



# **TITAN GOVERNMENT SERVICES**

## **RFI & SUBMITTAL LOG TEMPLATE PACKAGE**

### **Federal Infrastructure & Construction Projects**

### **REQUEST FOR INFORMATION (RFI) LOG**

### **PROJECT INFORMATION**

#### **Item Information**

**Project Name** \_\_\_\_\_

**Contract Number**  
\_\_\_\_\_

**Prime Contractor**  
\_\_\_\_\_

**Project Location** \_\_\_\_\_

**Prepared By Titan Government Services**

Date \_\_\_\_\_

## MASTER RFI TRACKING LOG

**RFI No.    Date Submitted    Submitted By**  
**Subject    Priority    Responsible Party**  
**Response Due Date    Status    Date Closed**

**RFI-001** \_\_\_\_\_

**High / Med / Low** \_\_\_\_\_

**Open / Closed** \_\_\_\_\_

**RFI-002** \_\_\_\_\_

**High / Med / Low** \_\_\_\_\_

**Open / Closed** \_\_\_\_\_

**RFI-003** \_\_\_\_\_

**High / Med / Low** \_\_\_\_\_

**Open / Closed** \_\_\_\_\_

**RFI-004** \_\_\_\_\_

**High / Med / Low** \_\_\_\_\_

**Open / Closed** \_\_\_\_\_

## **INDIVIDUAL RFI TEMPLATE**

### **RFI INFORMATION**

#### **Item Information**

**RFI Number** \_\_\_\_\_

**Project Name** \_\_\_\_\_

**Contract Number**  
\_\_\_\_\_

**Date Submitted** \_\_\_\_\_

**Submitted By** \_\_\_\_\_

**Priority Level High / Medium / Low**

**Specification Section**  
\_\_\_\_\_

**Drawing Reference**  
\_\_\_\_\_

**SUBJECT**

## **QUESTION / ISSUE DESCRIPTION**

**Provide detailed description of issues, conflict, clarification request, or field condition requiring resolution.**

## **REQUESTED CLARIFICATION / ACTION**

## **ATTACHMENTS INCLUDED**

**Photos**  **Marked-Up Drawings**  **Product Data**  **Field Measurements**  **Manufacturer Documentation**  **Other:**

---

## **RESPONSE SECTION**

**Response Provided By:**

**Response Date:**

**Official Response:**

**FINAL RESOLUTION**

**Accepted**  **Rejected**  **Revise &  
Resubmit**  **Pending Further Clarification**

**Date Closed:** \_\_\_\_\_

**SUBMITTAL LOG**

**PROJECT INFORMATION**

**Item Information**

**Project Name** \_\_\_\_\_

**Contract Number**

\_\_\_\_\_

**Prime Contractor**

---

**Project Location** \_\_\_\_\_

**Prepared By Titan Government Services**

**Date** \_\_\_\_\_

**MASTER SUBMITTAL TRACKING LOG**

**Submittal No.    Specification Section  
Description    Vendor / Manufacturer  
Date Submitted    Submitted by  
Reviewed by    Status Returned Date**

**SUB-001** \_\_\_\_\_

---

---

**Pending / Approved / Revise** \_\_\_\_\_

**SUB-002**

---

---

**Pending / Approved / Revise** \_\_\_\_\_

**SUB-003** \_\_\_\_\_

---

---

**Pending / Approved / Revise** \_\_\_\_\_

**SUB-004** \_\_\_\_\_

---

**Pending / Approved / Revise**

---

## **INDIVIDUAL SUBMITTAL TEMPLATE**

### **SUBMITTAL INFORMATION**

**Item Information**

**Submittal Number**

---

**Project Name** \_\_\_\_\_

**Contract Number**

---

## Specification Section

---

## Drawing Reference

---

Date Submitted \_\_\_\_\_

Submitted By \_\_\_\_\_

Vendor / Manufacturer

---

## SUBMITTAL DESCRIPTION

## INCLUDED DOCUMENTATION

Product Datasheets  Shop Drawings

UL Certifications  Installation Manuals

PE Letters  Warranty Documentation

Samples  Calculations  Other:

---

## **REVIEW STATUS**

Pending Review  Approved  Approved  
as Noted  Revise & Resubmit  Rejected

## **REVIEW COMMENTS**

## **FINAL APPROVAL**

**Reviewed By:** \_\_\_\_\_

**Date Reviewed:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## **RECOMMENDED SUBMITTAL TYPES**

# **Solar & Energy Projects**

**PV Modules**

**Inverters**

**Racking Systems**

**Battery Storage Systems**

**Switchgear**

**Disconnects**

**Conductors**

**Grounding Equipment**

**Monitoring Systems**

**Construction Projects**

**Concrete Mixes**

**Structural Steel**

**Roofing Materials**

**HVAC Equipment**

**Electrical Equipment**

**Safety Documentation**

**Product Certifications**

**BEST PRACTICES**

**RFI MANAGEMENT**

**Submit RFIs early**

**Include clear photos**

**Reference drawings/specifications**

**Track response deadlines**

**Maintain organized logs**

**Document all field conditions**

**SUBMITTAL MANAGEMENT**

**Verify specification compliance**

**Include all certifications**

**Ensure manufacturer compatibility**

**Maintain version control**

**Track approval status carefully**

**Organize all documentation digitally**

**TITAN GOVERNMENT SERVICES**

**Operational Excellence. Mission Ready.**