



Requests for Interpretation (RFI)

K-12 Legacy

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 Interpretation
 - ▶ Click New

Unifier@https://oaksci.osfc.ohio.gov - Internet Explorer
https://oaksci.osfc.ohio.gov/bp/nav/main/user#t:'us_sf',m:'user',p:1137,k:'urfi'

ORACLE Primavera Unifier Katie Tuttle on behalf of Katie Tuttle (Last login: 10/07/2015 01:58 PM)

Home Company Workspace School Facilities

User Mode File Edit View Help

New PK - 5 Batavia - Home New Copy Open Find Filtered By

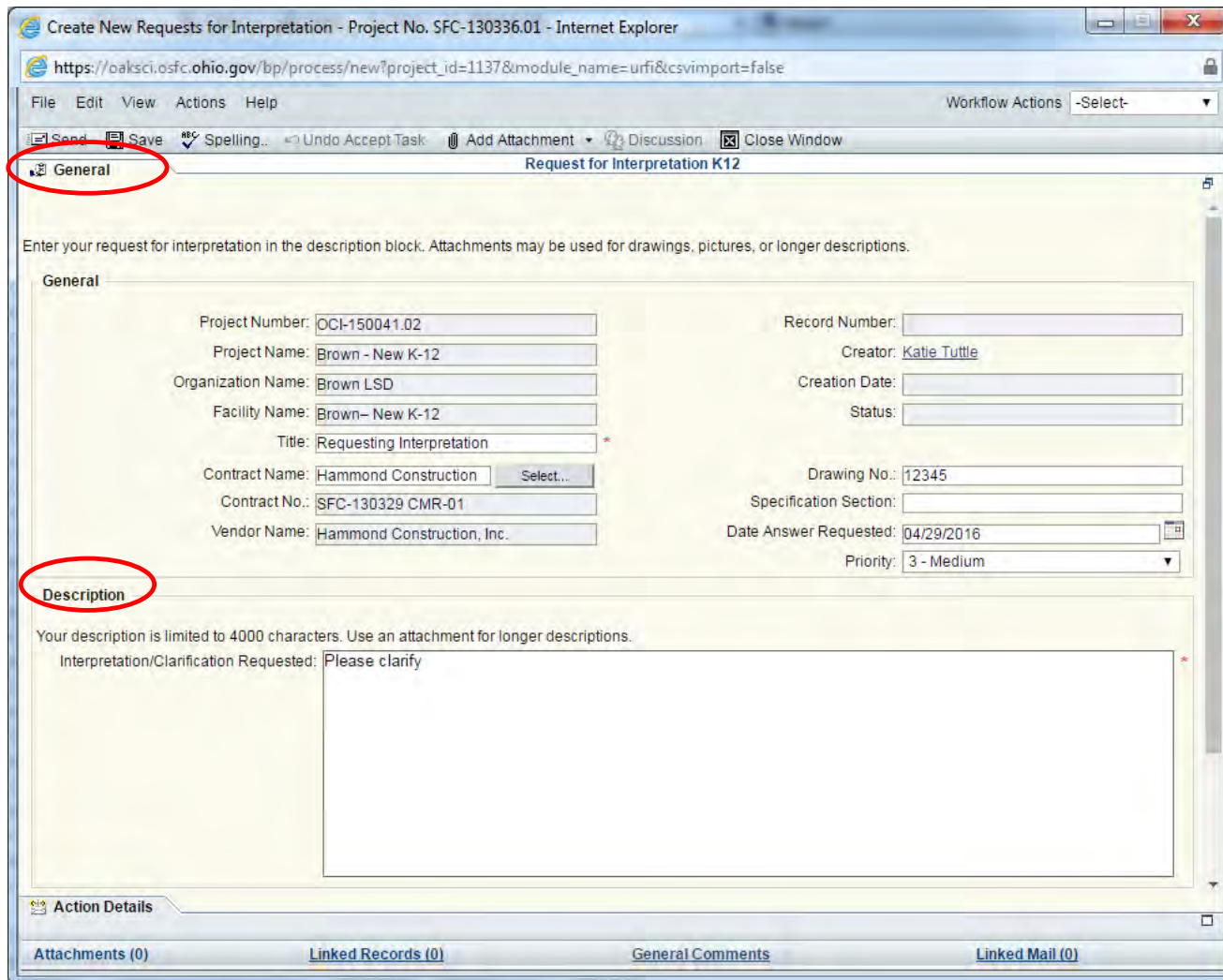
Alerts
uMail
Mailbox
Collaboration
Tasks
Messages
Drafts
Information
Cost Manager
Data Manager
Document Manager
Logs
Action Items
Advertisements
Applications for Payment
Budgets
Certified Payrolls
Closeout - Contractor
Contract
Contract Modification
Contract Schedule of Value
Design Reviews
Escrow Accounts
Field Reports
Financial Risks
Fund Allocation
Fund Release
Fund Transfers
Liens
Locally Funded Initiative MC
Meeting Minutes
Miscellaneous Change Order
Miscellaneous Commit
Miscellaneous Invoice
Punch Lists
Purchase Orders
Requests for Interpretation
Schedule Approvals
Subcontractor/Supplier Dec
Submittals

Requests for Interpretation - Current View: All
81 Item(s)

Title	Contract No.	Contract
Portable Mic Rack	SFC-130336.01	Monarch
Return Air	SFC-130336.01	Monarch
Refrigerant Monitor Location	SFC-130336.01	Monarch
DOAS Space Pressure Sens	SFC-130336.01	Monarch
Stage Intercom	SFC-130336.01	Monarch
Kitchen ACU Wiring	SFC-130336.01	Monarch
BAS/HVAC Controllers IT	SFC-130336.01	Monarch
Bose Match Speakers	SFC-130336.01	Monarch
Pipe Labeling	SFC-130336.01	Monarch
Condensate Drain Location	SFC-130336.01	Monarch
DOAS Sensor Location	SFC-130336.01	Monarch
VAV Box V-01 Stat Location	SFC-130336.01	Monarch
Room 1201 Filter Boxes	SFC-130336.01	Monarch
CO Sensors	SFC-130336.01	Monarch
Refrigerant Monitor Setpoint	SFC-130336.01	Monarch
Electric Service Pull Box	SFC-130336.01	Monarch
DOAS Discharge Air Sensor	SFC-130336.01	Monarch
ACU Thermostat Locations	SFC-130336.01	Monarch
Automatic Door Operators	SFC-130336.01	Monarch
Anti-Heave Slabs	SFC-130336.01	Monarch
Roof Drainage Rms 1055, 11	SFC-130336.01	Monarch
Building Gas Loads	SFC-130336.01	Monarch
Roof Drain Tie-in	SFC-130336.01	Monarch
DOAZ Flue Outlets	SFC-130336.01	Monarch
DOAZ Gas Connection	SFC-130336.01	Monarch
Exhaust Duct Conflict	SFC-130336.01	Monarch
Corridor Dampers	SFC-130336.01	Monarch
Distribution Box Insulation	SFC-130336.01	Monarch
Column BD/B3 Beam Conne	SFC-130336.01	Monarch
Joist Shoe Field Modification	SFC-130336.01	Monarch
Cassette Support System	SFC-130336.01	Monarch

Create RFI Form

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



Create New Requests for Interpretation - Project No. SFC-130336.01 - Internet Explorer

https://oaksci.osfc.ohio.gov/bp/process/new?project_id=1137&module_name=urfi&csvimport=false

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 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

The screenshot shows a web browser window titled "Create New Requests for Interpretation - Project No. SFC-130336.01 - Internet Explorer". The URL is https://baksci.osfc.ohio.gov/bp/process/new?project_id=1137&module_name=urfi&csvimport=false. The page title is "Request for Interpretation K12".

The "General" tab is active, showing the following fields:

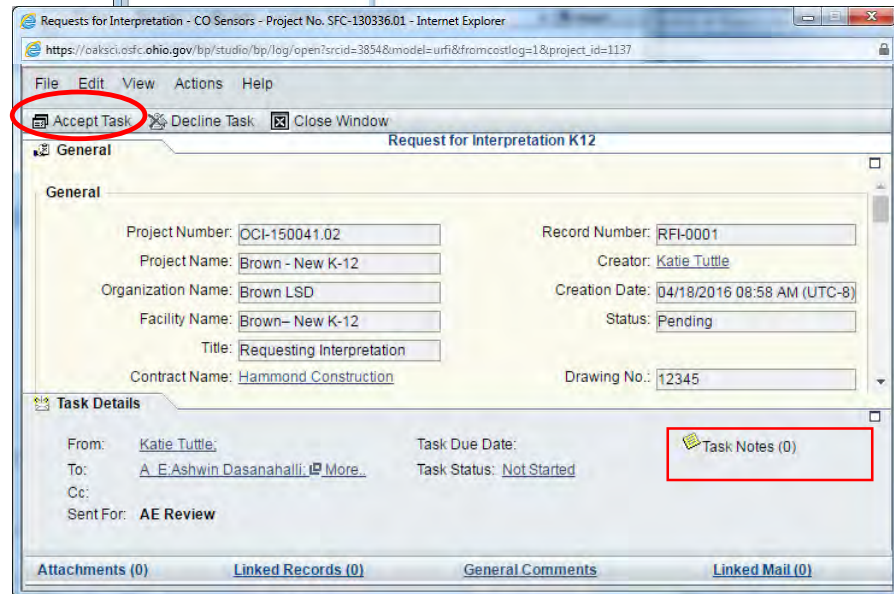
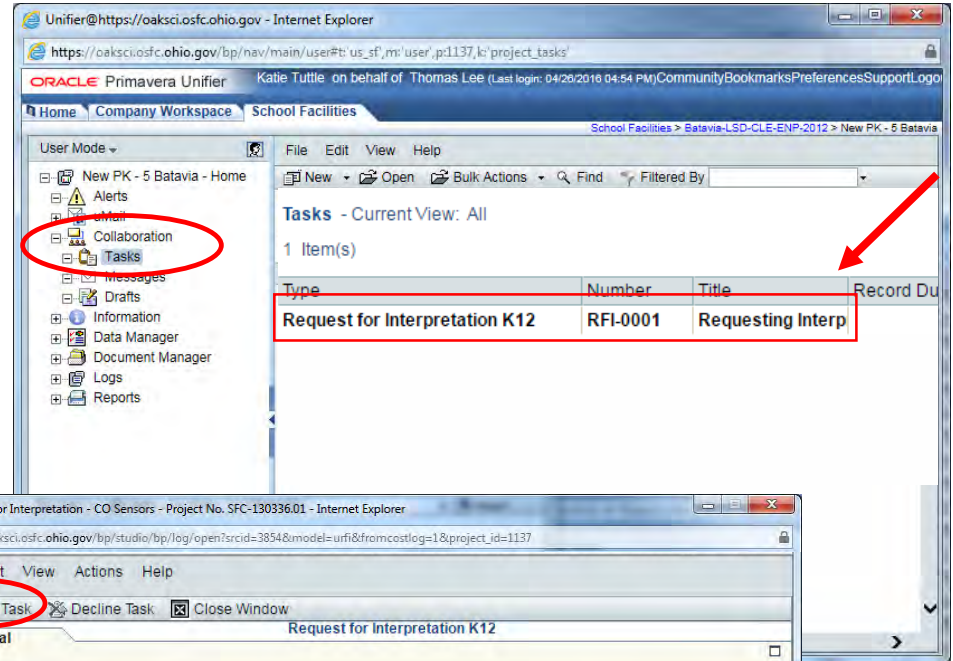
- Project Number: OCI-150041.02
- Record Number: [Empty]
- Project Name: Brown - New K-12
- Creator: Katie Tuttle
- Organization Name: Brown LSD
- Creation Date: [Empty]
- Facility Name: Brown- New K-12
- Status: [Empty]
- Title: Requesting Interpretation *
- Contract Name: Hammond Constructio [Select...]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

The "Description" field contains: "Interpretation/Clarification Requested: Please clarify".

The "Action Details" section shows a "Submit" button and a "To..." field populated with "Ashwin Dasanahalli,Bill Schwertfager,Bilo Tho". The "Send For:" field is set to "AE Review".

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



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

Requests for Interpretation - CO Sensors - Project No. SFC-130336.01 - Internet Explorer

https://oaksci.osfc.ohio.gov/bp/studio/bp/log/open?srcid=3854&model=urfi&fromcostlog=1&project_id=1137

File Edit View Actions Help

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

Workflow Actions Issue Response Issue Response Send for Consultant Re 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 A/E response goes here

Action Details

Issue Response (Click here to view latest content)

To... Katie Tuttle

Cc...

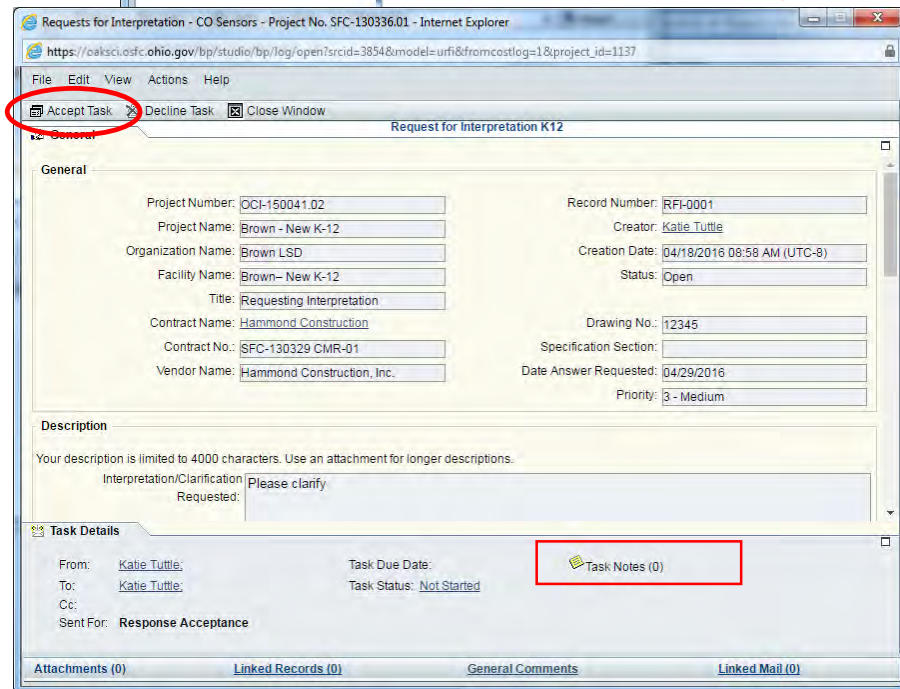
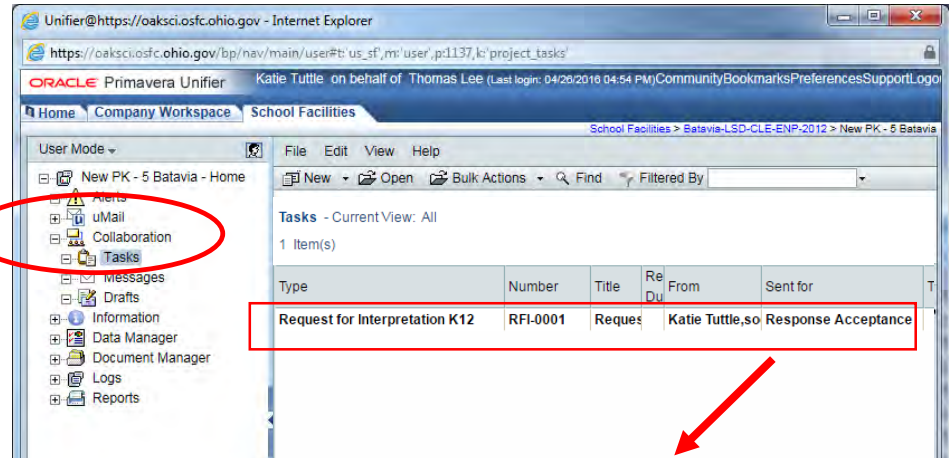
Send For: Response Acceptance

Task Notes:

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

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



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

Requests for Interpretation - CO Sensors - Project No. SFC-130336.01 - Internet Explorer

https://oaksci.osfc.ohio.gov/bp/studio/bp/log/open?srcid=3854&model=urfi&fromcostlog=1&project_id=1137

File Edit View Actions Help

Workflow Actions Acknowledge

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

Acknowledge

Return for Clarification

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 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

614.644.2211