

LESSONS LEARNED: EOR'S responsibilities for Post Design Services involving RFIs

1. An EOR providing Post Design Services should route all RFI responses to the Contractor through the CEI. The EOR should ensure that his response is consistent with Section 16, Turnpike Pre-Services Manual.

**EXCERPT FROM SECTION 16, Turnpike Pre-Services Manual:**

*“The RFI Process shall not be utilized to alter, diminish or remove, to any degree, the established requirements of the Contract Documents. Any changes, alterations, deductions, or reductions in the quality of the final product as it relates to materials and workmanship, quantities, specifications or standards shall be identified in detail with an appropriately assigned value adjustment to the contract amount and agreed to within a Supplemental Agreement or Work Order as appropriate.”*

2. If the EOR's response appears to involve a contract change, he should advise the CEI. The CEI will make the final determination if a change is to be made to the contract, and then route the RFI response to the Contractor.