



Requests for Interpretation (RFI)

K-12 Cloud

Purpose and Procedure

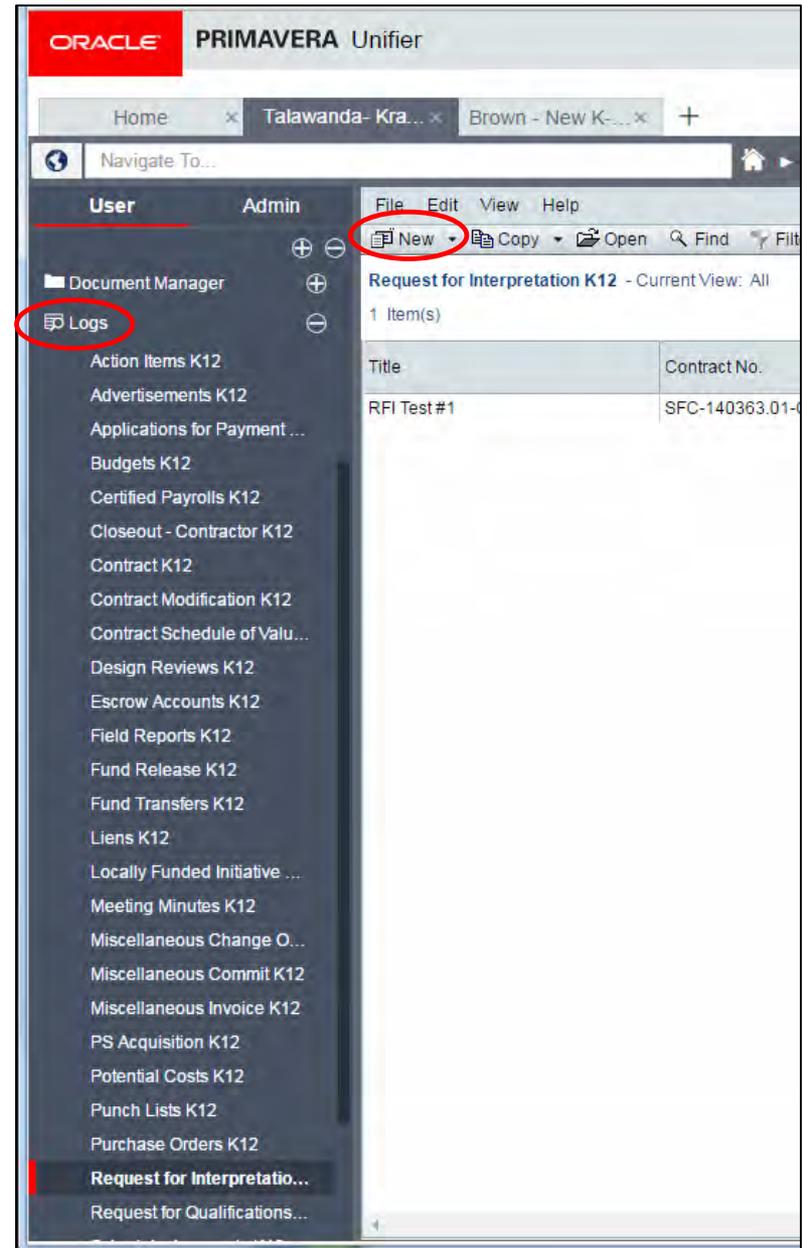
- ▶ The purpose of the RFI is to seek an interpretation or clarification of the Contract Documents from the A/E

- ▶ Workflow:

Created by: Contractor → Sent to: A/E Review → Sent to: Contractor Update (if necessary) → Sent to: Consultant Response (if necessary) → Sent to: Contractor Acceptance → Sent to: A/E for Change Order Request or End

Create RFI

- ▶ In Oaks CI navigate to:
 - ▶ Logs -> Requests for Interpretations K-12
 - ▶ Click New



Create RFI Form

- ▶ Complete Upper Form (General)
- ▶ Enter a description of the RFI

Create New Request for Interpretation K12 - Project No. OCI-150041.02 - Google Chrome

https://ohio-stage-unifier.oracleindustry.com/bp/process/new?wftemplate_id=3348&module_name=urfik&csvimport=false&project_i

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling... Undo Accept Task Add Attachment Discussion Close Window

General Request for Interpretation K12

Enter your request for interpretation in the description block. Attachments may be used for drawings, pictures, or longer descriptions.

General

Project Number:	OCI-150041.02	Record Number:	
Project Name:	Brown - New K-12	Creator:	Katie Tuttle
Organization Name:	Brown LSD	Creation Date:	
Facility Name:	Brown - New K-12	Status:	
Title:	Requesting Interpretation *		
Contract Name:	Hammond Construction Select...	Drawing No.:	12345
Contract No.:	SFC-130329 CMR-01	Specification Section:	
Vendor Name:	Hammond Construction, Inc.	Date Answer Requested:	04/29/2016
		Priority:	3 - Medium

Description

Your description is limited to 4000 characters. Use an attachment for longer descriptions.

Interpretation/Clarification Requested: Please clarify *

Action Details

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

Send RFI for A/E Review

- ▶ Select Workflow Action: Send for Response
- ▶ The (To) field will automatically populate
- ▶ Click Send

Create New Request for Interpretation K12 - Project No. OCI-150041.02 - Google Chrome

https://ohio-stage-unifier.oracleindustry.com/bp/process/new?wftemplate_id=3348&module_name=urfik&csvimport=false

File Edit View Actions Help

Send Save Spelling... Undo Accept Task Add Attachment Discussion Close Window

Workflow Actions Submit

Submit

Request for Interpretation K12

Enter your request for interpretation in the description block. Attachments may be used for drawings, pictures, or longer descriptions.

General

Project Number:	OCI-150041.02	Record Number:	
Project Name:	Brown - New K-12	Creator:	Katie Tuttle
Organization Name:	Brown LSD	Creation Date:	
Facility Name:	Brown- New K-12	Status:	
Title:	Requesting Interpretation *		
Contract Name:	Hammond Constructio <input type="button" value="Select..."/>	Drawing No.:	12345
Contract No.:	SFC-130329 CMR-01	Specification Section:	
Vendor Name:	Hammond Construction, Inc.	Date Answer Requested:	04/29/2016
		Priority:	3 - Medium

Description

Your description is limited to 4000 characters. Use an attachment for longer descriptions.

Interpretation/Clarification Requested: Please clarify

Action Details

Submit

To... Ashwin Dasanahalli,Bill Schwertfager,Bilo Tho

Cc...

Send For: AE Review

Task Notes:

Attachments (0) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

A/E Review and Response

- ▶ Open the Record by navigating to:
Collaboration -> Tasks
- ▶ The New Task is bolded
- ▶ Double Click to Open the Task
- ▶ Review any Task Notes
- ▶ Click Accept Task

The screenshot displays the Oracle Primavera Unifier interface. The top navigation bar shows 'ORACLE PRIMAVERA Unifier' and the user 'Katie Tuttle'. The main window is titled 'Tasks - Current View: All' and shows a list of 9 items. The first item, 'Request for Interpretation K12' (RFI-0001), is bolded. A red circle highlights the 'Collaboration' menu item in the left sidebar, and a red arrow points from it to the 'Request for Interpretation K12' task in the list. Another red arrow points from the task to the 'Accept Task' button in the task details window. The task details window shows the following information:

General	
Project Number:	OCI-150041.02
Project Name:	Brown - New K-12
Organization Name:	Brown LSD
Facility Name:	Brown - New K-12
Title:	Requesting Interpretation
Contract Name:	Hammond Construction
Record Number:	RFI-0001
Creator:	Katie Tuttle
Creation Date:	04/18/2016 08:58 AM (UTC-8)
Status:	Pending
Drawing No.:	12345

Task Details:

From:	Katie Tuttle;	Task Due Date:	
To:	A. E. Ashwin Dasanahalli; More...	Task Status:	Not Started
Cc:			
Sent For:	AE Review		

Task Notes (0)

A/E Review and Response

- ▶ Complete A/E Response block
- ▶ Select Workflow Action: Issue Response
- ▶ Action Details section changes depending on Workflow Action
- ▶ Click Send

The screenshot displays a web browser window titled "Request for Interpretation K12 - Requesting Interpretation - Project No. OCI-150041.02 - Google Chrome". The URL is https://ohio-stage-unifier.oracleindustry.com/bp/process/task/open?task_id=152768&parent_id=0&viewOnly=0&project. The browser's menu bar includes File, Edit, View, Actions, and Help. A red arrow points to the "Send" button in the browser's toolbar. The "Workflow Actions" dropdown menu is open, showing "Issue Response" selected. The "Response" section is highlighted with a red box and contains the text: "Your response is limited to 4000 characters. Longer responses and/or drawings or pictures can be attached to the record. Associate (A/E) Response: The A/E response goes here". The "Action Details" section is also highlighted with a red box and shows the "Issue Response" action with a "To..." field containing "Katie Tuttle" and a "Send For:" field containing "Response Acceptance".

Contractor Acceptance

▶ Open the Record by navigating to:
Collaboration -> Tasks

▶ The New Task is bolded

▶ Double Click to Open the Task

▶ Review any Task Notes

▶ Click Accept Task

ORACLE PRIMAVERA Unifier

Home x Talawanda- Kra... x Brown - New K-... x +

Navigate To... School Facilities > Talawanda-CS... > Talawanda- Kra...

User Admin File Edit View Help

New Open Bulk Actions Find Filtered By

Tasks - Current View: All 9 Item(s) Page 1 of 1

Type	Number	Title	Re From	Sent for
Request for Interpretation K12	RFI-0001	RFI Tes	Katie Tuttle,so	Response Acceptance
Submittals K12	SUB-0001	Test Su	Katie Tuttle,so	AE Review
Miscellaneous Commit K12	MC-0003	Misc. C	Katie Tuttle,so	Funding Certification
Miscellaneous Invoice K12	MI-0001	Test Inv	Katie Tuttle,soc	Payment Processing
Miscellaneous Commit K12	MC-0002	Misc. C	Katie Tuttle,soc	Funding Certification
Design Reviews K12	DR-001		Katie Tuttle,soc	Detailed Review
Subcontractor/Supplier Declarations	SMSD-003	OAKS C	Katie Tuttle,soc	Subcontract Attachment
Contract K12	CON-001	Katie	Katie Tuttle,soc	School District Contract E
Contract Modification K12	CM-0003	Test, is	Katie Tuttle,soc	Contractor Review

Request for Interpretation K12 - Requesting Interpretation - Project No. OCI-150041.02 - Google Chrome

https://ohio-stage-unifier.oracleindustry.com/bp/process/task/open?task_id=152773&parent_id=0&viewOnly=0&project

File Edit View Actions Help

Accept Task Decline Task Close Window

Request for Interpretation K12

General

Project Number: OCI-150041.02 Record Number: RFI-0001
Project Name: Brown - New K-12 Creator: Katie Tuttle
Organization Name: Brown LSD Creation Date: 04/19/2016 09:58 AM (UTC-8)
Facility Name: Brown - New K-12 Status: Open
Title: Requesting Interpretation
Contract Name: Hammond Construction Drawing No.: 12345
Contract No.: SFC-130329 CMR-01 Specification Section:
Vendor Name: Hammond Construction, Inc. Date Answer Requested: 04/29/2016
Priority: 3 - Medium

Description

Your description is limited to 4000 characters. Use an attachment for longer descriptions.

Interpretation/Clarification Requested: Please clarify

Task Details

From: Katie Tuttle Task Due Date: Task Notes (0)
To: Katie Tuttle Task Status: Not Started
Cc:
Sent For: Response Acceptance

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

Contractor Acceptance

- ▶ Scroll down to Cost and Schedule Impact
- ▶ Is there a change in cost or schedule? Choose Y/N
 - ▶ If Yes, enter the proposed cost and/or schedule impact
- ▶ Select a Workflow Action: Accept or Return for Clarification
- ▶ Click Send

Request for Interpretation K12 - Requesting Interpretation - Project No. OCI-150041.02 - Google Chrome

https://ohio-stage-unifier.oracleindustry.com/bp/process/task/open?task_id=152773&model=arifik&project_id=1097031

File Edit View Actions Help

Workflow Actions Acknowledge
Acknowledge
Return for Clarification

Send Save Spelling... Undo Accept Task Add Attachment Discussion Close Window

Request for Interpretation K12

General

Cost and Schedule Impact

If a change order will be generated based on this response, select Yes for Change in Cost or Schedule and complete the remainder of this block. Entering this information does not automatically initiate a Contract Modification in OAKS CI.

Change in Cost or Schedule | Yes
(Y/N):

Proposed Cost Impact (\$): 5,000.00
Proposed Schedule Impact (Days): 12

Justification

Enter the justification for the change in cost or schedule.

Justification:

Document Publishing

Action Details

Yes (Click here to view latest content)

To... Ashwin Dasanahalli,Bill Schwerfager,Bilo Tho

Cc...

Send For: Change Order Request

Task Notes:

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

Change Order Required?

- ▶ If there is no cost and/or time impact the workflow goes to the end step
- ▶ If there is a cost and/or time impact, the A/E will create a proposal request and submit to the Contractor for Cost Proposal

Questions?

OAKS CI Support Desk Contact Info:

oaksci@ofcc.ohio.gov

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