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.

Build -	I 9050-Olin Park	Facility Improvements 😨 👻									0	ZM ZZ GC Project	Manage
Home													
Sheets	RFIs												
Files													
Issues	+ Create RFI	3								🖒 Export	○ Search by RFI tit	le or ID	1
Forms	Status	Title	ID	Ball in court	Created on	Due date	Cost impact	Schedule impact	References	Priority	Discipline	Category	(ह
Photos	Closed	RFI-001: Wireless Access Points	1	zz GC Project Mana zzGeneral Contract	Mar 20, 2023	Mar 22, 2023	Unknown	Unknown	1 reference	Normal	Other	Other	: :
RFIs 2 Submittals	Closed	RFI-002: F12 Fixtures	2	zz GC Project Mana zzGeneral Contract	Mar 20, 2023	Mar 27, 2023	Unknown	Unknown	2 references	Normal	Electrical	Other	1
Meetings	Closed	RFI-003: Fire Alarms Questions	3	zz GC Project Mana zzGeneral Contract	Mar 27, 2023	Mar 27, 2023	-		2 references	Normal		-	1
Schedule Assets	Closed	CB-001: MFD Fire Alarm Clarifications	5	zz Design Architec zzArchitectural Co	Mar 27, 2023	Mar 28, 2023	No	No	-	Normal	Fire Protection	Code Compliance	:
Reports	€												
Members													
Bridge													

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.

9050-Olin Pa	rk Facility Improvements 🗶 👻									Θ	ZM ZZ GC Pro	oject Manage
FIs												
+ Create RFI									🖒 Export	Q RFI- 4		×
Status	Title	ID	Ball in court	Created on	Due date	Cost impact	Schedule impact	References	Priority	Discipline	Category	5 [⁶
Closed	RFI-001: Wireless Access Points	1	zz GC Project Mana zzGeneral Contract	Mar 20, 2023	Mar 22, 2023	Unknown	Unknown	1 reference	Normal	Other	Other	: :
Closed	RFI-002: F12 Fixtures	2	zz GC Project Mana zzGeneral Contract	Mar 20, 2023	Mar 27, 2023	Unknown	Unknown	2 references	Normal	Electrical	Other	: :
Closed	RFI-003: Fire Alarms Questions	з	zz GC Project Mana zzGeneral Contract	Mar 27, 2023	Mar 27, 2023	-	-	2 references	Normal	-	-	; :

Create RFI ×	Input data in pop-up window:
Status*	Can be changed to Draft (1) in case you want to make edits after initial data entry
Title * FP Grooved Fittings 2	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 > 3	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
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 <u>cost. but</u> 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	Optional suggested answer
References Add references 6	Reference components in ACC as needed or upload a new file from within the tool (6 & 7)
Cost impact Impact Select impact Schedule Schedule impact Schedule Select impact PCO Priority Forms Normal Upload files	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 ~ Cancel Create	Add anyone who may need to watch the progress of the RFI by role, company, or member name.

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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.

⁴ Unspecified 4 RFI-004:	FP Grooved Fittings	Waiting for Submission	Duplicate 🔀 Export
Waiting for submission Manager: zz COM Engineering Construction Manager	Comparison of the second		Close and distribute Manager
() General information			 Activity log
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 flanget. 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. Show less Suggested answer Unspecified	Status Qpen Waiting for Submission RFI type RFI or CB (automated by user's role) Ball in court 2 2 COM Engineering Construction Manager (City of Madison Engineering - Facilities Management) Due date Unspecified Location Unspecified Location details Unspecified	Co-reviewers Unspecified Cost impact Unspecified Schedule impact Unspecified Photos Submittals Submittals States RFIS Schedule Schedule Schedule Schedule Schedule Schedule	 2 2 M Add a comment, use '@' to mention 3 • Title was updated FP Grooved Fittings → RFI-004: FP Grooved Fittings John Sapp on 3/28/2023 at 3.47 PM • A file reference was added RFI 4 FP Grooved Fitting- Question.pdf zz 6C Project Manager on 3/28/2023 at 3.45 PM
Additional information		+ Upload files	 RFI was created Status Open
Priority Normal	External ID Unspecified	Add references A	Waiting for Submission Title FP Grooved Fittings Pullio court Profession
Discipline Unspecified Tategory Unspecified	Watchers BESIGN-ENG-PROJ MGR (1 members)	RFI 4 FP Grooved Fitting- Question.pd	df

Optional-edit information: Within the progress bar, clicking the blue button *Return to Creator* (5) will allow <u>GC Project</u> <u>Manager</u> to re-assign Ball in court back to themselves and change status back to *Draft*. The <u>GC Project Manager</u> 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 <u>COM Engineering Construction Manager</u>.

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 <u>Design Architect Project Manager</u> for Review. **This is the most typical path and the focus of the remainder of this guide.**

2. *Return to Creator.* Select the <u>GC Project Manager</u> for the required ball-in-court field. Include a message detailing required changes before RFI proceeds. <u>GC Project Manager</u>

3. *Close RFI*. This will stop the RFI from proceeding or being revised. Used when it's a minor issue that <u>COM</u> <u>Engineering Construction Manager</u> 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.

9050-Olin Park Facility Improv	vements 🛞 🔻		ZM zz COM Engineering Construction Manager +
#Unspecified	RFI-004: FP Grooved Fitt	ings Waiting for Submission	Duplicate 4 Void & Export
Waiting for submission Manager: zz COM Engineering C	Construction Manager 3 Close RFI Submit to Reviewer Return to Creator	Answer Reviewer	Close and distribute Manager
() General information		ے ل <u>ا</u>	Activity log
Question	Status	Co-reviewers	711

Select Submit to Reviewer (1).

Submit to Reviewer	×	Click select <i>Reviewer</i> (5). Click <u>Design</u> Architect Project Manager (6)
RFI number * () 6 Type () RFI or CB (automated by user's role) ~ Reviewer * 5 Select member Co-reviewers 8 Search by members, roles or companies Due date 7 Due date 7 Choose date Watchers 9 DESIGN-ENG-PROJ MGR ~ O Submitting to the Reviewer changes the status to OPEN in review	Search members zz COM Engineering Construction Manager City of Madison Engineering - Facilities Management 6 zz Design Architect Project Manager zArchitectural Company Assign to email ③	Choose a Due Date (7) Optional: Add Co-Reviewers (8) and Watchers (9) as needed. They have the same <u>permissions</u> but Watchers receive more <u>notifications</u> . 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.
Cancel	Submit 10	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, <u>COM Engi</u>	neering Construction Manager will review the official	response.
Submit o	official response	×
	Status * Open Answered Official Response *	
2	Per IMEG comments Grooved fittings are acceptable for piping 2" and smaller as long as the piping stays as Schedule 40 as specified.	
	 Your response will be submitted to Manager Cancel 3 	Submit

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 <u>Design Architect Project Manager</u>. 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

9050-Olin Park Facility Improvements 🛞 💌			Ø ZM zz COM Engineering Construction Manager ▼
#6 RFI-004: FP Groov	ed Fittings Open Answ	rered	Duplicate Void 🔀 Export
Submitted zz COM Engineering Construction Manager Submitted: Mar 31, 2023	Reviewed zz Design Architect Project Mar Reviewed: Mar 31, 2023	Manag	ered: Approved ZM er: zz COM Engineering Construction Manager or 5, 2023 1 Return to Reviewer Close and distribute 2
Official response			Activity log
Per IMEG comments Grooved fittings are acceptable for piping 2" and sma 2M Submitted by zz Design Architect Project Manager on Ma		specified.	ZM Add a comment, use '@' to mention
General information			
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.	Status Open Answered RFI type	Co-reviewers Unspecified Cost impact	Project Manager

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

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Close and distribute		×
Ball in court		
zz GC Project Manager	\sim	
Watchers		
DESIGN-ENG-PROJ MGR	\sim	
Add comment		
 All project members will be able to view this RFI 		
	Cancel	Close RFI 3