFC) process is initiated by the Contractor and is used for formal communication with the Consultant to seek clarification, additional information, and/or direction related to a contract document or requirement, within the scope of the Contract. An RFC cannot be used to process Extra Work or change the Contract, including cost, schedule or other impacts.

The use of the construction change management process and its associated form templates requires collaboration, communication and judgement within the project team to determine the process most suitable for each circumstance, which can vary between projects.

Examples of where a RFC would typically be used include:

- Determine equivalency of CSA/ASTM standards.
- Determine equivalency of metric/imperial material substitutions.
- Determine equivalency of product or material substitutions.
- Resolve minor dimensional inconsistencies on the Drawings.
- Clarify the meaning or intent of clauses in the Special Provisions.
- Interpretation of a standard specification requirement to a project specific condition.

Instructions for Use

A process workflow map is provided to illustrate the typical sequence of steps in the RFC process, including identification of the party responsible for each step, and should be referenced as necessary throughout the process.

The RFC form shall be completed comprehensively to support timely and accurate communication, evaluation and documentation of the clarification. Contract document references, photographs, sketches, technical data sheets, inspection reports, and other supporting information shall be included, as applicable. If additional space for responses or supporting information is required than can be accommodated by the form, they can be included as attachments.

If revisions are required during completion of the RFC process, a new version of the form should be issued along with sequential revision numbering to track its development.

Signature fields not required are to be crossed out or marked N/A.

A RFC is generated by the Contractor and submitted to the Consultant for review. The Consultant reviews the RFC (in consultation with the Department where required) and provides a response/clarification on requests that are determined within the scope of the Contract. If an RFC is determined to be a change to the Contract, then the RFC process is completed and a Contract Variance Request (CVR) or Contemplated Change Notice (CCN) process is initiated. Guidance on when the Consultant should involve the Department should be discussed during the project pre-commencement or pre-construction meetings.

Process Timelines

RFC process timelines should generally be in accordance with the date which the Contractor has indicated on the form, provided the date requested is reasonable. The Contractor also has the option to indicate that an RFC is a high

priority, which should be used appropriately and reasonably. Initial response timelines will vary (typically 1 to 7 days) but could be longer based on complexity and level of review required.

Lines of communication and expectations for the submission, review and processing of Construction Change Management forms should be discussed during the preconstruction meeting. If items are identified during the project which require expedited resolution to avoid safety, cost, schedule, or other time sensitive impacts, they shall be brought to the attention of all parties as soon as possible. The project team shall then work collaboratively to determine a path forward, establishing expedited timelines to minimize the associated impact(s).

Result of Use

The use of the RFC process will result in one of the following outcomes:

- There is no change to the Contract as determined by the Consultant/Department and a response/clarification is provided to the Contractor.
- There is a potential change to the Contract as determined by the Consultant/Department and the Contemplated Change Notice (CCN) or Contract Variance Request (CVR) process is initiated.

Contact

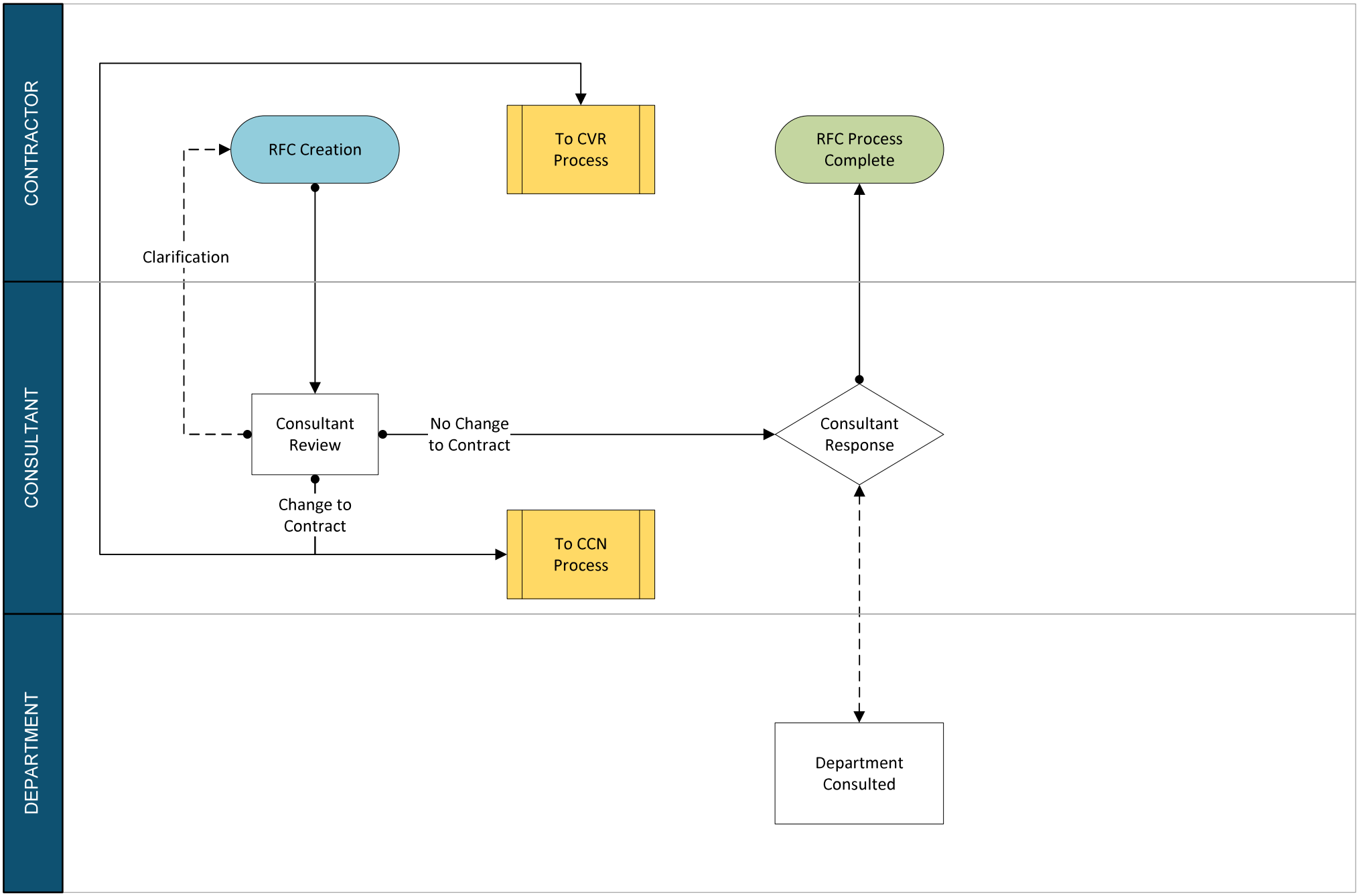
For more information or feedback on bridge construction administration change management processes please contact the project management office at:

tec.cm-pmo@gov.ab.ca

The change management process reference material provided above is not required to be included with the following process form as part of project transmittals/submissions.

Request for Clarification (RFC) Process Workflow

Alberta Transportation & Economic Corridors – Bridge Construction Administration Change Management



Request for Clarification (RFC)

Alberta Transportation & Economic Corridors Bridge Construction Administration Change Management

Project Details

Contract Number	Bridge File	Bridge Name/Project Description
CON0000000	BF00000-0	Highway ## over ABCDE River, ## km NW of Town FGH

Contractor

Consultant

RFC Information

Subject

RFC Number	Revision Number	Creation Date	High Priority	Requested Response Date
RFC000	0	YYYY-MM-DD	☐ Yes	YYYY-MM-DD

Contract Reference Documents (if applicable)

Standard Specification Section Number(s)

Drawing Number(s)

Special Provision Section Number(s)

Request for Clarification Details (attach supporting documents as required)

Attached Document(s):
(Document Name – Description)

Contractor Representative (Print Name)

Signature & Date

Consultant Response (attach supporting documents as required)

CVR Required?	CVR Number	CCN Required?	CCN Number
☐ Yes ☐ No	CVR000	☐ Yes ☐ No	CCN000

Attached Document(s):
(Document Name – Description)

Consultant Representative (Print Name)

Signature & Date