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: 12:00pm-1:00pm
- RFI Formatting and Procedure:
    1. Teams to submit RFIs using the provided PDF RFI form. RFI's must be saved in PDF 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:
            - School Prefix_RFI_#.xls
            - Example: USC_RFI_01.xls
        - DO NOT FLATTEN RFI FILES WHEN SAVING TO THE 'Submitted' folder.
    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.

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, Fullerton - FUL
- California State University, Long Beach – LB
- California State University Sacramento – SAC
- New School of Architecture & Design – NEW
- San Jose State University – SJS
- 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