

## References to the July 31, 2009, Contract Amendments

Administer this policy using the following July 31, 2009, contract amendments

1-3.01 ABBREVIATIONS define RFI as Request For Information.

4-1.03 CHANGES affirms that the contractor may protest a contract change order.

5-1.005 GENERAL establishes that each RFI must be submitted in writing and sequentially numbered by the contractor. The contractor must use contract administration forms available at the California Department of Transportation (Caltrans) website. New forms for Initial Potential Claim Record CEM-6201D, Supplemental Potential Claim Record CEM 6201E and Full and Final Potential Claim Record CEM-6201F are posted.

5-1.011 PROTESTS requires that a contractor's protest is submitted to the engineer as a RFI.

5-1.116B Engineer's Investigation and Decision affirms that the contractor may protest any decision of the engineer.

5-1.145 REQUEST FOR INFORMATION requires the contractor submit a RFI upon recognition of any event as defined by the notice of potential claim process or any question of fact arising under the contract. The engineer responds to the RFI within five business days. The contractor may protest the engineer's response by filing an Initial Potential Claims Record within five business days of receipt of the engineer's response.

5-1.146 POTENTIAL CLAIMS AND DISPUTE RESOLUTION changes the names: Initial Notice of Potential Claim to Initial Potential Claim Record, Supplemental Notice of Potential Claim to Supplemental Potential Claim Record, and Full and Final Notice of Potential Claim to Full and Final Potential Claim Record.

5-1.146B Initial Potential Claim Record establishes that an initial claim record must be submitted within five business days of the engineer's response to the RFI.

8-1.09 DELAYS, Subsection 8-1.09A General requires the contractor to submit a RFI to request a delay-related time or payment adjustment.

9-1.07 PROGRESS PAYMENT may be protested.