



# Requests for Interpretation (RFI)

K12



# Purpose & 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 Acceptance → Sent to: A/E for Change Order Request or End



# Create RFI

- ▶ In Oaks CI navigate to:
  - ▶ Logs -> Requests for Interpretations K12
  - ▶ Click **Create**

The screenshot shows the Oracle Primavera Unifier interface. The breadcrumb navigation is School Facilities > Oak Hills Local... > School Facilities > OAKS CI District... > Oak Hills Local... The left sidebar menu has 'Logs' circled in red. A red arrow points to 'Request for Interpretation K12' in the sidebar. The main content area is titled 'Request for Interpretation K12' and has a '+ Create' button circled in red. Below the title 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 the General tab
- ▶ Enter a description of the RFI

Create New Request for Interpretations - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/urfi/1006/12?\_\_uref=uuu875301904t2

### Create New Request for Interpretations

Send Save

General Collaboration Collaboration

**General**

Organization  
Department of Administrative Services

Project Number  
OCI-080001

Project Name  
OAKS CI Training 1

Project Location  
Surface Road

Title \*  
RFI - Contract OFCC

Contractor Name \*  
Matt's Vendor

Associate (A/E) Name  
Sands Decker Ltd.

Date Answer Requested  
08/27/2020 05:00 PM (UTC-8)

Record Number

Creator  
Matthew Weber

Creation Date

Status

Contract No.  
12345

Drawing No.

Specification Section

Priority  
2 - High

**Description**

Interpretation/Clarification Requested \*  
Please clarify...

Linked Records Linked Mail

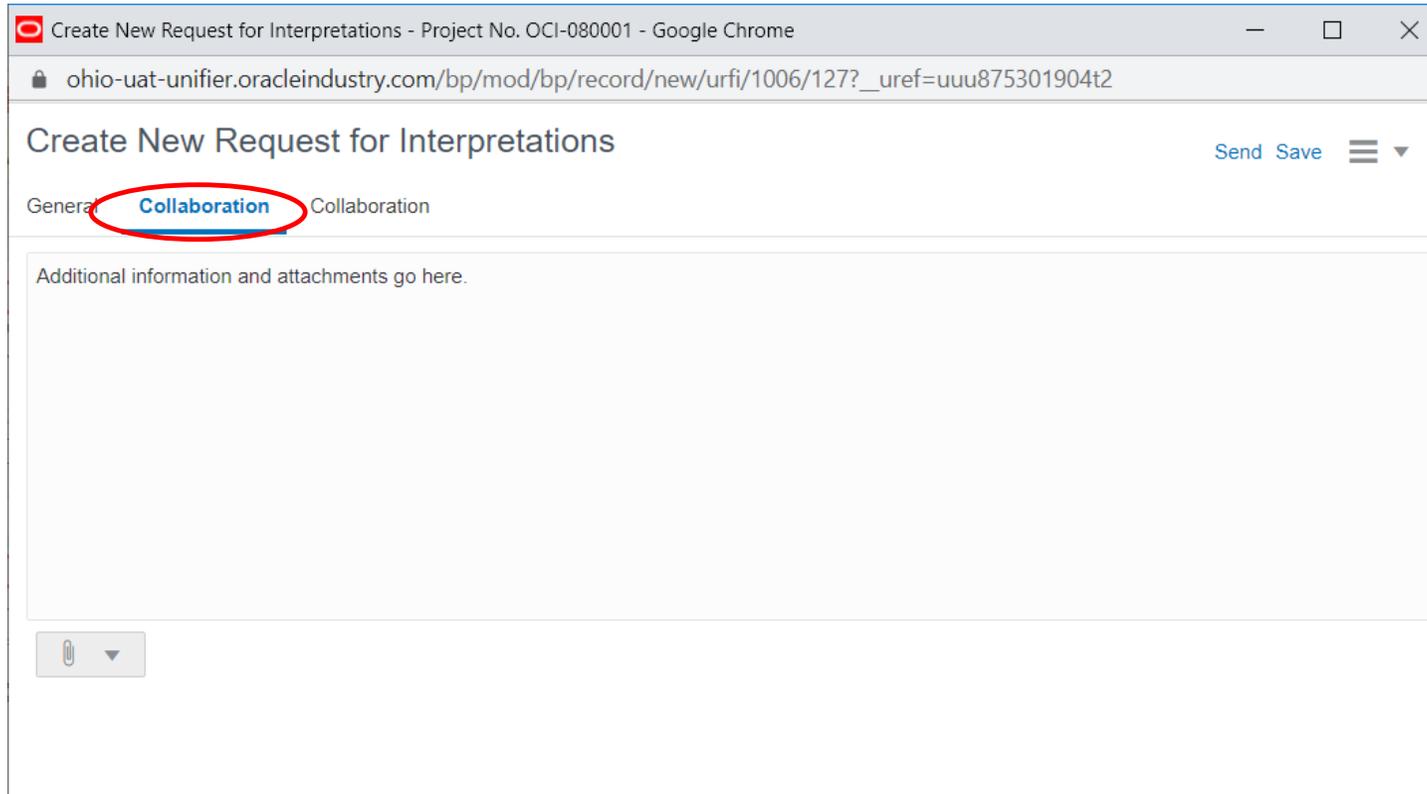
Add

Information  
No Linked Records.



# Create RFI Form

- ▶ Use the Collaboration tab to add additional comments as necessary



The screenshot shows a web browser window titled "Create New Request for Interpretations - Project No. OCI-080001 - Google Chrome". The address bar contains the URL "ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/urfi/1006/127?\_\_uref=uuu875301904t2". The page title is "Create New Request for Interpretations". In the top right corner, there are buttons for "Send" and "Save", and a menu icon. Below the title, there are two tabs: "General" and "Collaboration". The "Collaboration" tab is highlighted with a red circle. Below the tabs, there is a large text area with the placeholder text "Additional information and attachments go here." At the bottom left of the text area, there is an attachment icon and a dropdown arrow.



# Sending RFI for A/E Review

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

The screenshot displays the 'Create New Request for Interpretations' form in Oracle Primavera. The 'Send' button is highlighted with a red box and a red arrow. A 'Workflow Action Details' dialog box is open, showing the following details:

- Action Details:**
  - Workflow Actions: Send For Response
  - Send For: Associate Review
- To:** Archana Atrey; Brett Gundlach; Cindy Pizzuto; Consultant Student1; Consultant Student10; Consult...
- CC:** Start typing for suggestions...
- Due Date Details:**
  - Task Due Date: 08/09/2020 10:23 AM
  - Set all task due date as: 08/09/2020 10:23 AM
  - Set Individual task due dates: (unselected)
- Table:**

Name	Company Name	Task Due Date
Consultant Student4	State of Ohio	08/09/2020 10:23 AM

The 'Send' button in the dialog box is highlighted with a red box and a red arrow.



# 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

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

Project/Shell: **OAKS CI Training 1**

**Request for Interpretations RFI-00082 is sent to you for Associate Review.**

From : **Matthew Weber**  
Sent For : **Associate Review**  
Task Due Date : **08/09/2020 10:27 AM (UTC-8)**

Source Name : **OAKS CI Training 1**  
Record No : **Request for Interpretations RFI-00082**  
Title : **RFI - Contract OFCC**

[Unifier Login](#)



# A/E Review and Response

- ▶ Click Accept Task to begin work on the record

The screenshot shows a web browser window with the following details:

- Browser Tab:** Request for Interpretations - RFI - Contract OFCC - Project No. OCI-080001 - Google Chrome
- URL:** ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/215825?task\_id=215825&viewOnly=0&project\_id=0&\_uref=uuu...
- Page Title:** Request for Interpretations
- Navigation:** Accept (circled in red), Decline, and a menu icon.
- General Tab:** Collaboration
- Task Details:**
  - To:** Archana Atrey; Brett Gundlach; Cindy Pizzuto; Consultant Student1; Consultant S...
  - Sent For:** Associate Review
  - Task Due Date:** 08/09/2020 10:27 AM (UTC-8)
- General Section:**

<b>Organization</b>	Department of Administrative Services	<b>Record Number</b>	RFI-00082
<b>Project Number</b>	OCI-080001	<b>Creator</b>	Matthew Weber
<b>Project Name</b>	OAKS CI Training 1	<b>Creation Date</b>	08/06/2020 10:27 AM (UTC-8)
<b>Project Location</b>	Surface Road	<b>Status</b>	Open
- Right Panel:** Linked Records, Linked Mail, Workflow Pi. Information icon and text: "Information No Linked Records."



# A/E Review and Response

- ▶ Complete A/E Response section
- ▶ Add date for Change Order deadline
- ▶ Click **Send** when finished

The screenshot shows a web browser window with the title 'Request for Interpretations - RFI - Contract OFCC - Project No. OCI-080001 - Google Chrome'. The URL is 'ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/215825/undefined/undefined?\_uref=uuu140434922t2'. The page title is 'Request for Interpretations'. In the top right corner, there are buttons for 'Send', 'Save', and a menu icon. A red arrow points to the 'Send' button. Below the title, there are tabs for 'General', 'Collaboration', and 'Collaboration'. The main content area is divided into sections: 'Description' with a text area containing 'Interpretation/Clarification Requested' and 'Please clarify...'; 'Associate (A/E) Response \*' with a text area containing 'Clarification example text.'; and 'Request for Change Order Deadline \*' with a date and time field showing '08/06/2020 05:00 PM (UTC-8)'. On the right side, there is a 'Linked Records' section with an 'Add' button and an 'Information' icon with the text 'Information' and 'No Linked Records.'



# A/E Review and Response

- ▶ Select Workflow Action
- ▶ Action Details section changes depending on Workflow Action
- ▶ Click **Send**

The image displays two screenshots of a web application interface for managing a Request for Interpretations (RFI). The browser window title is "Request for Interpretations - RFI - Contract OFCC - Project No. OCI-080001 - Google Chrome". The URL is "ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/215825/undefined/undefined?\_uref=uuu140...".

The top screenshot shows the "Workflow Action Details" dialog box. The "Action Details" section is expanded, and the "Workflow Actions" dropdown menu is open, showing the following options: "Select", "Return For Clarification", "Send For Consultant Response", and "Respond". A red arrow points to the "Respond" option.

The bottom screenshot shows the same dialog box with the "Respond" option selected. The "Send For" field is set to "Response Acceptance". The "To" field is set to "Matthew Weber". The "CC" field is empty, with a placeholder text "Start typing for suggestions...". The "Due Date Details" section is expanded, showing the "Task Due Date" as "08/13/2020 10:32 AM". At the bottom right, there are two buttons: "Cancel" and "Send". A red arrow points to the "Send" button.



# 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

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

**Project/Shell: OAKS CI Training 1**

**Request for Interpretations RFI-00082 is sent to you for Response Acceptance.**

From : **Matthew Weber**  
Sent For : **Response Acceptance**  
Task Due Date : **08/13/2020 10:33 AM (UTC-8)**

Source Name : **OAKS CI Training 1**  
Record No : **Request for Interpretations RFI-00082**  
Title : **RFI - Contract OFCC**

[Unifier Login](#)



# Contractor Acceptance

- ▶ Click **Accept** to begin work

Request for Interpretations - RFI - Contract OFCC - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/215826?task\_id=215826&viewOnly=0&project\_id=0&\_uref=uuu811458...

### Request for Interpretations

**General** Collaboration

**Task Details**

**From**  
Matthew Weber

**To**  
Matthew Weber

**Sent For**  
Response Acceptance

**Task Due Date**  
08/13/2020 10:33 AM (UTC-8)

**General**

<b>Organization</b> Department of Administrative Services	<b>Record Number</b> RFI-00082
<b>Project Number</b> OCI-080001	<b>Creator</b> Matthew Weber
<b>Project Name</b>	<b>Creation Date</b>

**Linked Records** Linked Mail Workflow Progi >

**i**  
Information  
No Linked Records.



# Contractor Acceptance

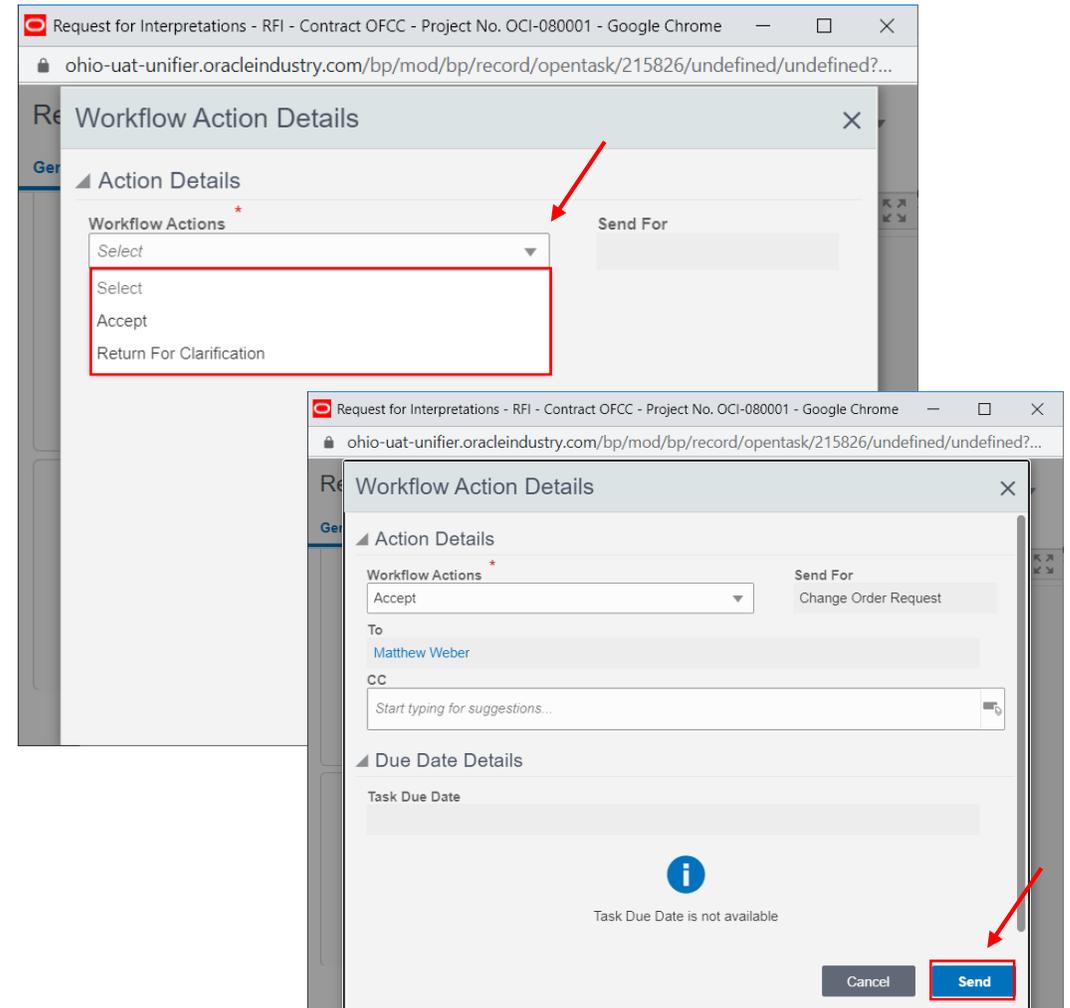
- ▶ Scroll down to Cost and Schedule Impact section
- ▶ Is there a change in cost or schedule? Choose Y/N
  - ▶ If Yes, enter the proposed cost and/or schedule impact
- ▶ When complete, click **Send**

The screenshot shows a web browser window with the title 'Request for Interpretations - RFI - Contract OFCC - Project No. OCI-080001 - Google Chrome'. The URL is 'ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/215826/undefined/undefined?\_uref=uuu811458494t2'. The page title is 'Request for Interpretations'. There are tabs for 'General', 'Collaboration', and 'Collaboration'. A 'Send Save' button is highlighted with a red box and a red arrow. Below the tabs is a 'Linked Records' section with an 'Add' button. The main content area shows a 'Request for Change Order Deadline' with a timestamp of '08/06/2020 05:00 PM (UTC-8)'. A red box highlights the 'Change in Cost or Time (Y/N) \*' section, which includes a dropdown menu set to 'Yes', and four input fields: 'Decrease in Cost of Approx. \$' (0.00), 'Increase in Cost of Approx. \$' (5,000.00), 'Decrease in time of (Days)' (0), and 'Increase in time of (Days)' (10). A blue dashed arrow points to the 'Information' icon in the bottom right corner, which displays 'No Linked Records.'



# Contractor Acceptance

- ▶ Select Workflow Action
- ▶ Action Details section changes depending on Workflow Action
- ▶ Click **Send**



# 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?

Please contact OAKS CI Support Desk:

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614.644.2211

