

PRE-BID RFI TEMPLATE — ELECTRICAL

Copy the block below for each question. Send early — an RFI answered before close is free; the same question after award is a change-order fight. Number them, keep one issue per RFI, and always give a response-needed-by date that beats your pricing deadline.

THE TEMPLATE

RFI No. / Priority:	RFI-01 · P1 (blocks pricing) / P2 (material) / P3 (clarification)
Project / Bid package:	
To / Date:	
Subject:	One line — the decision you need, not the backstory.
Question:	State the conflict or gap, cite both documents, ask for a ruling.
References:	Drawing + revision, spec section, addendum, estimate line.
Cost impact if unresolved:	\$ low – \$ high (a range keeps it credible)
Schedule impact:	
Response needed by:	A date that still lets you price the answer.

TEN PRE-BID RFIS ELECTRICAL SUBS SHOULD SEND MORE OFTEN

- [] **Code basis:** The enforced electrical code edition is not named in the documents. Confirm the edition and any local amendments enforced by the AHJ for this project.
- [] **Site lighting ownership:** Site lighting and pole bases appear on civil sheet ____ but no E-series sheet covers them. Confirm whether this scope is in the electrical contract.
- [] **Fire alarm scope split:** Spec section ____ assigns [elevator recall / duct detectors / monitoring / acceptance testing] — confirm the split between Division 26/28 and the sprinkler/elevator/mechanical contractors.
- [] **Telecom pathways:** Confirm who provides conduit, boxes, and pull strings for Division 27 drops, and who supplies, pulls, terminates, and certifies the cabling.
- [] **Security/AV power:** Confirm who provides line-voltage power, backboxes, and pathways for access control, cameras, and AV equipment.
- [] **Spec-vs-drawing wiring method:** Spec ____ requires [EMT] while drawing note ____ permits [MC]. Confirm which governs for pricing.
- [] **Allowances:** Confirm whether the \$____ allowance in [spec/bid form ____] is to be carried in base bid, and what it includes.
- [] **Utility scope:** Confirm responsibility and cost ownership for the transformer pad, grounding, primary/secondary conduit, metering, and any utility fees.
- [] **Mechanical equipment wiring:** The equipment schedule shows starters by Division 23; drawing ____ shows them fed and wired by Division 26. Confirm the wiring/interlock boundary.
- [] **Addendum conflict:** Addendum ____ revised ____ which conflicts with _____. Confirm which document governs.

Bidprobe generates a project-specific RFI list like this from your actual tender documents — with evidence and cost ranges — in minutes. First review free: bidprobe.com