

LESSON 10

RFIs

Objectives

This lesson will provide the user with the information required to initiate and track an RFI. At the completion of this lesson the participant will be able to:

- Create an RFI
- Locate, View and Print RFI
- Archive an Answered RFI
- Respond to a request to revise the RFI
- Archive a Rejected RFI

Create an RFI

- Navigate to “!NAVFAC Internal Training Project 1” project.
- Click on “Request For Information” folder #4.

Type	Info	Name	Size	Fun
Folder	i	01. Correspondence	15 Items	
Folder	i	02. Daily Reports	17 Items	
Folder	i	03. Submittals	5 Items	
Folder	i	04. Requests For Information	3 Items	
Folder	i	05. Invoices/Payrolls/Labor Interviews	17 Items	
Folder	i	06. Schedules	3 Items	
Folder	i	07. Safety/Environmental	4 Items	
Folder	i	08. Photos	4 Items	
Folder	i	10. Constructability Reviews	2 Items	
Folder	i	11. Commissioning	2 Items	
Folder	i	12. Closeout	3 Items	
Folder	i	13. Reports	3 Items	
Folder	i	14. Contract Items	5 Items	
Folder	i	15. Contract Drawings	5 Items	
Folder	i	16. Contract Specifications	1 Item	
Folder	i	18. Miscellaneous	16 Items	
Folder	i	21. Meeting Minutes	15 Items	
Folder	i	99. QC & Superintendent Reports	2 Items	
Folder	i	EFANE Training Folder	0 Items	
Folder	i	From Mark Herschaft	1 Item	

- From the RFI folder, click on the link to create a new RFI

04. Requests For Information Conf

Enterprise View > !NAVFAC Internal Training Project 1 > 04. Requests For Information

[Click Here to Submit an RFI](#)

Type	Info	Name	Size	Functions
Folder	i	4.1 Archived RFIs	85 Items	

Create an RFI (Contd...)

- Fill out the form as appropriate. All required fields are marked with a “*” symbol.

Information

RFI #: 375	RFI Date: 08-Mar-2004	RFI Status: OPEN	
<p>Manual RFI #: <input type="text"/></p> <p>RFI Subject: change exterior door type</p> <p>Priority: Normal <input type="text"/></p> <p>Critical Path: No <input type="text"/></p>			<p>RFI Type*: RFI for Government Reply <input type="text"/></p> <p>Potential Time or Cost: No <input type="text"/></p>

Fill out the form as appropriate. All required fields are marked with “*” symbol

- The user must select an RFI Response By Date at the bottom of the form. [1]
- Click on the  icon under RFI Response By Date and select the date. [1]

RFI Originated By Name: Kugan Superintendent	Title: AROICC	RFI Response By Date*:  08-Jul-2004
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Submit this RFI.
 Save the current data as prefilled default values for future RFI's.

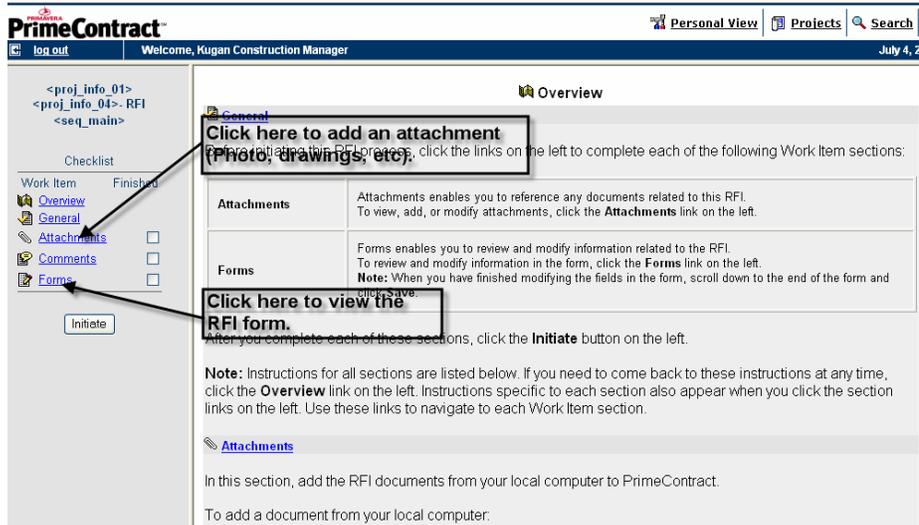
Annotations: [1] points to the calendar icon, [2] points to the RFI Originated By Name field, [3] points to the radio buttons.

- Notice that the initiators name automatically appears under RFI Originated By [2]. The user who has logged in and initiated the RFI will have their name stamped on the RFI as the RFI originator.

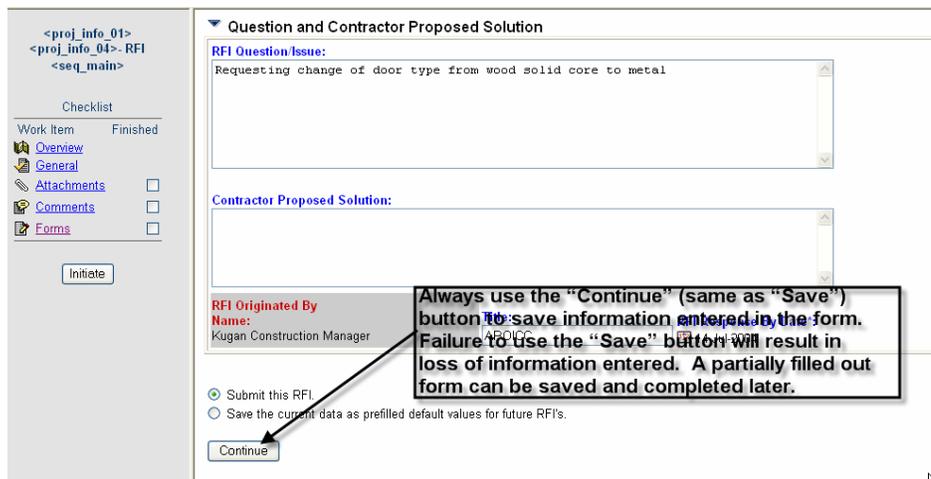
- When the form is complete Click on Continue. [3]

Create an RFI (Contd...)

- The following window will appear.
- Click on “Forms” to view or revise the RFI

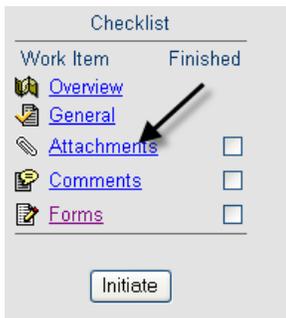


- Always use the “Continue” (same as “Save”) button to save information entered in the form. Failure to use the “Continue” button will result in loss of information entered. A partially filled out form can be saved and completed later by clicking on “Save the current data as pre-filled default values for future RFI's” radio button.

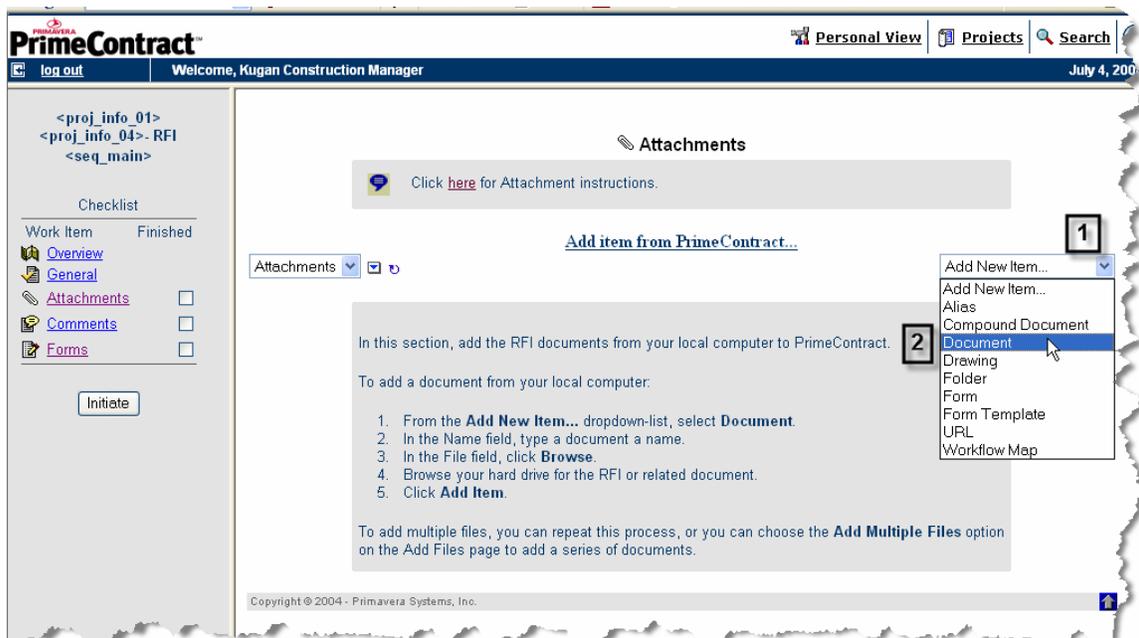


Create a RFI (Contd...)

- If you have some attachments like a word document, sketches or a photo, you can attach them to the RFI. To do this, click on Attachments [left side Frame].

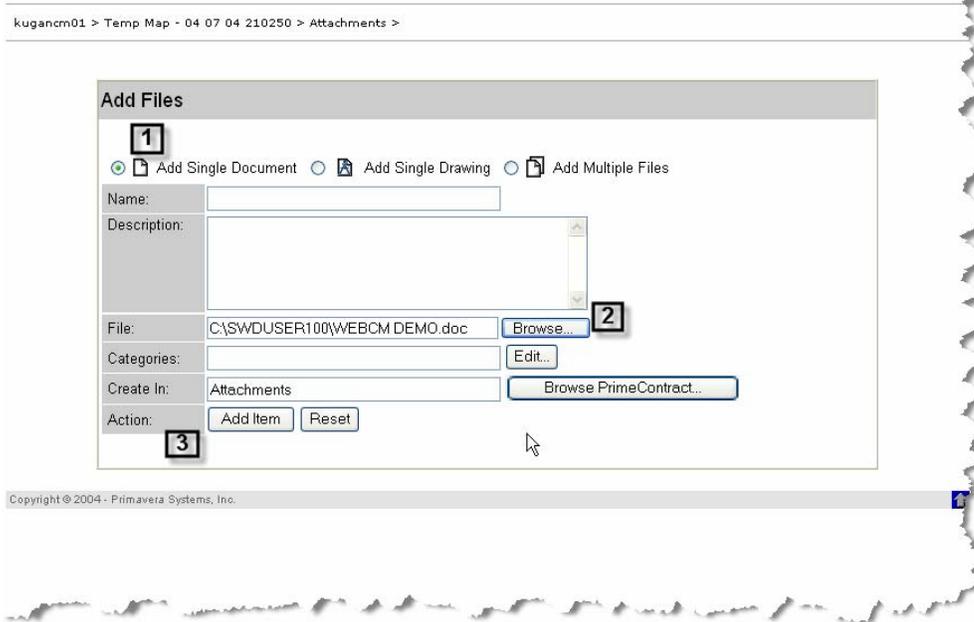


- From the “Add New Item” menu [1], select Document [2].

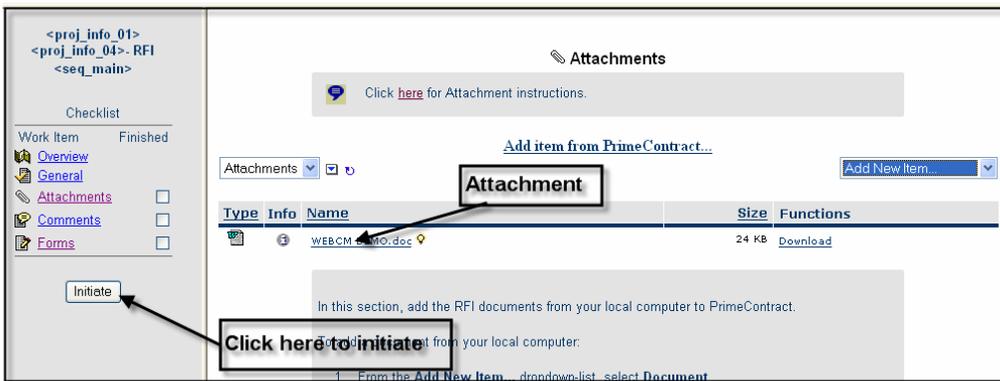


Create a RFI (Contd...)

- Refer to Lesson 2 for uploading documents.



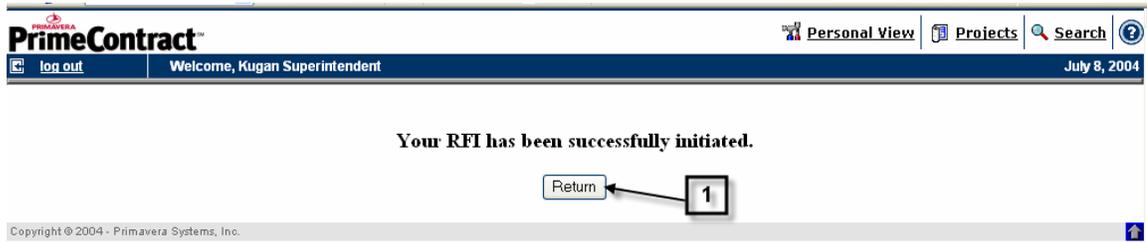
- Select a document [WEBCMDEMO.DOC] to be included in the RFI.
- The Attachment appears in the RFI package and will always be attached to the RFI.



- Click on **Initiate** to initiate RFI [will be going to the ROICC office].

Create a RFI (Contd...)

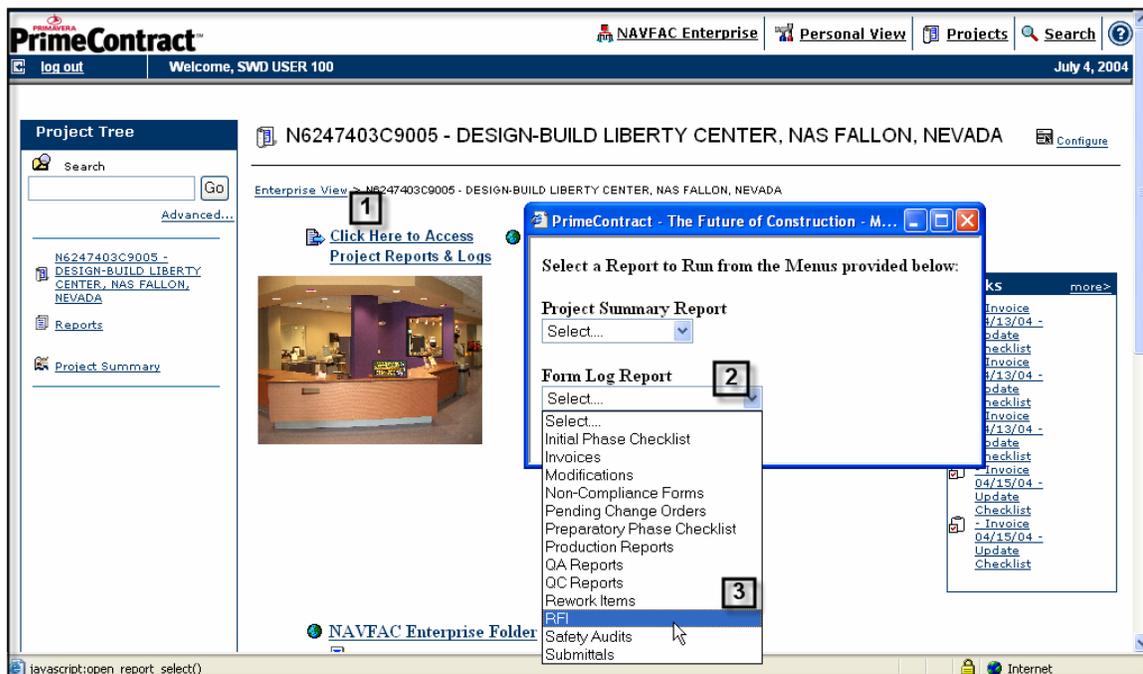
- The following window will appear. Click on Return button [1].



- The RFI Folder will appear.

Locate, View, and Print an RFI

- ***This feature will be available in mid December. In the meantime, the ROICC staff can locate and print RFIs.***
- As a demonstration, we will navigate to “N6247403C9005 - DESIGN-BUILD LIBERTY CENTER, NAS FALLON”.
- Run the RFI Report as explained in lesson 3.



Locate, View, and Print an RFI (Contd...)

- Click on “View Form” for an RFI .[1]

RFI Log						
Contract/TO: N6247403C9005 Title: DESIGN-BUILD LIBERTY CENTER, NAS FALLON, NEVADA Location: FALLON NV						
Total Number of RFIs: 6		Priority (Open)	Urgent: 0	RFI Age	Average: 9	
Open:2			Normal: 2		Hi: 25	
Closed:4					Low: 0	
Status	Priority	PC RFI #	Date Sent	Date Closed	RFI Age	Links
OPEN						
	NORMAL					
		11	6/9/2004		25	View Form Status Attachments
		13	6/16/2004		18	View Form Status Attachments
		Subject: Electrical Outlets, View Window				
		Subject: Ceiling Height in new Offices.				
CLOSED						
	NORMAL					
		4	4/28/2004	4/28/2004	0	View Form Status Attachments
		9	6/9/2004	6/16/2004	7	View Form Status Attachments
		Subject: Glass Wall, Ceiling Grid				
		14	6/30/2004	7/1/2004	1	View Form Status Attachments
		Subject: Fire Sprinklers, Duct Smoke Detectors				
		16	6/30/2004	7/1/2004	1	View Form Status Attachments
		Subject: Electrical Question				

Locate, View, and Print an RFI (Contd...)

- View the RFI. Use the Print Icon or right click in the form and select “Print” to print the RFI

REQUEST FOR INFORMATION/CLARIFICATION
(Modified for the Web)

[Expand/Collapse All](#)

▶ **Instructions**

▼ **Contract Information**

Contract #: N6247403C9005	Title: DESIGN-BUILD LIBERTY CENTER, NAS FALLON, NEVADA FALLON NV	Location: Location:
Task Order #:	Title:	Location:

▼ **Information**

RFI #: 11	RFI Date: 09-Jun-2004	RFI Status: OPEN
Manual RFI #: 30		RFI Type: RFI for Government Reply
RFI Subject: Electrical Outlets, View Window		Potential Time or Cost: YES
Priority: NORMAL	Critical Path: YES	If No Schedule, Select Reason: No
Schedule Referenced:	Activity ID:	Specification Page:
Specification Section:	Specification Section: For response by A...	NAVFAC Drawing #:
Drawing #: E0.2, E2.1, E3.1	Drawing Detail:	

▼ **Question and Contractor Proposed Solution**

RFI Question/Issue:

1. The new plans for the MWR offices call for new outlet locations. There are existing outlets in most of the areas. Are the plans calling for additional outlets? Are we supposed to swap out the hardware and reuse the existing box locations? For example in room #133 (E0.2), there are 4 quad socket outlets, the new plans show 3 new outlets (E2.1), 2 of the 3 are in the exact location of the existing outlets. Please provide clarification. 2. The new 4x4 window that is shown to be installed separating rooms 130 & 132 on A2.1 will be extremely tall and close to the lowered ceiling grid, if we took advantage of the existing (approximate) 3x6 foot space that is already there, the change in window size and shape would actually provide a better view from room 130. Can we use the existing space and change glass size and shape?

Contractor Proposed Solution:

1. I propose to utilize the existing outlets, swap out hardware for new, but reuse the same boxes in the locations that apply. Demo the outlets or leave the ones that don't apply. This is also the case in some of the data/comm. drop locations, there are existing terminals that are in the planned new locations that we can utilize, doing the same as mentioned above, new hardware, and of course having to pull more wire. 2. I propose to change the window size and shape, it would just look cosmetically better.

RFI Originated By Name: Travis Cole	Title: Project Manager	RFI Response By Date: 14-Jun-2004
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▼ **Answer and Comments**

RFI Response:

RFI Determination:
If Determination is UNDER DETAILED REVIEW, select User:

RFI Reason Code:

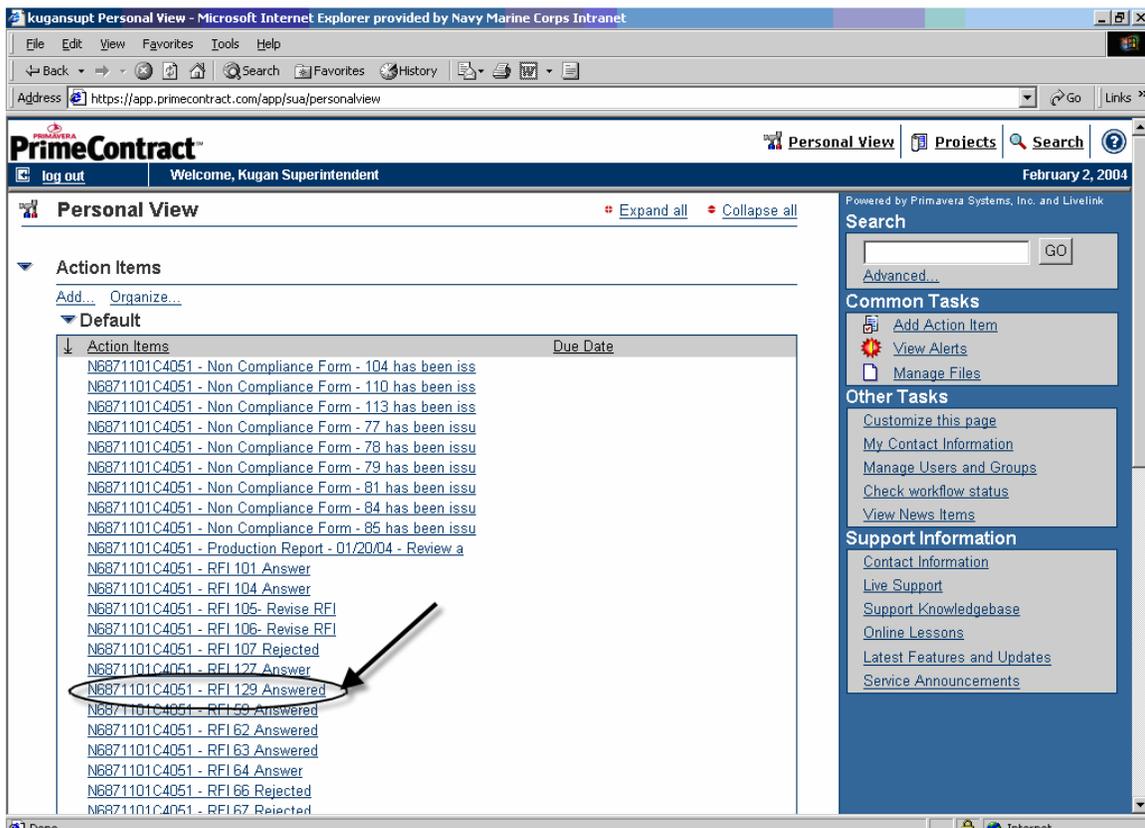
AROICC/CCM Name:	Title:	Approval Date:
RFI Accepted By (Initiator) Name:	Title:	RFI Date of Acceptance:
RFI Accepted By (AROICC) Name:	Title:	RFI Date of Acceptance:

- Click on the “X” [Top right corner].
- Do not use the “Continue” Button on the bottom left side of the form.



Archive an Answered RFI

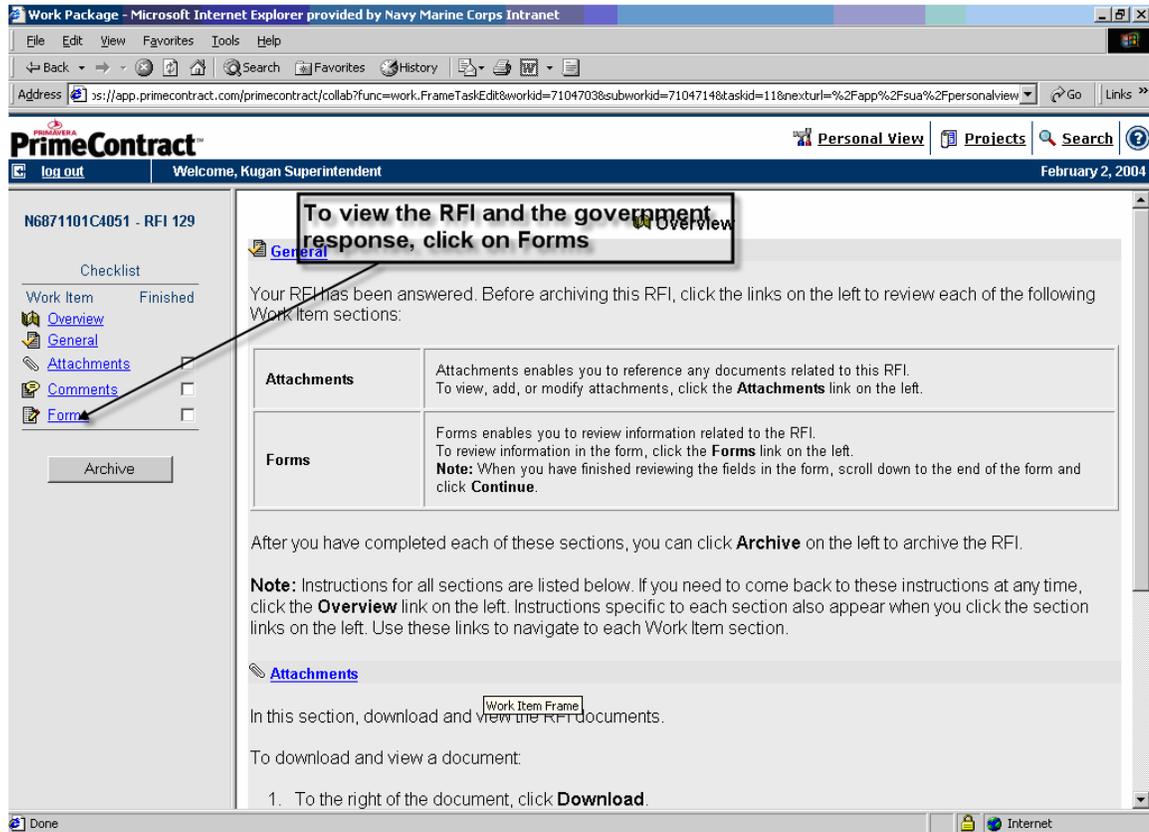
- After the government has answered the RFI, it will appear in the Action Item menu of the contractor.
- The following steps will serve as a guide to archive an RFI.
- From the Action Item Window, locate the RFI, and then click on that RFI 129 Answered.



- Notice that the RFI title says “RFI 129 Answered”.

Archive an Answered RFI (Contd...)

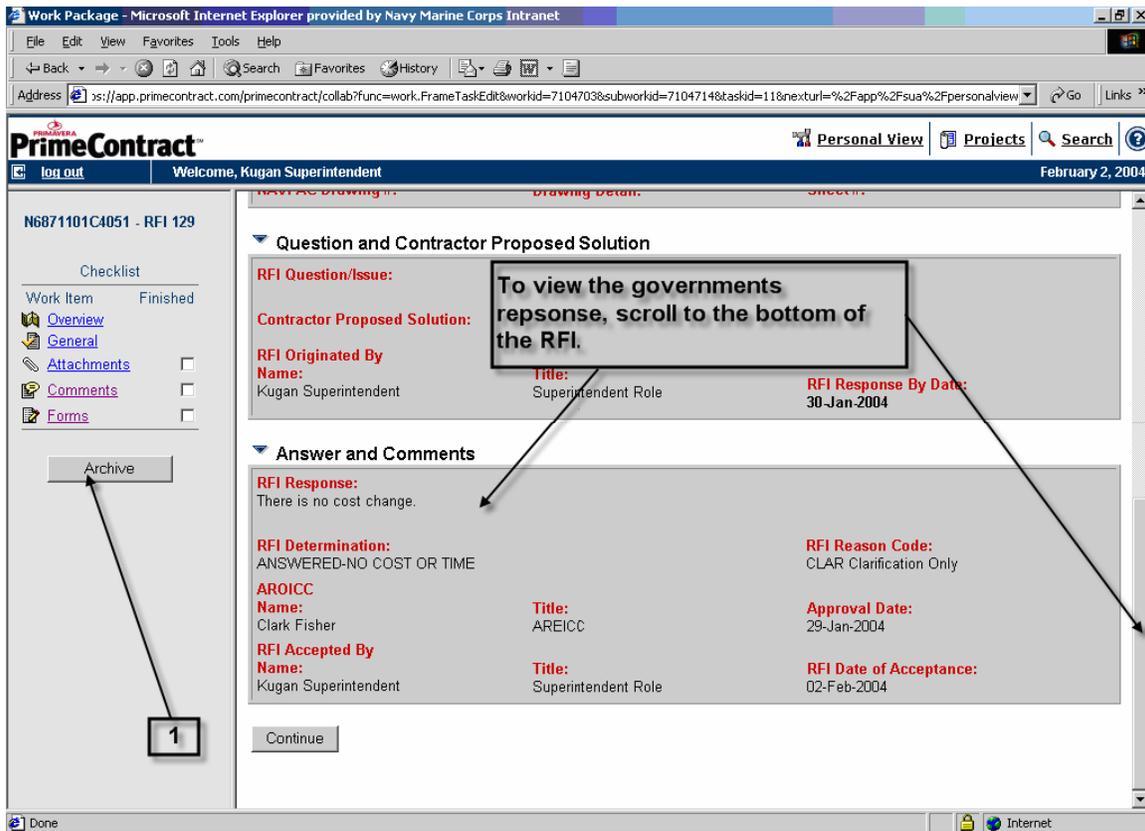
- The following window will appear.



- To view the RFI and the government response, click on Forms.

Archive an Answered RFI (Contd...)

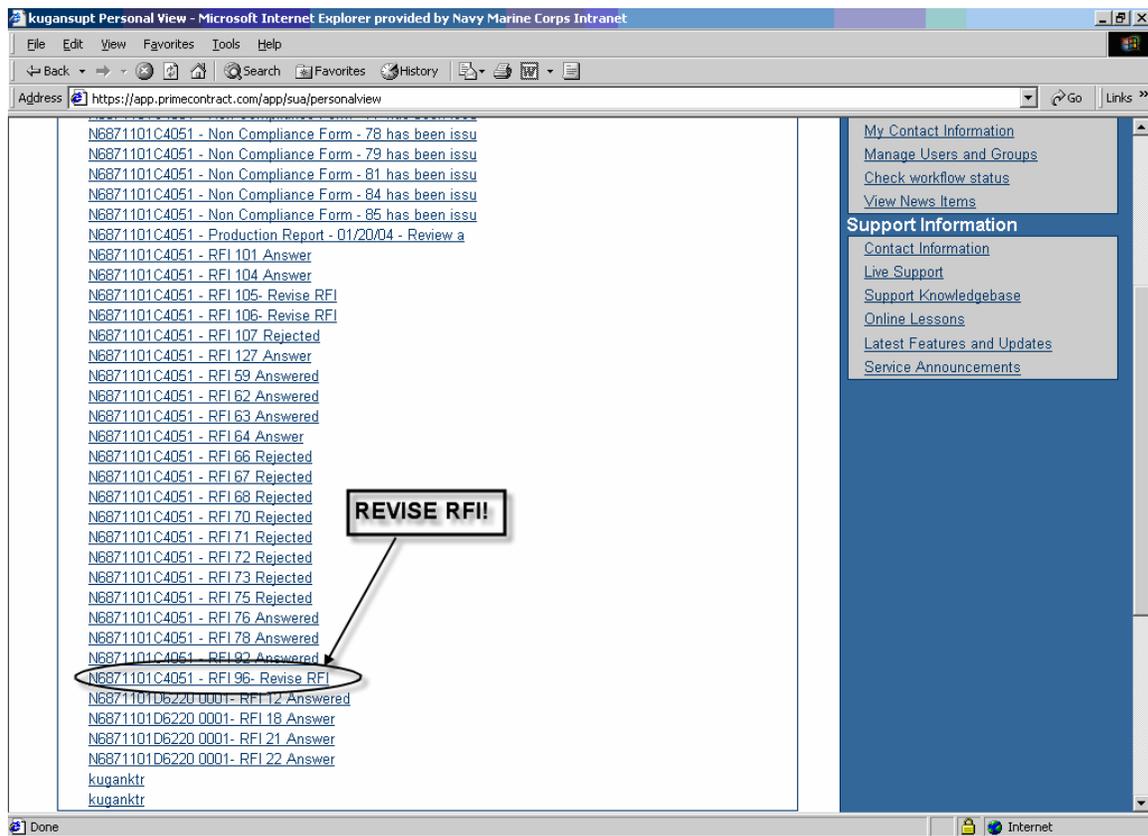
- The RFI will appear in the right window.



- To view the governments response, scroll to the bottom of the RFI.
- When finished viewing the RFI, click on  . [1]
- The RFI will now be stored in the Archived RFI folder (#4.1) for the designated project.
- To view a Attachements or Comments, click on the links in the left window.

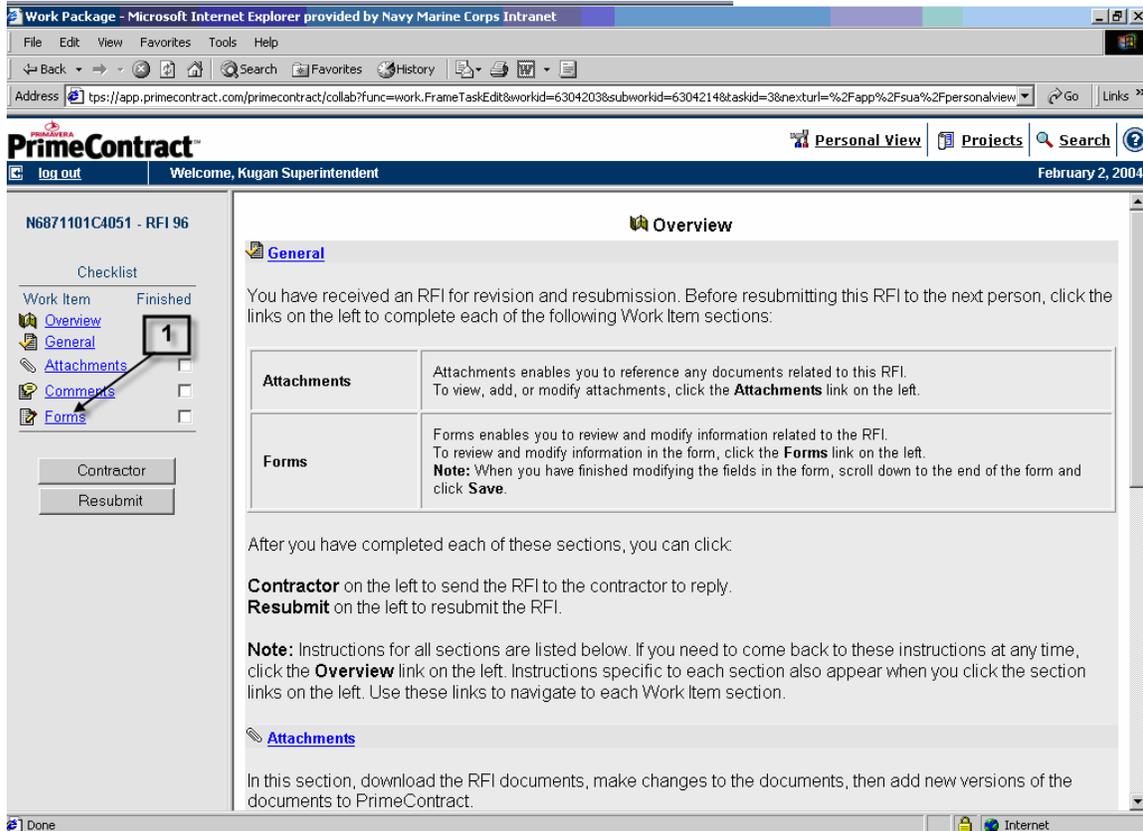
Revise an RFI

- The government has the right to send the RFI back to the contractor to be revised.
- As a demonstration, we will revise an RFI that has been sent back by the government.
- The RFI will be sent back to the contractors Action Item menu with a request to be revised.
- Click on RFI 96 Revise RFI.



Revise an RFI (Contd...)

- The following window will appear.



- To view the form and the reason that the RFI has been requested to be revise, click on Forms. [1]

Revise an RFI (Contd...)

- The RFI will appear in the right window[Frame].

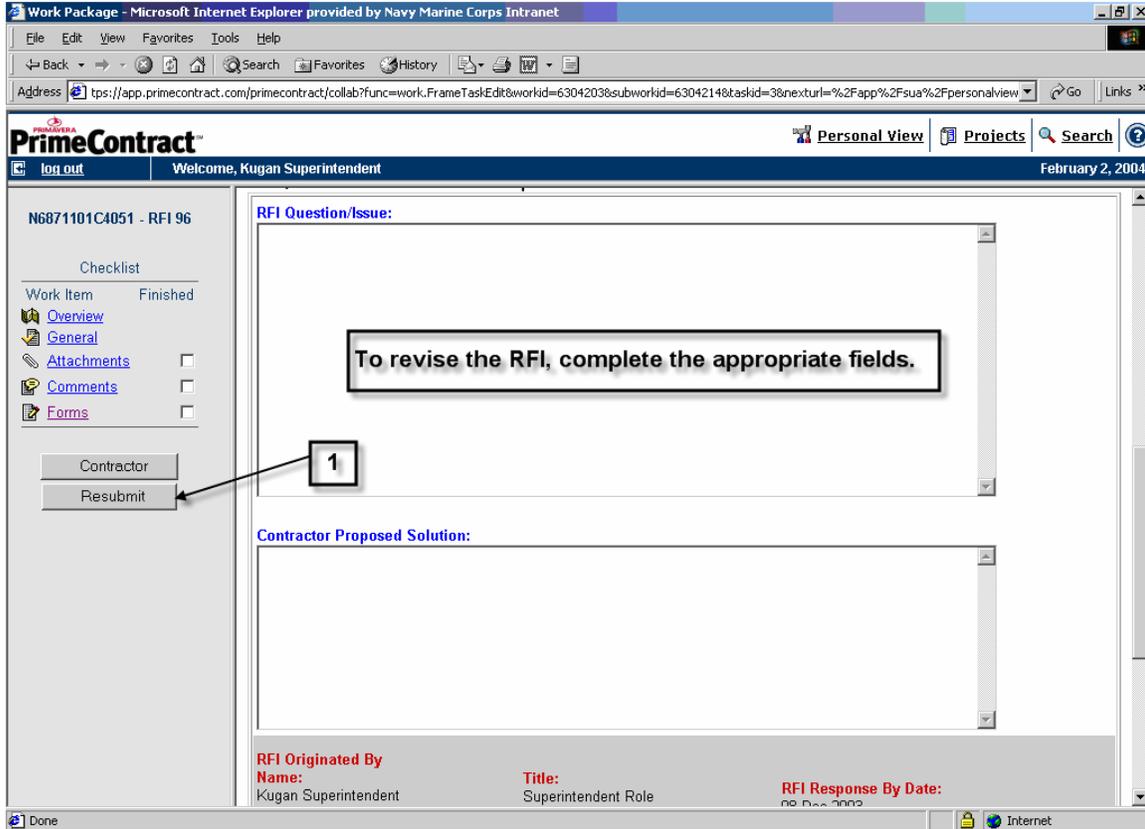
To view the government response, scroll to the bottom of the RFI.

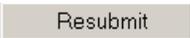
The RFI determination, response, and project manager's name will appear at the bottom of the form.

- To view the government response, scroll to the bottom of the RFI.
- The RFI determination, response, and project manager's name will appear at the bottom of the form.

Revise an RFI (Contd...)

- To revise the RFI, complete the appropriate fields.



- When complete, click on  . [1]
- The RFI will be sent back to the project manager at the ROICC office.

Archiving a Rejected RFI

- The government has the right to reject the RFI.
- As a demonstration, we will accept a rejected RFI.
- The RFI will be sent back to the contractors Action Item menu.
- Click on RFI 107 Rejected.

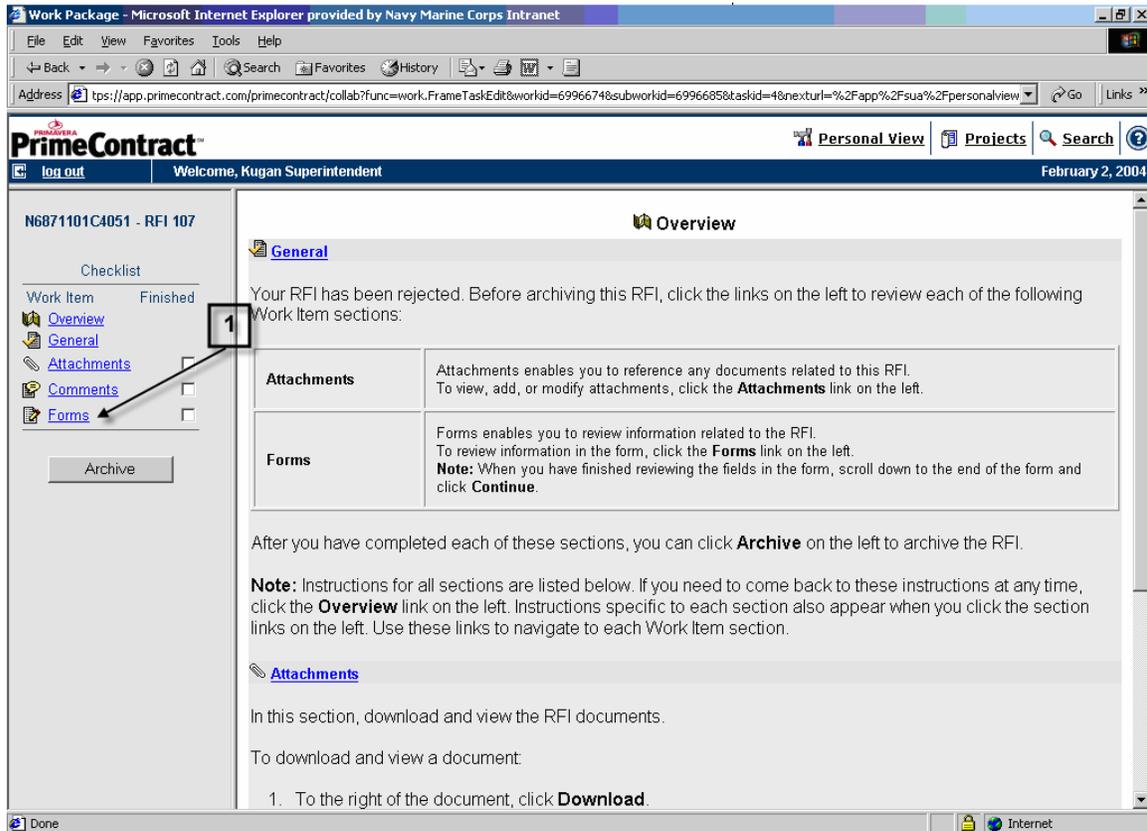
The screenshot shows the PrimeContract web application interface. The browser title is "kugansupt Personal View - Microsoft Internet Explorer provided by Navy Marine Corps Intranet". The address bar shows "https://app.primecontract.com/app/sua/personalview". The page header includes "PrimeContract", "Personal View", "Projects", and "Search". The user is identified as "Welcome, Kugan Superintendent" and the date is "February 2, 2004".

The main content area is titled "Personal View" and contains a section for "Action Items". Under "Default", there is a list of action items with a "Due Date" column. The item "RFI 107 Rejected" is highlighted with a red circle, and a callout box points to it with the text "RFI 107 Rejected".

Action Items	Due Date
N6871101C4051 - Non Compliance Form - 104 has been iss	
N6871101C4051 - Non Compliance Form - 110 has been iss	
N6871101C4051 - Non Compliance Form - 113 has been iss	
N6871101C4051 - Non Compliance Form - 77 has been issu	
N6871101C4051 - Non Compliance Form - 78 has been issu	
N6871101C4051 - Non Compliance Form - 79 has been issu	
N6871101C4051 - Non Compliance Form - 81 has been issu	
N6871101C4051 - Non Compliance Form - 84 has been issu	
N6871101C4051 - Non Compliance Form - 85 has been issu	
N6871101C4051 - Production Report - 01/20/04 - Review a	
N6871101C4051 - RFI 101 Answer	
N6871101C4051 - RFI 104 Answer	
N6871101C4051 - RFI 105- Revise RFI	
N6871101C4051 - RFI 106- Revise RFI	
N6871101C4051 - RFI 107 Rejected	
N6871101C4051 - RFI 127 Answer	
N6871101C4051 - RFI 59 Answered	
N6871101C4051 - RFI 62 Answered	
N6871101C4051 - RFI 63 Answered	
N6871101C4051 - RFI 64 Answer	
N6871101C4051 - RFI 66 Rejected	
N6871101C4051 - RFI 67 Rejected	
N6871101C4051 - RFI 68 Rejected	

Archiving a Rejected RFI (Contd...)

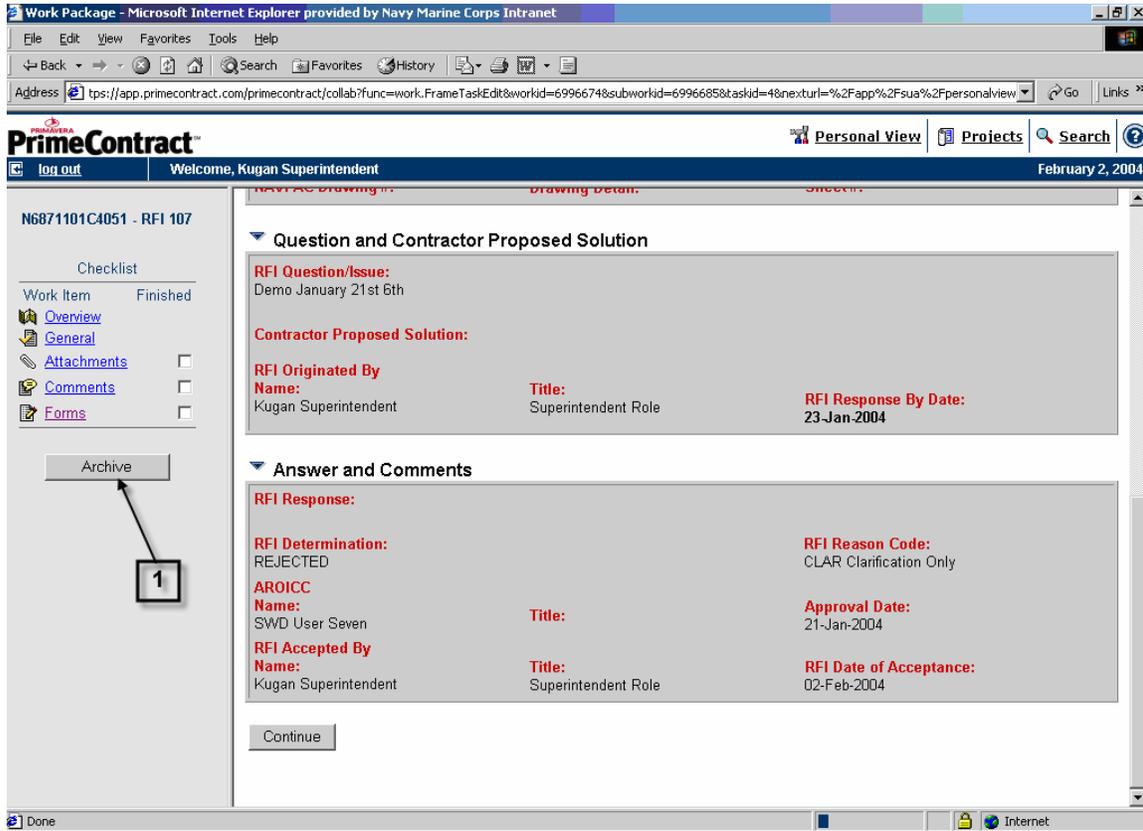
- The following window will appear.



- To view the RFI and the government response, click of Forms.^[1]

Archiving a Rejected RFI (Contd...)

- The RFI will appear in the right window.



- The government response will appear at the bottom of the RFI form.
- To archive the RFI, click on  . [1]
- This is the only option.