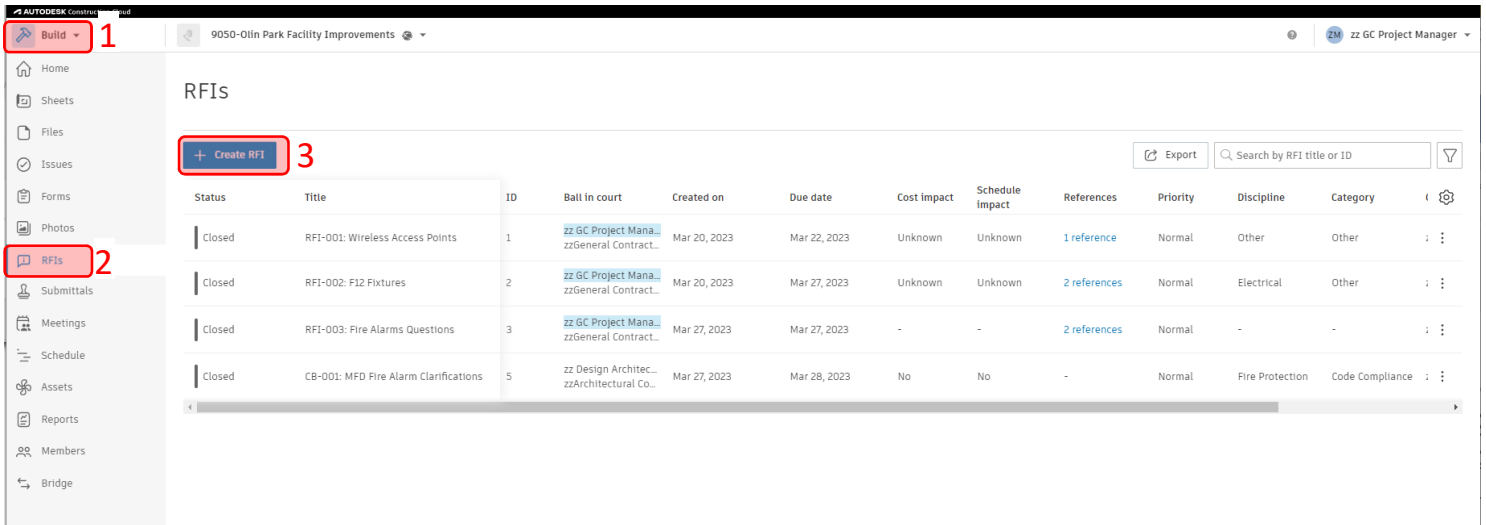


Autodesk Construction Cloud (ACC) Guide-RFI Process

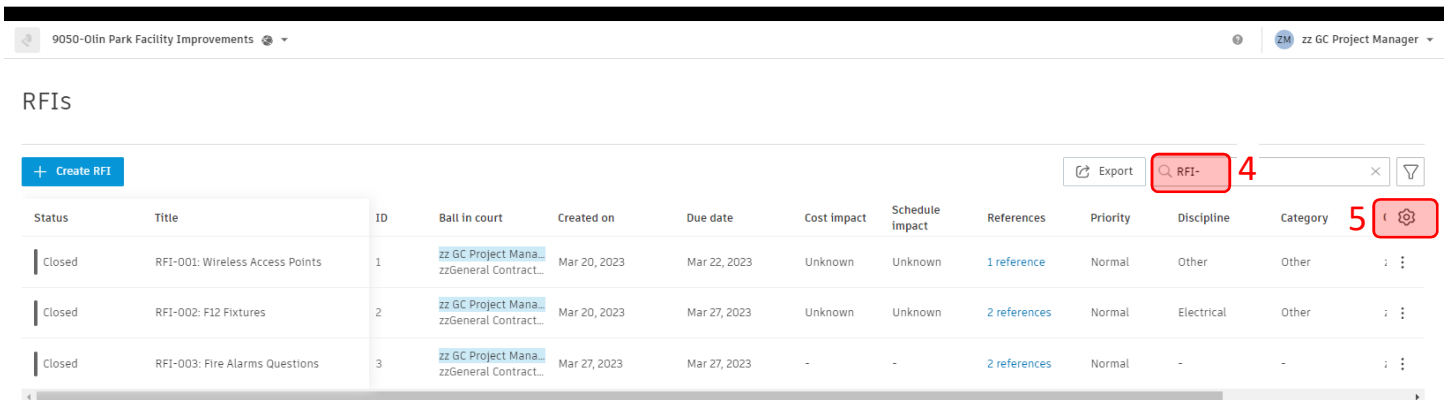
Build-Create RFI by GC Project Manager

Select your project and then the Build Module. Click the RFIs section of the sidebar. Click blue +Create RFI button.



Optional: RFIs sidebar section is also used for CB approval process. Use search "RFI-" to see only RFIs (4).

Customize columns using gear symbol (5). You can control size, order, visibility, and can pin to left or right as desired.

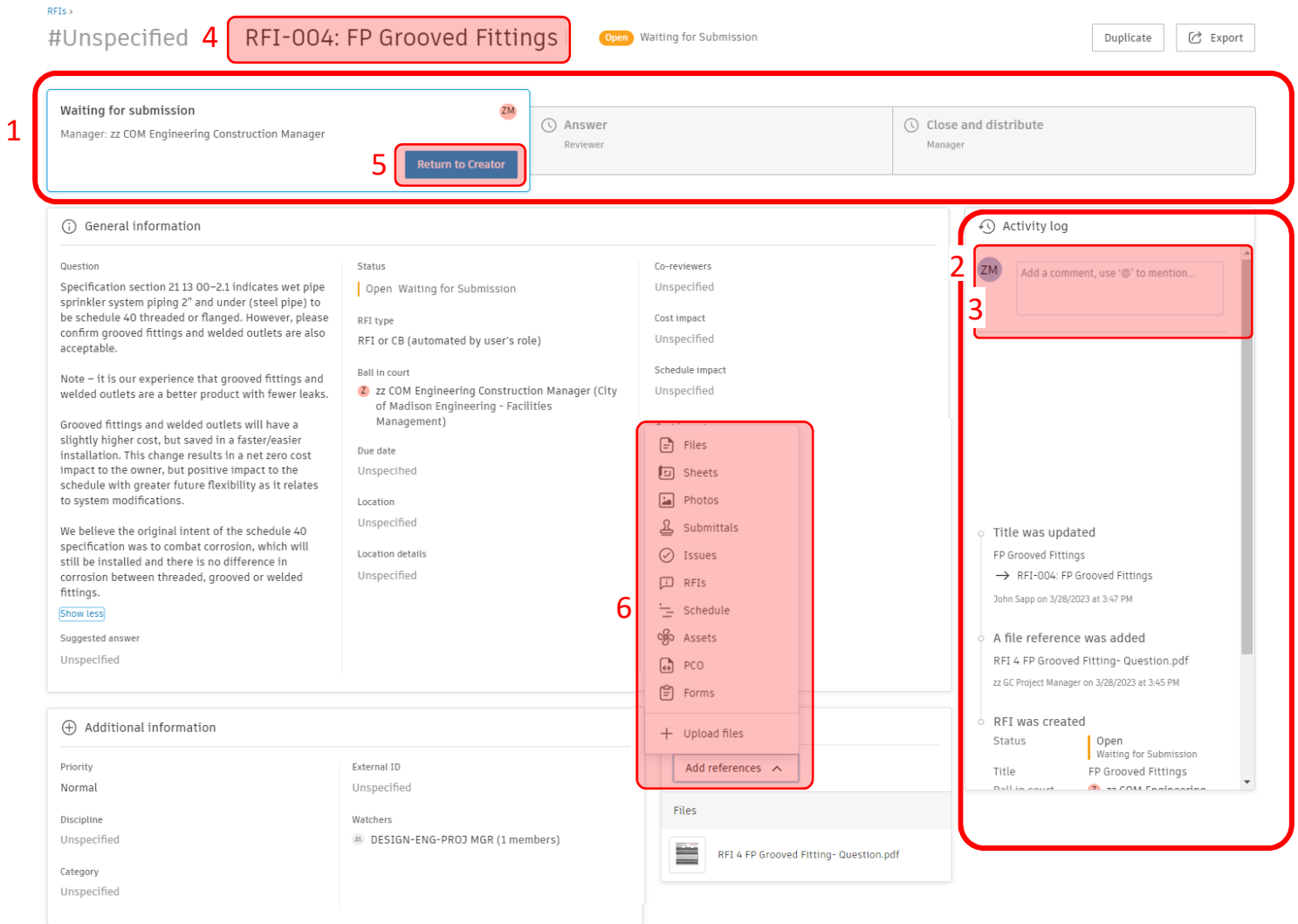


Create RFI	Input data in pop-up window:
Status * Open For manager	Can be changed to Draft (1) in case you want to make edits after initial data entry
Title * FP Grooved Fittings	Title, must be filled out (2). Do not include "RFI" or "CB" text anywhere in title. Renaming is automated
Type RFI or CB (automated by user's role)	Not adjustable by user
Ball in court * zz COM Engineering Construction Manager	This is who will get notified and gain control of the RFI (3). If status is draft, only shows you and grayed out
Due date 3/30/2023	Date RFI response is due (4)
Location Select... Location details Enter location details	Not supported
Question Specification section 21 13 00-2.1 indicates wet pipe sprinkler system piping 2" and under (steel pipe) to be schedule 40 threaded or flanged. However, please confirm grooved fittings and welded outlets are also acceptable. Note – it is our experience that grooved fittings and welded outlets are a better product with fewer leaks. Grooved fittings and welded outlets will have a slightly higher cost, but saved in a faster/easier installation. This change results in a net zero cost impact to the owner, but positive impact to the schedule with greater future flexibility as it relates to system modifications. We believe the original intent of the schedule 40 specification was to combat corrosion, which will still be installed and there is no difference in corrosion between threaded, grooved or welded fittings.	RFI Question (5)
Suggested answer [Empty text box]	Optional suggested answer
References Add references Files RFI 4 FP Grooved Fitting- Question.pdf	Reference components in ACC as needed or upload a new file from within the tool (6 & 7)
Cost impact Select impact Schedule impact Select impact Priority Normal	Each of these fields are optional but will help the project team to prioritize as needed
Discipline Fire Protection	Necessary so the project team can determine who needs to review RFI. Check all that apply.
Category Select category External ID Enter external ID	Optional
Watchers DESIGN-ENG-PROJ MGR	Add anyone who may need to watch the progress of the RFI by role, company, or member name.

At this stage, nothing else is needed, unless you need to edit information.

Description of next screen: Has a lot of the same information, just presented in a different format. Main differences are the progress bar (1) and activity log (2). The activity log contains the comment box (3). The comment box supports @ functionality where you can type role, company or name right after @ symbol to send a message directly to member(s).

Note that the RFI title has automatically changed to be appended with the "RFI-004:" (4). This was completed by an automation and should not be adjusted in any way.



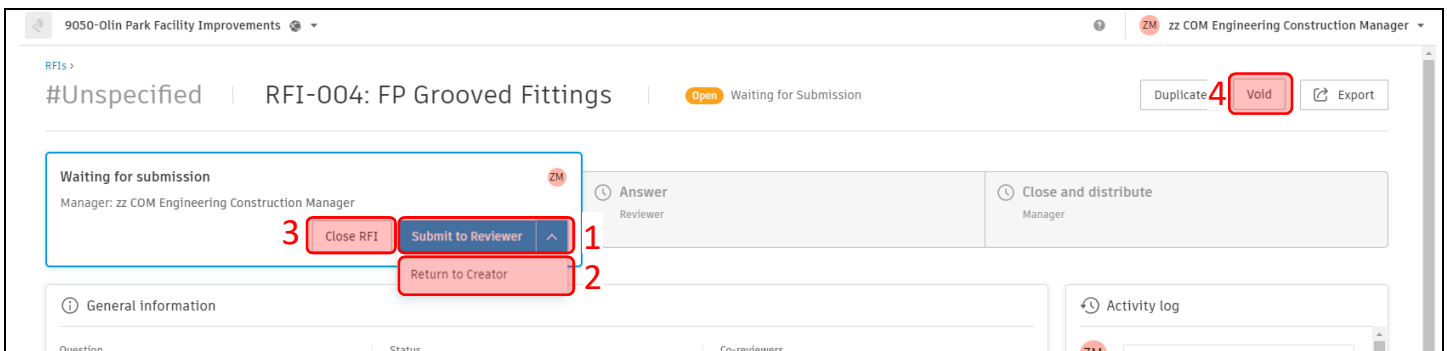
Optional-edit information: Within the progress bar, clicking the blue button *Return to Creator* (5) will allow GC Project Manager to re-assign Ball in court back to themselves and change status back to *Draft*. The GC Project Manager can edit any of the fields when they have Ball in court and it is in a *Draft* state. *Add References* (6) gives a lot of options for connecting data. Click Submit to send back to COM Engineering Construction Manager.

Build-Create RFI by COM Engineering Construction Manager

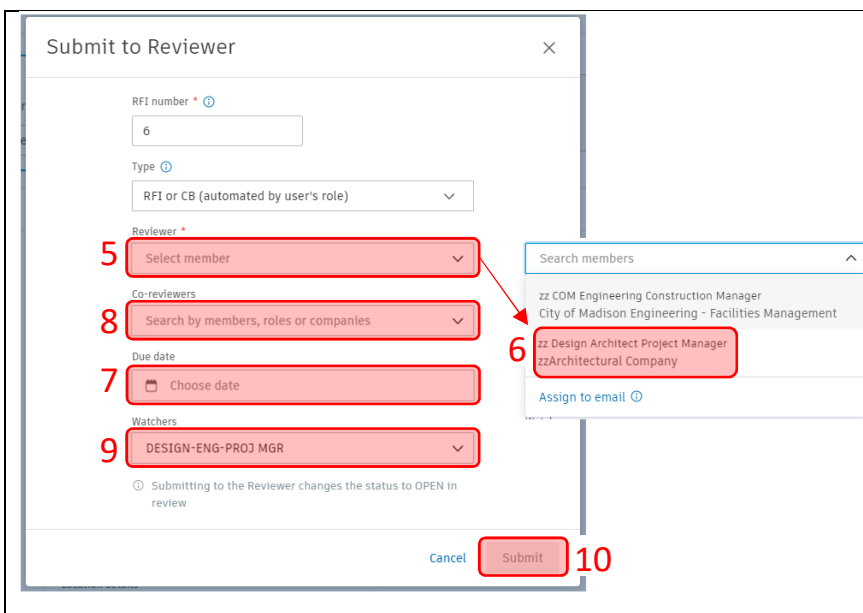
You should receive an “Action required email”. Note that the RFI ID # in email isn’t pertinent and should be ignored. Click the link to the RFI. Review the information. See pages 2 and 3 for descriptions and functionality of the RFI page. At this status of *Open: Waiting for Submission*, all of the fields are editable. **Do not edit the title. It has automated naming. In our example only “FP Grooved Fittings” should be considered for renaming.**

There are 4 paths the RFI can take:

1. *Submit to Reviewer.* Advance to Design Architect Project Manager for Review. **This is the most typical path and the focus of the remainder of this guide.**
2. *Return to Creator.* Select the GC Project Manager for the required ball-in-court field. Include a message detailing required changes before RFI proceeds. GC Project Manager
3. *Close RFI.* This will stop the RFI from proceeding or being revised. Used when it’s a minor issue that COM Engineering Construction Manager can submit an Official Response for without using further Staff time
4. *Void.* Stops the RFI from proceeding or from being revised. Voided RFI is hidden at main screen listing RFIs by default, but display settings can be turned on. Used for trivial RFIs or RFIs submitted in error.



Select *Submit to Reviewer* (1).



Click select *Reviewer* (5). Click Design Architect Project Manager (6)

Choose a Due Date (7)

Optional: Add Co-Reviewers (8) and Watchers (9) as needed. They have the same [permissions](#) but Watchers receive more [notifications](#).

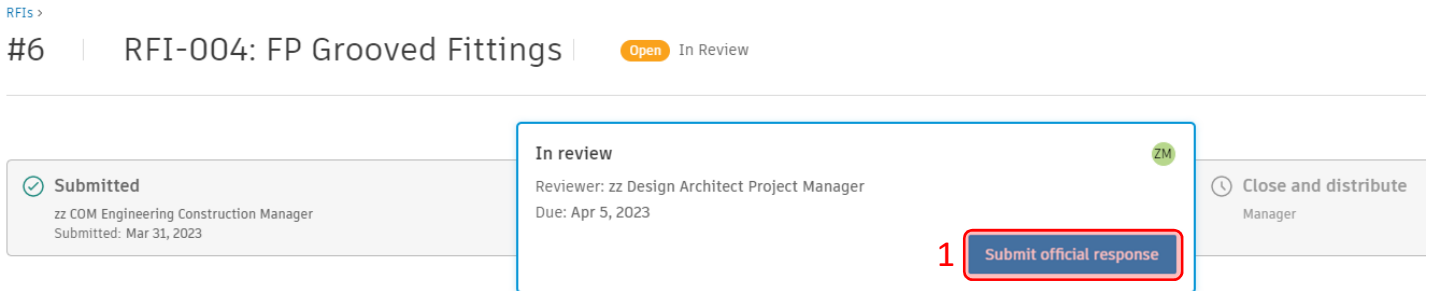
Co-Reviewers assist the reviewer in the content of the Official response and don’t get notifications to the status beyond review periods. Watchers are there to follow the whole process.

Click *Submit* (10) to shift Ball in court to Design Architect Project Manager

Build-Submit *official response* by Design Architect Project Manager

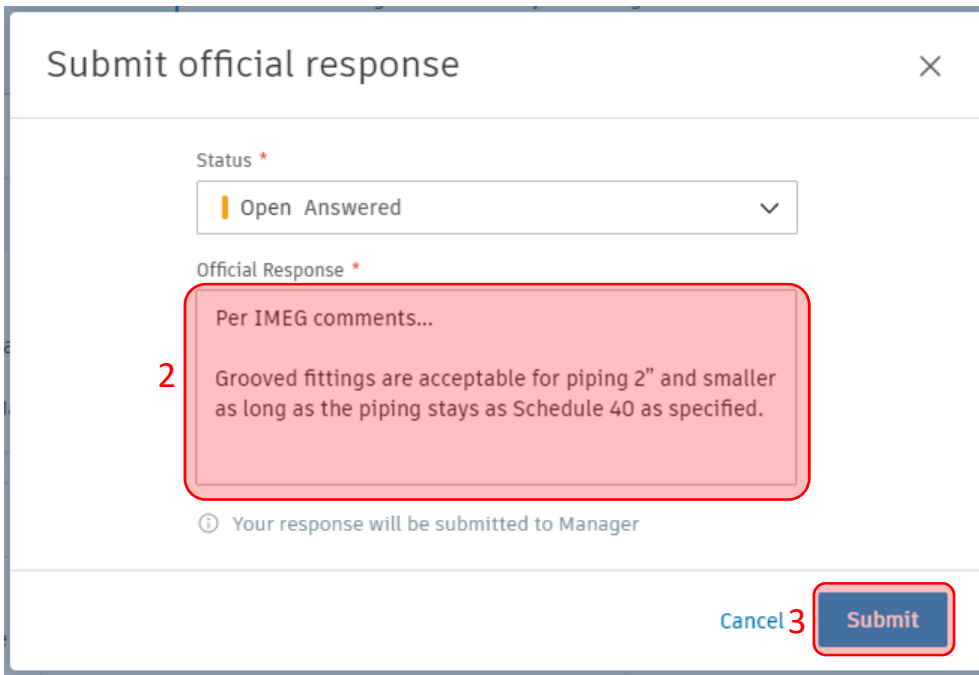
You should receive an “Action required email”. Note that the RFI ID # in email isn’t pertinent and should be ignored. Click the link to the RFI. Review the question, comments, and references. See pages 2 and 3 for descriptions and functionality of the RFI page for communications and referencing.

After all the necessary individuals have weighed in and references added, click blue *Submit official response* (1)



Add text for the *Official Response* (2). Leave *Status* as *Open Answered*. Click blue *Submit* button (3)

Next, COM Engineering Construction Manager will review the official response.

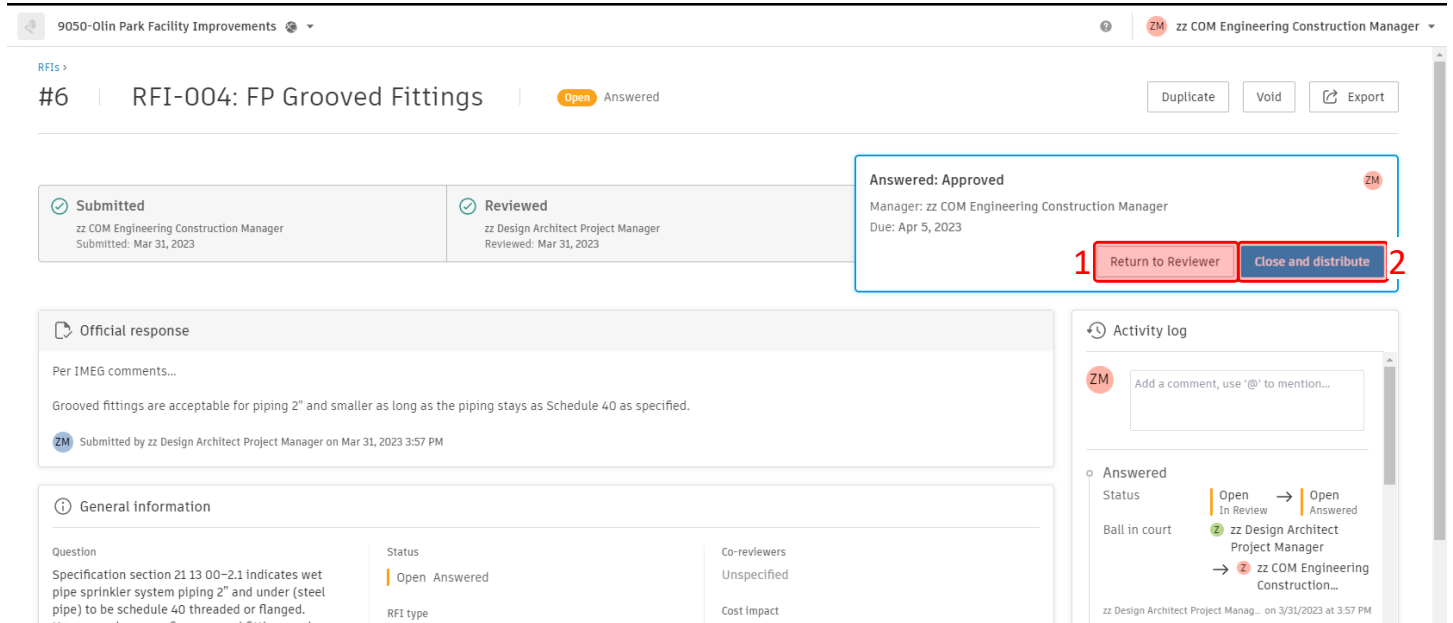


Build-Close and distribute by COM Engineering Construction Manager

You should receive an “Action required email”. Follow the link to get to the RFI.

There are 2 paths the RFI can take:

1. *Return to Reviewer*. This returns the RFI back to Design Architect Project Manager. Include a message detailing the reason for returning the RFI.
2. *Close and distribute*. This finalizes the RFI and emails everyone who has been involved with the RFI. That includes creator, reviewer, co-reviewer, watchers and anyone who interacted with the comments field



Click *Close RFI* (3). Optional: Add your own comment as needed.

