



# 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 Create

The screenshot shows the Oracle Primavera Unifier interface. The top navigation bar includes 'ORACLE PRIMAVERA Unifier (Development)'. Below it, the breadcrumb trail is 'School Facilities > Oak Hills Local ...'. The left sidebar menu is expanded to show 'Logs', which is circled in red. Under 'Logs', 'Request for Interpretation K12' is highlighted with a red bar. A red arrow points from the text 'Click Create' in the instructions to this menu item. The main content area displays 'Request for Interpretation K12' with a '+ Create' button circled in red. Below the button is a table with two columns: 'Title' and 'Contract No'. The table contains two rows: 'Katie's RFI on Concrete' with contract number '072215', and 'Test RFI' with contract number '072215'. The bottom right corner of the table area shows 'Total: 2'.

Title	Contract No
Katie's RFI on Concrete	072215
Test RFI	072215

# Create RFI Form

- ▶ Complete Upper Form (General)
- ▶ Enter the interpretation or clarification you are requesting

Create New Request for Interpretation K12 - Project No. SFC-080001.01 - Mozilla Firefox

https://ohio-dev-unifier.oracleindustry.com/bp/process/new?fromMasterLog=1&wftemplate\_id=3042&module\_name=urfik&project\_id=1086&\_uref=uuu

File Edit View Actions Help

Workflow Actions Submit 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: SFC-080001.01 Record Number:

Project Name: Oak Hills Local Building Project Creator: Katie Tuttle

Organization Name: Creation Date:

Facility Name: Status:

Title: RFI #22 \*

Contract Name: Test - CMR Select... Drawing No.:

Contract No.: 072215 Specification Section:

Contractor Name: Joe General Contractor Date Answer Requested: 06/30/2017

Priority: 2 - High

**Description**

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

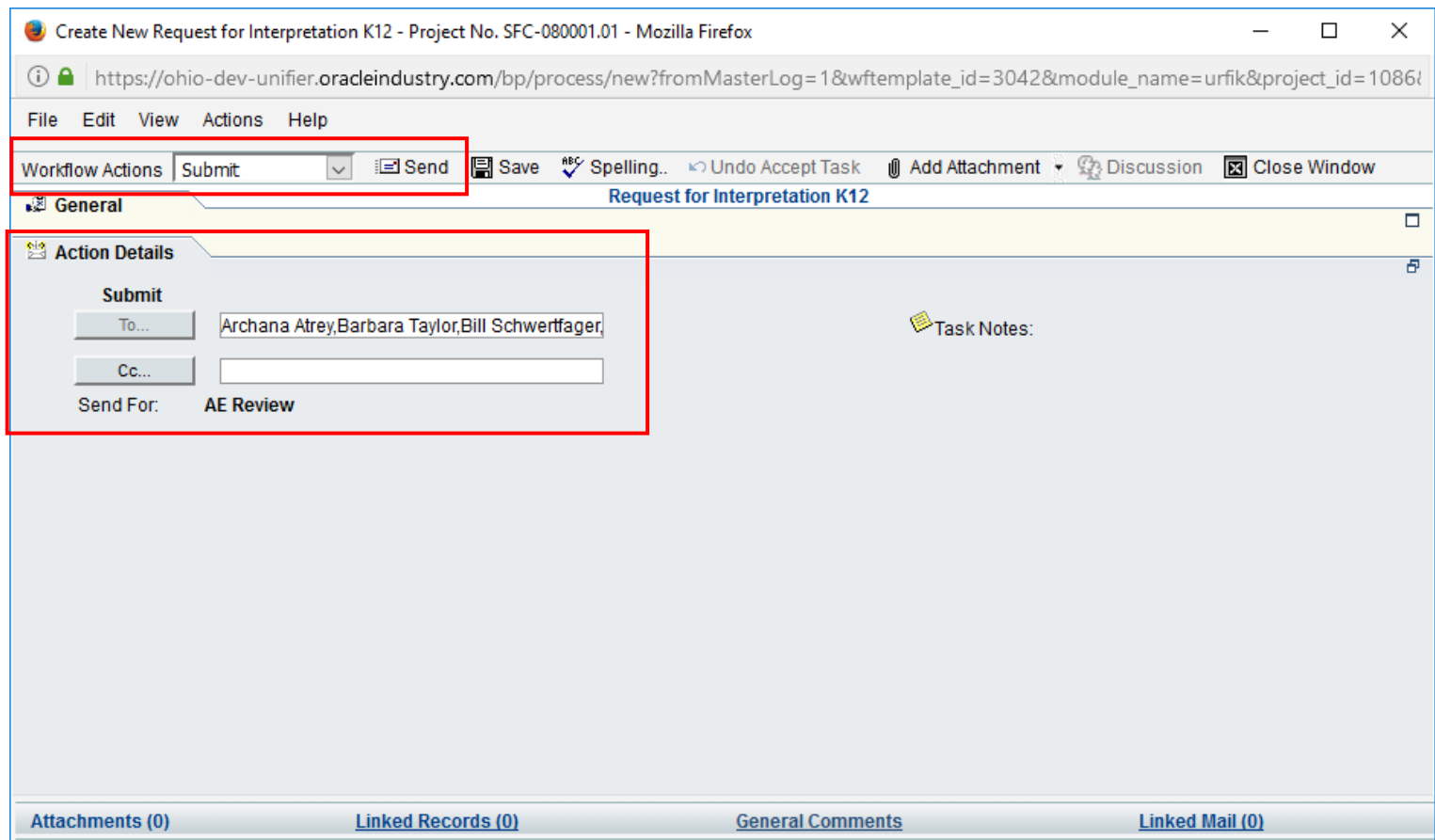
Interpretation/Clarification Requested: Please clarify the height for the handrail in the south corridor \*

Action Details

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

# Send RFI for A/E Review

- ▶ Click Action Details tab
- ▶ Verify Workflow Action
- ▶ The (To) field will automatically populate
- ▶ Click Send



Create New Request for Interpretation K12 - Project No. SFC-080001.01 - Mozilla Firefox

https://ohio-dev-unifier.oracleindustry.com/bp/process/new?fromMasterLog=1&wftemplate\_id=3042&module\_name=urfik&project\_id=10861

File Edit View Actions Help

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

Request for Interpretation K12

General

Action Details

Submit

To... Archana Atrey, Barbara Taylor, Bill Schwerfager

Cc...

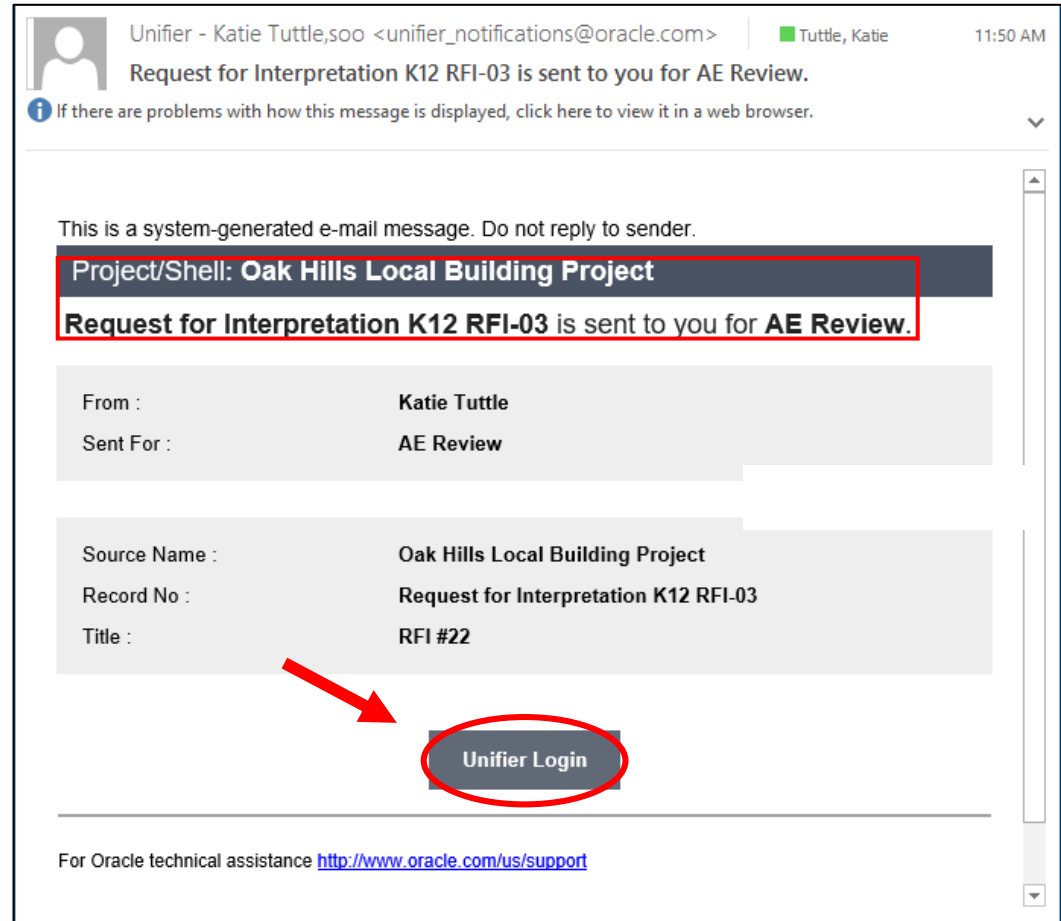
Send For: AE Review

Task Notes:

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

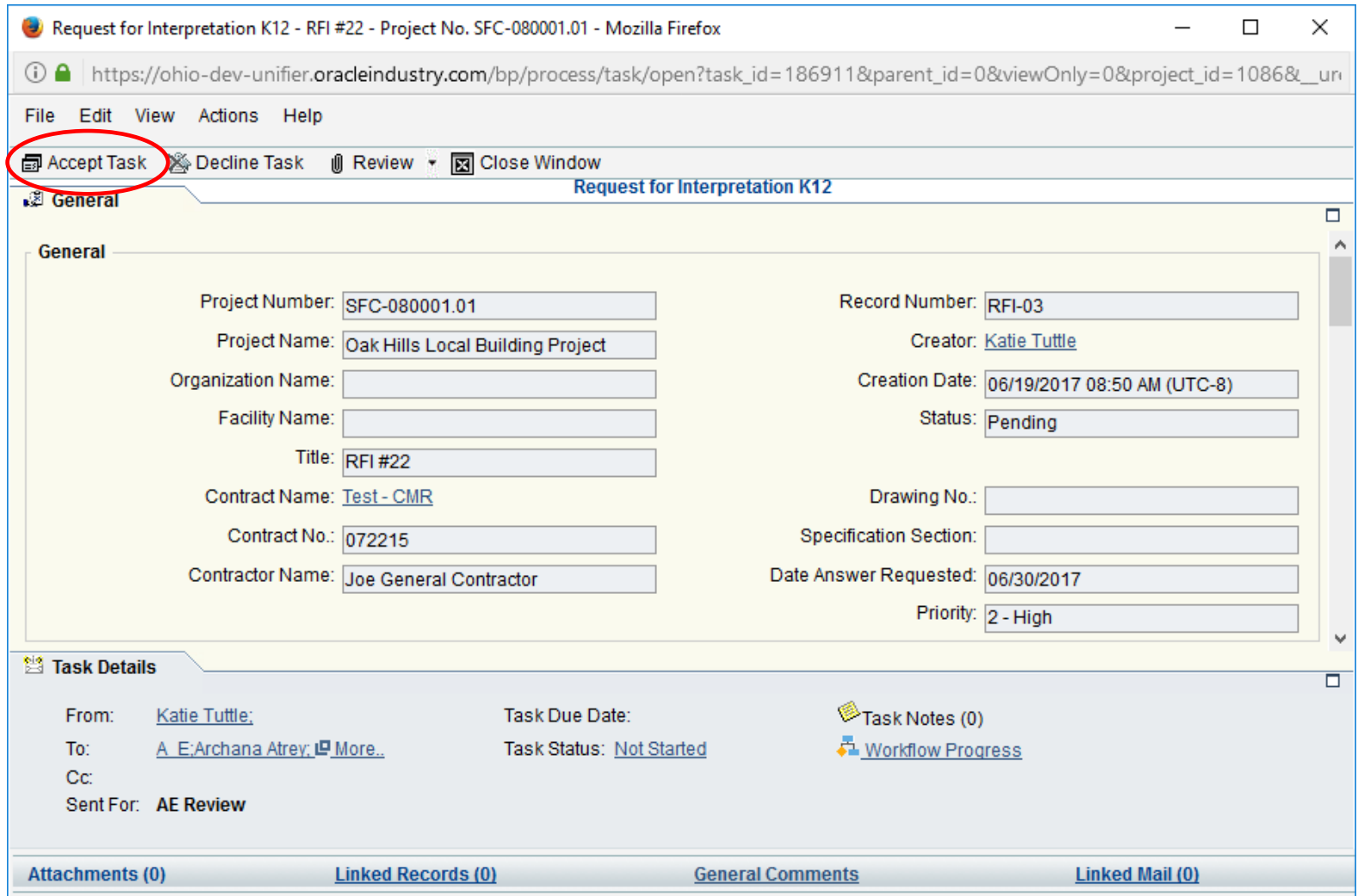
# A/E Step– Task Notification

- ▶ Once the RFI is submitted for response, the AE will receive a Task notification
- ▶ Click on the link to access your Task



# A/E Review and Response

- ▶ Click Accept Task to begin work on the record



Request for Interpretation K12 - RFI #22 - Project No. SFC-080001.01 - Mozilla Firefox

https://ohio-dev-unifier.oracleindustry.com/bp/process/task/open?task\_id=186911&parent\_id=0&viewOnly=0&project\_id=1086&\_un

File Edit View Actions Help

**Accept Task** Decline Task Review Close Window

**Request for Interpretation K12**

**General**

**General**

Project Number:	SFC-080001.01	Record Number:	RFI-03
Project Name:	Oak Hills Local Building Project	Creator:	Katie Tuttle
Organization Name:		Creation Date:	06/19/2017 08:50 AM (UTC-8)
Facility Name:		Status:	Pending
Title:	RFI #22	Drawing No.:	
Contract Name:	Test - CMR	Specification Section:	
Contract No.:	072215	Date Answer Requested:	06/30/2017
Contractor Name:	Joe General Contractor	Priority:	2 - High

**Task Details**

From:	Katie Tuttle	Task Due Date:		Task Notes (0)
To:	A. E. Archana Atrey, More..	Task Status:	Not Started	Workflow Progress
Cc:				
Sent For:	AE Review			

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

# A/E Review and Response

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

Request for Interpretation K12 - RFI #22 - Project No. SFC-080001.01 - Mozilla Firefox

https://ohio-dev-unifier.oracleindustry.com/bp/process/task/open?task\_id=186911&parent\_id=0&viewOnly=0&project\_id=1086&\_\_uref=uuu146:navigator-2

File Edit View Actions Help

Workflow Actions Issue Response  Send Save Spelling... Undo Accept Task Add Attachment Discussion Review Close Window

General Issue Response  
Send for Consultant Response  
Return for Clarification

Request for Interpretation K12

Response

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 handrail should be 3 feet from the floor

Action Details

Issue Response [Click here to view latest content](#)

To... Katie Tuttle

Cc...

Send For: Response Acceptance

Task Notes:

Workflow Progress

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



# Contractor Step– Task Notification

- ▶ Once the AE Review is complete, the Contractor will receive a Task for “Acceptance”
- ▶ Click on the link to access your Task

Unifier - Katie Tuttle,soo <unifier\_notifications@oracle.com> | Tuttle, Katie 12:06 PM

Request for Interpretation K12 RFI-03 is sent to you for Response Acceptance.

If there are problems with how this message is displayed, click here to view it in a web browser.

This is a system-generated e-mail message. Do not reply to sender.

**Project/Shell: Oak Hills Local Building Project**

**Request for Interpretation K12 RFI-03 is sent to you for Response Acceptance.**

From : Katie Tuttle  
Sent For : Response Acceptance

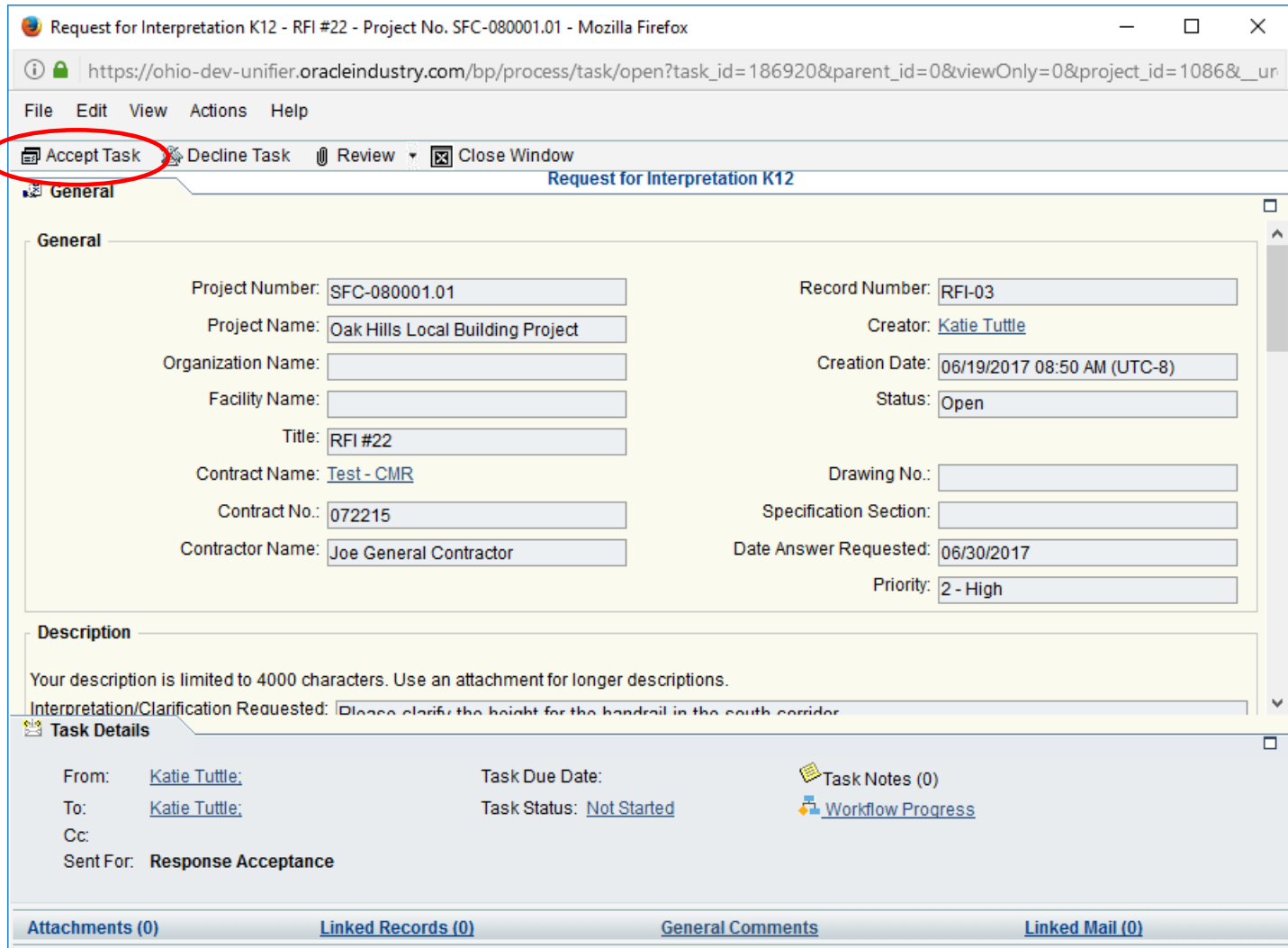
Source Name : Oak Hills Local Building Project  
Record No : Request for Interpretation K12 RFI-03  
Title : RFI #22

**Unifier Login**

For Oracle technical assistance <http://www.oracle.com/us/support>

# Contractor Acceptance

- ▶ Click Accept Task to begin work



Request for Interpretation K12 - RFI #22 - Project No. SFC-080001.01 - Mozilla Firefox

https://ohio-dev-unifier.oracleindustry.com/bp/process/task/open?task\_id=186920&parent\_id=0&viewOnly=0&project\_id=1086&\_ur

File Edit View Actions Help

**Accept Task** Decline Task Review Close Window

### Request for Interpretation K12

#### General

**General**

Project Number:	SFC-080001.01	Record Number:	RFI-03
Project Name:	Oak Hills Local Building Project	Creator:	Katie Tuttle
Organization Name:		Creation Date:	06/19/2017 08:50 AM (UTC-8)
Facility Name:		Status:	Open
Title:	RFI #22	Drawing No.:	
Contract Name:	Test - CMR	Specification Section:	
Contract No.:	072215	Date Answer Requested:	06/30/2017
Contractor Name:	Joe General Contractor	Priority:	2 - High

#### Description

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

Interpretation/Clarification Requested: Please clarify the height for the handrail in the south corridor.

#### Task Details

From:	Katie Tuttle	Task Due Date:		Task Notes (0)
To:	Katie Tuttle	Task Status:	Not Started	Workflow Progress
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
- ▶ 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=urfik&project\\_id=1097&ini](https://ohio-stage-unifier.oracleindustry.com/bp/process/task/open?task_id=152773&model=urfik&project_id=1097&ini)

File Edit View Actions Help

Workflow Actions Acknowledge [v] [Send] Save Spelling... Undo Accept Task Add Attachment Discussion Review Close Window

General Acknowledge  
Return for Clarification

**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 [v] \*  
(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 Schwertfager, 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](mailto:oaksci@ofcc.ohio.gov)

614.644.2211