

RFI Basics

A practical guide to Requests for Information: what they are, why they matter, and how to write ones that get answered

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Who this is for. General contractors, subcontractors and architects who send, manage or answer RFIs, and anyone new to the process who wants a clear, practical overview.

What you will learn. What an RFI is and what the contract says about it; who does what; how an RFI moves from draft to closed; what makes an RFI clear and answerable; the most common problems and how to avoid them; and how teams manage RFIs today. The last section shows how MarkedUp helps you find drawing conflicts early and turn them into well-written RFIs.

How to use it. Each section is short and stands on its own. Sources are numbered in square brackets, like [1], and listed at the end. Examples are labeled as examples.

Words you will see

Term	Plain-English meaning
RFI (Request for Information)	A formal, written question about the project documents, sent to the people who designed them
GC (general contractor)	The company hired to build the whole project. It manages the trades and the RFI log
Sub (subcontractor)	A specialist company hired by the GC for one trade, such as doors, electrical or concrete
Architect	The designer who leads the design team and usually answers RFIs
EOR (engineer of record)	The licensed engineer responsible for one part of the design, such as structure or mechanical
Owner / owner's rep	The client paying for the building, or the person who represents them day to day

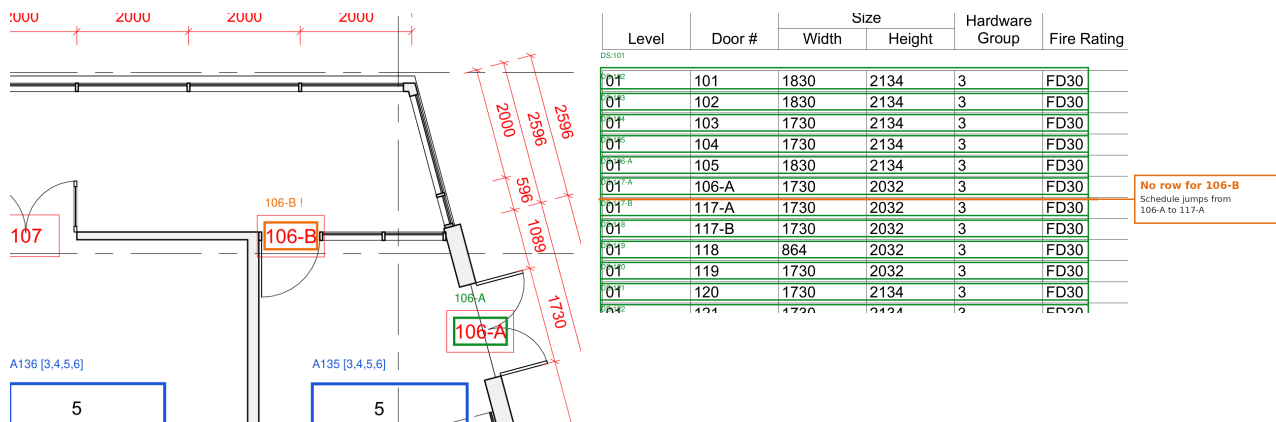
Term	Plain-English meaning
Contract documents	The drawings, specifications and contract that define what must be built
Spec (specification)	The written book that describes materials and quality, organized in numbered sections
Sheet	One drawing page, named by a number like A101 (A = architectural)
Schedule (on a drawing)	A table on a sheet that lists items such as doors, with sizes and ratings
CO (change order)	A signed change to the contract's price, time or scope
Ball in court	Whoever must act next on an RFI
PMS (project management system)	Software where the team manages RFIs and other records, such as Procore, Autodesk Forma Build or Trimble ProjectSight

1. What an RFI is

An RFI is a **formal question asked in writing** when the drawings or specifications are unclear, incomplete or contradict each other. The builder asks, the design team answers, and both the question and the answer become part of the project record.

Procore's guide describes RFIs as a contractual obligation for getting clarification on the documents [9], and Autodesk, Procore and Trimble all build a dedicated RFI tool into their project software [10][12] [15].

A simple example. (Example project.) A door hardware subcontractor is pricing doors. The floor plan shows a door tagged **106-B** at the stair, but the **door schedule** (the table that lists every door's size, hardware and fire rating) has no row for 106-B. It lists 106-A and then jumps to 117-A. The sub cannot order a door that has no size or fire rating, and guessing could mean buying the wrong door. So the sub asks the GC, and the GC sends the architect an RFI: *"Door 106-B appears on the plans but not in the door schedule. Is it part of the scope? If yes, please give its size, hardware and fire rating."*



Example project. A real conflict found by a MarkedUp audit, with project details removed. Left: on sheet A101, tag 106-B is boxed orange because no schedule row matches it, while 106-A is boxed green because it matches. Right: the Door Schedule goes from 106-A straight to 117-A.

An RFI is **not**:

- **A submittal** (a shop drawing or product sample sent for approval)
- **A change order** (although an RFI answer can lead to one)
- **A place for general chat**, schedules or meeting notes. Procore's guide notes RFIs are not meant for routine communication or for submittals [9].

2. Why RFIs exist and why they matter

2.1 The contract requires them

Most construction contracts make the RFI the official way to raise a problem in the documents. The most widely used US general conditions, **AIA A201-2017**, say [1]:

- The contractor must study and compare the contract documents and “promptly report to the Architect any errors, inconsistencies or omissions” it finds, “as a request for information in such form as the Architect may require” (§3.2.2). The same applies to anything that does not conform to codes that the contractor discovers (§3.2.3).
- The architect “will review and respond to requests for information about the Contract Documents,” in writing, “within any time limits agreed upon or otherwise with reasonable promptness,” and will issue supplemental drawings if needed (§4.2.14).
- If the contractor believes an answer adds cost or time, it must raise a formal claim (§3.2.4). If it fails to report a problem it found, it may have to pay for costs that could have been avoided.

The other major family of standard contracts, **ConsensusDocs**, publishes standard RFI forms: ConsensusDocs 204 for contractor-to-owner or design professional, and ConsensusDocs 790 for subcontractor-to-contractor. Both have space for the issue, the clarification needed, the potential cost or schedule impact, and the response [2][3].

Owners often add their own rules. For example, a California Judicial Council contract requires each RFI to set out “the single issue” with spec section and drawing references, include the contractor’s own interpretation, and receive a response within 14 days [4]. Model language proposed by the Navigant Construction Forum uses 10 working days [5].

2.2 They affect cost, schedule and claims

- **Cost.** An answer can add or remove scope. In our example, if door 106-B is real, someone has to pay for a door, frame, hardware and possibly a fire rating. Under A201, the contractor raises added cost or time through the claims and change process [1].
- **Schedule.** Work that depends on the answer waits. A late answer on a long-lead item, such as a fire-rated door, can delay installation.
- **Claims.** The RFI log is evidence of who knew what and when. Navigant warns that RFIs can also be misused to build a paper trail for later claims (see section 6) [5].

2.3 Typical volumes, turnaround and cost

The largest public study we know of is Navigant Construction Forum’s 2013 analysis of Aconex data, hosted by CMAA (the Construction Management Association of America) [5]:

796

average RFIs per project
(1,362 projects, about 1.08
million RFIs)

9.7 days

median time to reply
(average first reply: 6.4
days)

\$1,080

estimated average cost to
review and answer one RFI
(about 8 hours)

\$859,680

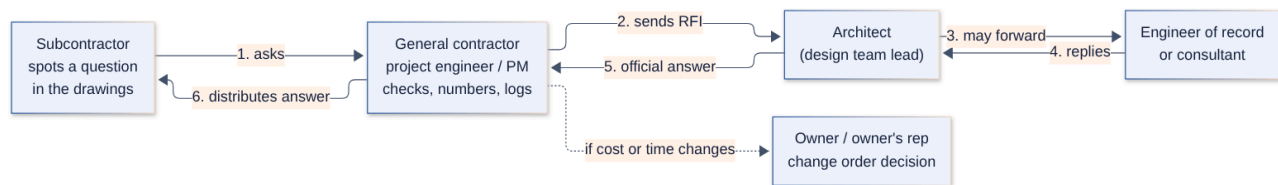
estimated RFI handling
cost on an average project

Projects of a year or less had a median reply time of about 7 days, and projects of two years or more approached 10 days. That is where the common “7 to 10 days” rule of thumb comes from. The share of RFIs that never got a reply ranged from just under 19% (Middle East) to 35% (Asia) [5].

Unclear information is also costly beyond the RFI itself. In the 2018 FMI and PlanGrid “Construction Disconnected” survey of 599 construction leaders, poor communication and poor project data were blamed for **48% of rework** on US jobsites, estimated at **\$31.3 billion** in 2018. Team members spent **more than 14 hours a week** on non-productive work such as looking for project data, resolving conflicts and dealing with rework [6].

3. Who uses RFIs and how

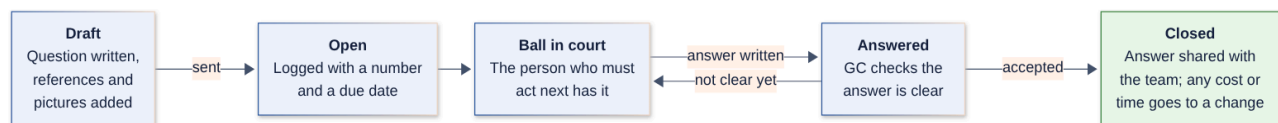
Role	What they do with RFIs
Subcontractor	Finds the question while pricing, planning or building their trade. Sends it to the GC, usually with a suggested answer. Builds to the official answer.
GC project engineer / project manager	Checks that the question is real and not already answered. Removes duplicates. Gives it a number, logs it, sets the due date and sends it to the design team. Chases late answers. Checks the answer, distributes it, and starts a change if cost or time is affected. In Procore this person is often the “RFI Manager” [10].
Architect	Usually the main recipient. Answers directly or forwards to the right consultant. Issues the official response, sometimes with a sketch or revised drawing [1].
Engineer of record / consultant	Answers questions in their discipline (structural, mechanical, electrical and so on) and returns the answer through the architect.
Owner / owner’s rep	Watches the RFI log for cost and schedule risk. Approves change orders that result from answers. On some projects, receives RFIs directly.



Typical RFI routing: the subcontractor asks the GC, the GC sends the RFI to the architect, the architect may involve the engineer of record, and the official answer comes back the same way. If the answer changes cost or time, the owner is involved through a change order.

4. The RFI lifecycle

Every RFI moves through the same basic stages, even if each software tool names them a little differently.



The RFI lifecycle in plain terms

Stage	What it means	Who acts
Draft	The question is being written. References and pictures are added. Nothing has been sent.	Sub or GC
Open	The RFI is officially sent, has a number in the log and a due date.	GC sends; the clock starts
Ball in court	Shows who must act next. Usually the architect or engineer, but it can move back to the GC if more information is needed.	Design team (or whoever holds it)
Answered	An official response has been given. The GC checks that it actually answers the question.	GC reviews
Closed	The answer is accepted and shared with everyone affected. If the answer changes cost or time, a change process starts.	GC closes and distributes

Autodesk's Forma Build, for example, uses Draft, Submitted, Open, Answered and Closed, and lets a manager pick the official response before closing [11]. Procore's RFI Manager reviews drafts, opens and numbers them, assigns them, chooses the official response and closes them, and can start a change event from an RFI [10].

5. Components of a good RFI

Procore, Autodesk and the ConsensusDocs forms list nearly the same building blocks [3][8][13]. Here they are in plain language.

Component	What it is	Why it matters
RFI number	A unique number in the project log, such as RFI-014	Everyone can refer to the same question, in emails, meetings and claims
Project	Project name and number	Sends it to the right job and log
Subject	A short title that names the problem	It is what people see in the log. "Door 106-B missing from door schedule" beats "Doors"
From / to / cc	Who is asking, who must answer, who should be informed	Makes it clear who holds the ball
Dates	Date sent and the response due date	Starts the clock; shows what is late
Drawing and spec references	Sheet number, detail or callout, grid line, room or door number, spec section, revision or issue date	Lets the reviewer find the problem in seconds, on the right version
The question	One clear question that states the conflict	The single biggest factor in getting a fast, useful answer
Visual evidence	Marked-up crops showing both sides of the conflict	Removes doubt about what you mean
Proposed solution	What the asker suggests ("confirm or revise")	Gives the designer something to say yes to, which speeds answers. Some owner contracts require it [4]
Cost and schedule impact	Yes, no or unknown for each	Flags possible change orders early
Status and response	Where the RFI is, the official answer, who answered and when, any attachments	Closes the loop and creates the record

5.1 Good vs bad: the same problem, written two ways

Example project. RFI-014, Sam Rivera and the other names below are fictional examples.

WEAK RFI

Subject: Doors

To: Architect

Question: The door schedule seems incomplete. Please advise on all doors.

References: None

Evidence: None

Impacts: Not stated

Why it fails: The reviewer has to search the whole drawing set to find out what "incomplete" means. "All doors" mixes many possible issues. With no suggestion and no due date, it is likely to come back with "please clarify", which costs a week.

STRONG RFI

Subject: RFI-014 | Door 106-B missing from door schedule (A101 / A135)

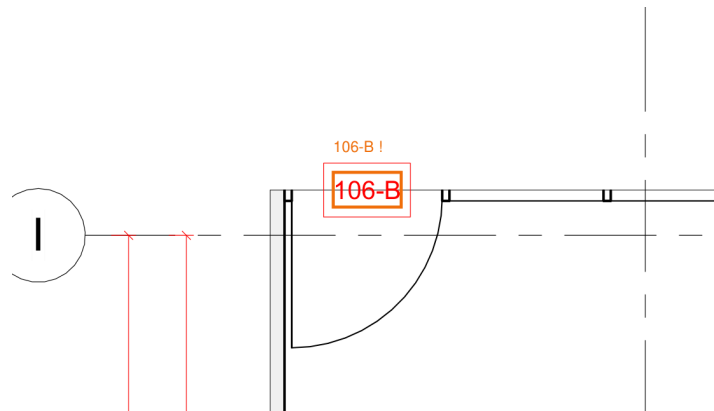
To: Sam Rivera, Architect of Record. **Cc:** GC PM, door sub. **Due:** Oct 30

Question: Door tag 106-B appears on A101 (GA - 01) and A135 (Stair Core 2), but the Door Schedule on A101 has no row for 106-B. It lists 106-A, then 117-A. Is 106-B in scope? If yes, please give width, height, hardware group and fire rating. If no, please confirm the tag should be removed.

Evidence: Boxed crops of the plan tag and the schedule.

Proposed solution: Match 106-A (1730 × 2032, hardware group 3, FD30). Please confirm or revise.

Impacts: Cost unknown, schedule unknown.



Example project. What the strong RFI's evidence looks like: the same tag 106-B on sheet A135, boxed by MarkedUp

6. Common RFI problems and best practices

Problem	What it looks like	Better practice
Vague questions	"Please advise," "Clarify doors"	Say exactly what conflicts with what, and what answer you need. Autodesk notes that poorly defined problems, or too many issues in one RFI, lead to inaccurate answers [7].
Missing references	No sheet, detail, grid or revision	Always give sheet number, location and issue date or revision, plus a marked-up picture.

Problem	What it looks like	Better practice
Several unrelated issues in one RFI	Doors, ceiling heights and a keynote in one form	One question per RFI. Different issues have different answerers and different deadlines. Some owner contracts require “the single issue” [4].
RFIs used to shift risk	Questions whose answers are already in the drawings; flooding the designer with RFIs; using RFIs instead of submittals or substitution requests	Navigant describes contractors using RFIs to build a paper trail for later claims [5]. A cited study found about 13.2% of RFIs were “not justifiable”, meaning they asked about means and methods, asked for unrequested design changes, or asked questions already answered in the documents [5]. Check the documents first, and use the right process for submittals and substitutions [9].
Slow responses	RFIs sitting for weeks, or never answered	Set realistic due dates, track ball in court, escalate early, and send RFIs before the work is on the critical path. Navigant’s data shows 19% to 35% of RFIs never got a reply, depending on region [5].

6.1 One issue per RFI, and when bundling is the right call

The rule of thumb is **one issue per RFI**. But “one issue” means **one question**, not “one location”. When an audit finds the same type of problem in many places, such as 7 door tags missing from the schedule, appearing 17 times across 8 sheets, there are two choices:

- **Send 7 (or 17) separate RFIs.** Each is perfectly focused, but at Navigant’s estimate of about \$1,080 to process each RFI [5], this multiplies review effort and clutters the log.
- **Send one RFI with one question and an itemized list.** “For each of these marks, should the door be added to the schedule or removed from the plans?” Every affected mark, sheet and location is listed in an attached table or spreadsheet, and the designer can answer line by line.

The second approach is efficient, and it still follows the spirit of the rule as long as:

1. **It asks only one question.** All items share the same problem type and the same kind of answer.
2. **Every item is listed** with its own mark, sheet and location, so nothing is hidden in a summary.
3. **The same person can answer all of it.** If items need different consultants, split them.
4. **You split it later if needed.** If the answer differs for one item, for example if one door has cost impact, track that item separately.
5. **It fits the project’s rules.** Some contracts strictly require a single issue per RFI [4]. Check the project’s RFI requirements, and if in doubt, ask the GC how they prefer to receive grouped items.

7. Where RFIs live today

7.1 Email and spreadsheets

Many projects, especially smaller ones, still run RFIs as a Word or PDF form sent by email and tracked in an Excel log.

- **Good:** everyone has email, there is no software to learn, and attachments travel easily.
- **Hard:** the log is updated by hand, reminders depend on someone remembering, answers are buried in reply chains, and it is easy to lose which version of a drawing was being discussed.

7.2 Project management systems

Larger GCs usually manage RFIs inside a project management system (PMS). The RFI becomes one record with its question, references, attachments, ball in court, due date, history and official answer.



Two common ways RFIs are managed

System	How RFIs work there (from the vendor's own help pages)
Procore	An RFI tool with an "RFI Manager" who reviews drafts, opens and numbers them, assigns the design team, picks the official response and closes them. A change event can be created from an RFI [10].
Autodesk Forma Build	The RFIs tool in Forma Build, which was called Autodesk Build until Autodesk Construction Cloud was renamed Autodesk Forma on March 24, 2026 [14]. RFIs move through Draft, Submitted, Open, Answered and Closed. A manager can assign up to 10 reviewers and selects the official response [11][12].
Trimble ProjectSight	An RFIs module under Records, where RFIs can include photos, drawing locations and model views, can follow configurable workflow templates, and can be exported to and imported from Excel [15][16].

Whatever the tool, the building blocks in section 5 are the same. The tool mostly changes **where** the record lives and **how** reminders and status work.

8. How MarkedUp helps

8.1 What MarkedUp does

MarkedUp is a consistency audit for construction drawings, a kind of “**Grammarly for construction drawings**”. It reads a drawing set and checks that the sheets agree with each other. For example:

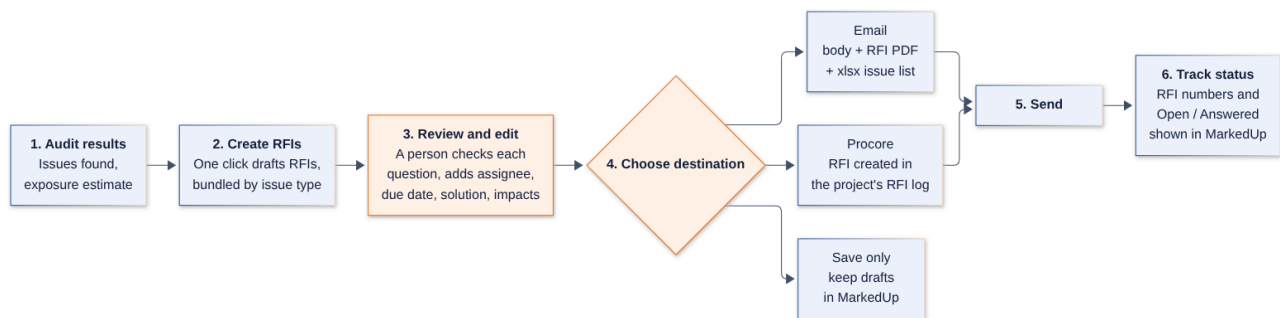
- A **door tag** on a plan with no matching row in the **door schedule** (the 106-B example), or a schedule row that appears on no plan
- A **callout** pointing to a sheet or detail that does not exist
- A **keynote** used on a sheet but missing from the legend
- A **sheet index** that does not match the sheets in the set

It returns **boxed markup** (orange for problems, green for verified matches) plus a findings list. MarkedUp is **not** a quantity takeoff tool and **not** a code-compliance review.

Why this matters for RFIs. Cross-sheet inconsistencies are exactly the “errors, inconsistencies or omissions” that A201 asks contractors to report as RFIs [1]. Finding them before pricing or construction means the question can be asked while the answer is still easy to give and nobody is waiting on site.

8.2 One-Click RFI

One-Click RFI launches October 23, 2026. It turns audit findings into draft RFIs that follow the practices in this guide, and a person reviews every draft before anything is sent.



How One-Click RFI works. The steps in orange are where a person decides.

MarkedUp drafts, and you decide. Nothing is sent to anyone until a person on your team has reviewed it and clicked Send.

1. **Audit results.** After an audit, you see the issues by category (sheet index, callouts and details, door tags and schedules) and an **estimated exposure**: the number of issues multiplied by a per-issue cost you can edit. It is a rough planning number for what the issues could cost if they are built wrong, not a quote.
2. **Create RFIs.** One click drafts RFIs. Related issues are **bundled by issue type**, following section 6.1: for example, every door tag missing from the schedule becomes one RFI with one question and an itemized list of each mark and sheet. MarkedUp fills in the subject, sheet references, question and boxed evidence.

3. **Review and edit.** You read and edit each question and add what only a person can decide: who it goes to, the due date, a proposed solution, and the cost and schedule impact. You choose which drafts to send.
4. **Choose where it goes.**
 - **Email:** the full RFI in the email body, with the formal RFI PDF and an xlsx issue list attached, so the designer can answer line by line.
 - **Procore:** the RFI is created in the project's Procore RFI log, ready to be worked on there.
 - **Save only:** keep the drafts in MarkedUp, for example to discuss them with your team first.
5. **Send.** The reviewed RFIs go to the destination you chose.
6. **Track status.** Wherever you send them, MarkedUp shows each RFI's number and status, such as Open or Answered, next to the audit findings.

8.3 Example: what the email version looks like

Example only. Sample Project No. 2301, RFI-014, the companies, the people (Jordan Lee, Sam Rivera, Priya Shah) and the email addresses below are fictional examples. The drawing crops come from a real MarkedUp audit with project details removed.

In this example, one bundled RFI covers **7 door marks that appear 17 times on 8 sheets**. The email carries the full RFI in the body, so the architect can read it without opening anything, plus two attachments: the **RFI PDF** (the formal record) and the **xlsx issue list** (one row per occurrence, with an empty "Answer" column).

EXAMPLE ONLY: Sample Project No. 2301, RFI-014, the companies, people and email addresses shown are fictional examples. Drawing crops come from a real audit with project details removed.

RFI-014 | Project 2301 | 7 door tags on plans missing from door schedule (A101 + 7 room sheets)

From: Jordan Lee via MarkedUp To: Sam Rivera (Architect of Record) Cc: Priya Shah, door and hardware sub
Date: Fri, Oct 23, 2026 9:12 AM ET

RFI-014_2301_7-door-tags-missing-from-schedule.pdf

RFI-014_2301_issue-list.xlsx

Reply above this line to answer RFI-014

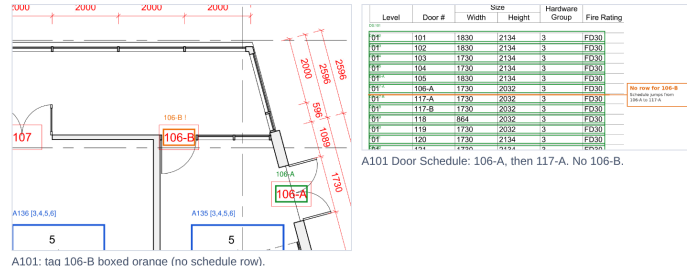
RFI-014 | 7 door tags on plans missing from door schedule

Project	Sample Project (No. 2301)
From	Jordan Lee, Project Engineer, Sample GC
To / ball in court	Sam Rivera, Project Architect, Architect of Record
Cc	Priya Shah, Project Manager, Sample GC; Door and hardware subcontractor
Sent / response due	2026-10-23 / 2026-10-30
Cost / schedule impact	Unknown / Unknown

Question

Seven door tags shown on the plans have no matching row in the Door Schedule on sheet A101: 106-B, 112-A, 112-B, 114-A, 114-B, 115-A and 115-B. They appear 17 times across 8 sheets (A101, A131-A, A135, A136, A141, A142, A143, A144). Every occurrence is listed in the attached issue list. For each mark, please confirm whether the door should be added to the Door Schedule (with width, height, hardware group and fire rating) or removed from the plans.

Example evidence: mark 106-B (all 17 rows are in the issue list)



A101: tag 106-B boxed orange (no schedule row).

Affected marks (first rows of the attached issue list)

#	Door mark	Sheet	Sheet title	Issue
1	106-B	A101	GA - 01	No row in Door Schedule (A101)
2	106-B	A135	Room Layout - 106 - Stair Core 2	No row in Door Schedule (A101)
3	106-B	A136	Room Layout - 107 - Professor B	No row in Door Schedule (A101)
4	112-A	A101	GA - 01	No row in Door Schedule (A101)
5	112-A	A141	Room Layout - 112 - Storage A	No row in Door Schedule (A101)
6	112-B	A101	GA - 01	No row in Door Schedule (A101)

...and 11 more rows in RFI-014_2301_issue-list.xlsx

Proposed solution (from Sample GC)

Where a mark is a pair leaf next to a scheduled door (for example 106-B next to 106-A), we suggest adding a row that matches the scheduled door. Please confirm or revise per mark.

View these findings in MarkedUp

Attached: RFI-014_2301_7-door-tags-missing-from-schedule.pdf · RFI-014_2301_issue-list.xlsx
Please answer by replying above the line. You can fill in the "Answer" column of the issue list and attach it to your reply.

Example email for RFI-014, as the architect would receive it.

EXAMPLE ONLY: Sample Project No. 2301, RFI-014, the companies, people and email addresses shown are fictional examples. Drawing crops come from a real audit with project details removed.

RFI-014_2301_issue-list.xlsx (17 rows)

#	Door mark	Sheet	Sheet title	Issue
1	106-B	A101	GA - 01	No row in Door Schedule (A101)
2	106-B	A135	Room Layout - 106 - Stair Core 2	No row in Door Schedule (A101)
3	106-B	A136	Room Layout - 107 - Professor B	No row in Door Schedule (A101)
4	112-A	A101	GA - 01	No row in Door Schedule (A101)
5	112-A	A141	Room Layout - 112 - Storage A	No row in Door Schedule (A101)
6	112-B	A101	GA - 01	No row in Door Schedule (A101)
7	112-B	A141	Room Layout - 112 - Storage A	No row in Door Schedule (A101)
8	112-B	A142	Room Layout - 113 - Office C	No row in Door Schedule (A101)
9	114-A	A101	GA - 01	No row in Door Schedule (A101)
10	114-A	A143	Room Layout - 114 - Office B	No row in Door Schedule (A101)
11	114-B	A101	GA - 01	No row in Door Schedule (A101)
12	114-B	A143	Room Layout - 114 - Office B	No row in Door Schedule (A101)
13	115-A	A101	GA - 01	No row in Door Schedule (A101)
14	115-A	A131-A	Room Layout - 102 - Lobby	No row in Door Schedule (A101)
15	115-A	A144	Room Layout - 115 - Office A	No row in Door Schedule (A101)
16	115-B	A101	GA - 01	No row in Door Schedule (A101)
17	115-B	A144	Room Layout - 115 - Office A	No row in Door Schedule (A101)

Example attached xlsx issue list: one row per occurrence, so the designer can answer each mark.

EXAMPLE ONLY: Sample Project No. 2301, RFI-014, the companies, people and email addresses shown are fictional examples. Drawing crops come from a real audit with project details removed.

RFI-014

7 door tags on plans missing from door schedule

Sample Project
Project No. 2301
Request for Information

ROUTING

From	Jordan Lee, Project Engineer, Sample GC
To (ball in court)	Sam Rivera, Project Architect, Architect of Record
Cc	Priya Shah, Project Manager, Sample GC; Door and hardware subcontractor
Date sent / response due	2026-10-23 / 2026-10-30
Cost impact / schedule impact	Unknown / Unknown

DRAWING REFERENCES (ISSUE DATE 2026-03-09, NO REVISION SHOWN)

Sheet	Title
A101	GA - 01 (plan) and Door Schedule
A131-A	Room Layout - 102 - Lobby
A135	Room Layout - 106 - Stair Core 2
A136	Room Layout - 107 - Professor B
A141	Room Layout - 112 - Storage A
A142	Room Layout - 113 - Office C
A143	Room Layout - 114 - Office B
A144	Room Layout - 115 - Office A

QUESTION

Seven door tags shown on the plans have no matching row in the Door Schedule on sheet A101: 106-B, 112-A, 112-B, 114-A, 114-B, 115-A and 115-B. They appear 17 times across 8 sheets (A101, A131-A, A135, A136, A141, A142, A143, A144). Every occurrence is listed in the attached issue list. For each mark, please confirm whether the door should be added to the Door Schedule (with width, height, hardware group and fire rating) or removed from the plans.

PROPOSED SOLUTION (SENDER)

Where a mark is a pair leaf next to a scheduled door (for example 106-B next to 106-A), we suggest adding a row that matches the scheduled door. Please confirm or revise per mark.

EXAMPLE EVIDENCE: MARK 106-B

Example attached RFI PDF, page 1: routing, sheet references, the question, the proposed solution and example evidence.

Sources

1. American Institute of Architects, *AIA Document A201-2017, General Conditions of the Contract for Construction*, §§3.2.2, 3.2.3, 3.2.4 and 4.2.14 (quoted from AIA's published comparative document). <https://assets.aiacontracts.com/ctrzdweb02/zdpdfs/aia-a201-2017-comparative-a101-exhibit-new.pdf>
2. ConsensusDocs, *204 Request for Information*. <https://www.consensusdocs.org/contract/204-request-for-information/>
3. ConsensusDocs, *790 Standard Request for Information (RFI) and Response Form*. <https://www.consensusdocs.org/contract/790-standard-request-for-information-rfi/>
4. Judicial Council of California, Administrative Office of the Courts, *General Conditions of the Contract for Construction*, RFI provisions (example owner contract language). <https://courts.ca.gov/system/files/solicitation-request-document/mamlakes-rfp-atth.pdf>
5. Navigant Construction Forum, *Impact & Control of RFIs on Construction Projects*, April 2013, hosted by CMAA. Includes Aconex data on 1,362 projects, cost-per-RFI estimates, the "abuse of RFI process" discussion, model contract language, and the cited study by Hanna, Tadt and Whited on justifiable RFIs. <https://www.cmaanet.org/sites/default/files/2018-04/NCF%20IMPACT%20%26%20CONTROL%20OF%20RFIs%20ON%20CONSTRUCTION%20PROJECTS.pdf>
6. PlanGrid and FMI, "Construction Disconnected" survey results, press release, August 1, 2018. <https://www.prnewswire.com/news-releases/new-research-from-plangrid-and-fmi-identifies-factors-costing-the-construction-industry-more-than-177-billion-annually-300689826.html>
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See it on your own drawings

Book a short meeting and we will walk through a MarkedUp audit and One-Click RFI with your team.

Book a meeting: www.markedup.io/contact-us

Next step after the meeting: a 90-day pilot at \$1,500 per office.

What you can expect from the meeting:

- A look at how MarkedUp checks a drawing set for cross-sheet conflicts
- How findings become RFIs, with a person reviewing every draft
- How RFIs go out by email or to Procore

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The examples in this guide (Sample Project No. 2301, RFI-014 and the people and companies named) are fictional. The drawing crops come from a real drawing set audited by MarkedUp, shown with project details removed. Statistics and contract language are quoted from the sources listed above.