Electronic Processing of Requests For Information

- RFI Cut-off time: 11:00 AM (RFIs may be turned in before 11:00 AM)
- RFI responses returned to teams: 12:00 PM
- RFI Formatting and Procedure:
    1. Teams to submit RFIs using the provided excel RFI form. RFI's must be saved in Excel format in the folder titled '5. RFI's Submitted'.
        - All RFIs are to be numbered with the scope prefix and school name prefix (see prefix designations below).
        - Excel file to be named with the following naming convention:
            - Scope Prefix_School Prefix_RFI_#.xls
            - Example: SMI_USC_RFI_01.xls
    2. Swinerton will return RFIs in PDF format to folder "RFIs – Answered" on a Swinerton jump drive. Please note, all teams will receive the answers to all RFIs submitted.
    3. Swinerton will hand deliver RFI answers to your team room.

Scope Prefixes:

- SMI Pod – SMI
- Parking Structure – PS
- Booking Renovations – BR

School Prefixes:

- California Polytechnic State University San Luis Obispo – SLO
- California Polytechnic State University Pomona – POM
- California State University Chico – CHO
- California State University, Fresno – FSU
- California State University, Long Beach – LB
- California State University Sacramento – SAC
- New School of Architecture & Design – NEW
- Santa Clara University – SCU
- University of California, Berkeley – CAL
- University of California, Los Angeles – UCLA
- University of Southern California – USC
- University of Washington – UW
- Washington State University - WSU