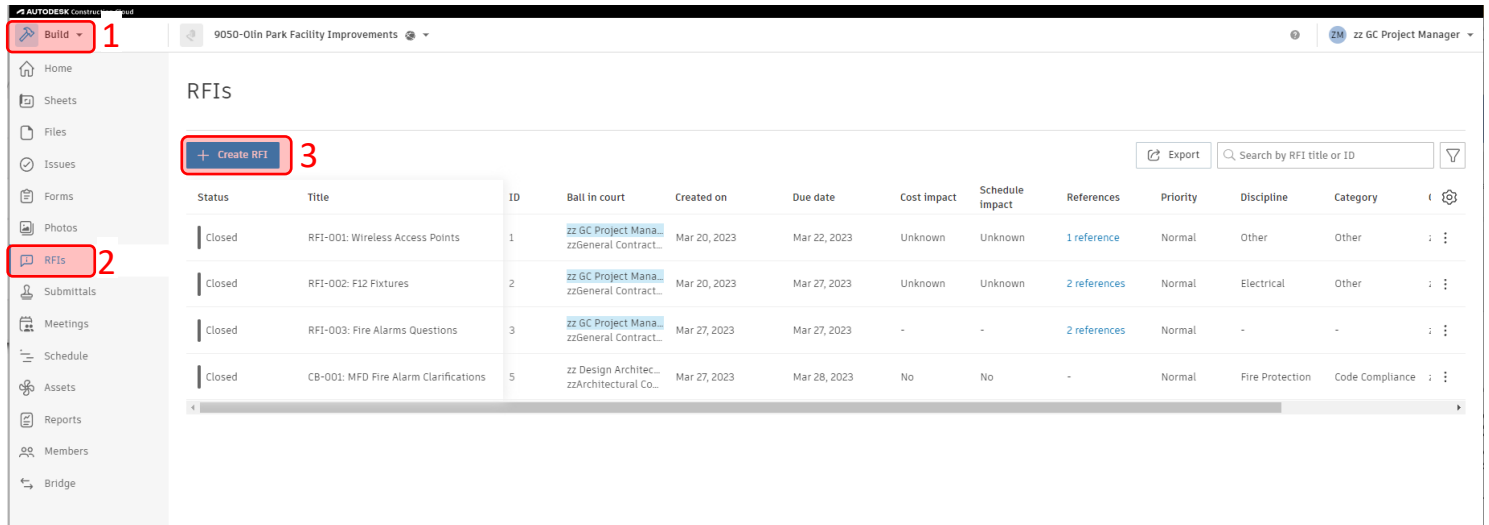


# Autodesk Construction Cloud (ACC) Guide-RFI Process

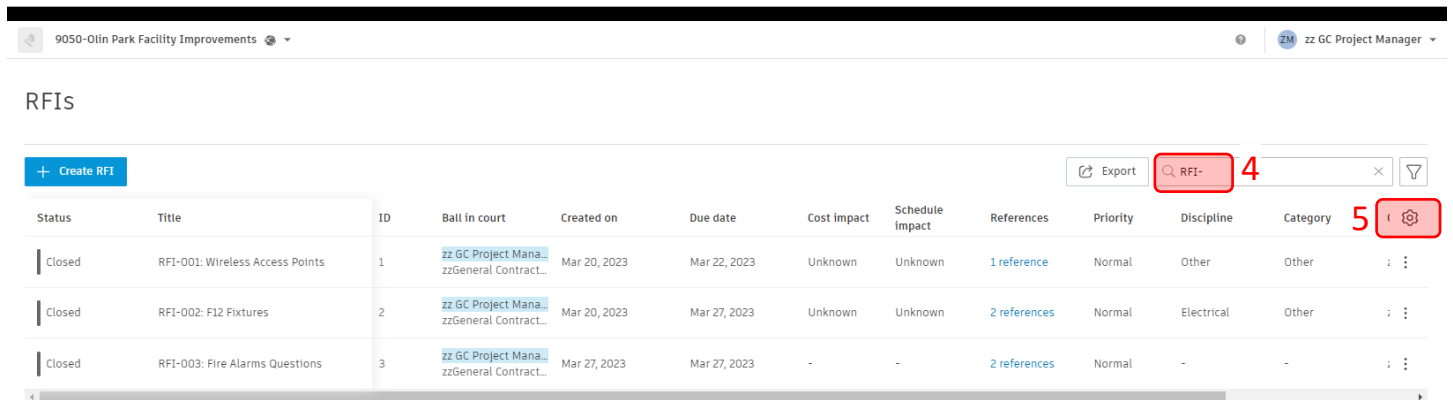
## Build-Create RFI by CONTRACTOR-GC-PROJ MGR

Select your project and then the Build Module. Click the RFIs section of the sidebar. Click blue +Create RFI button.



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.

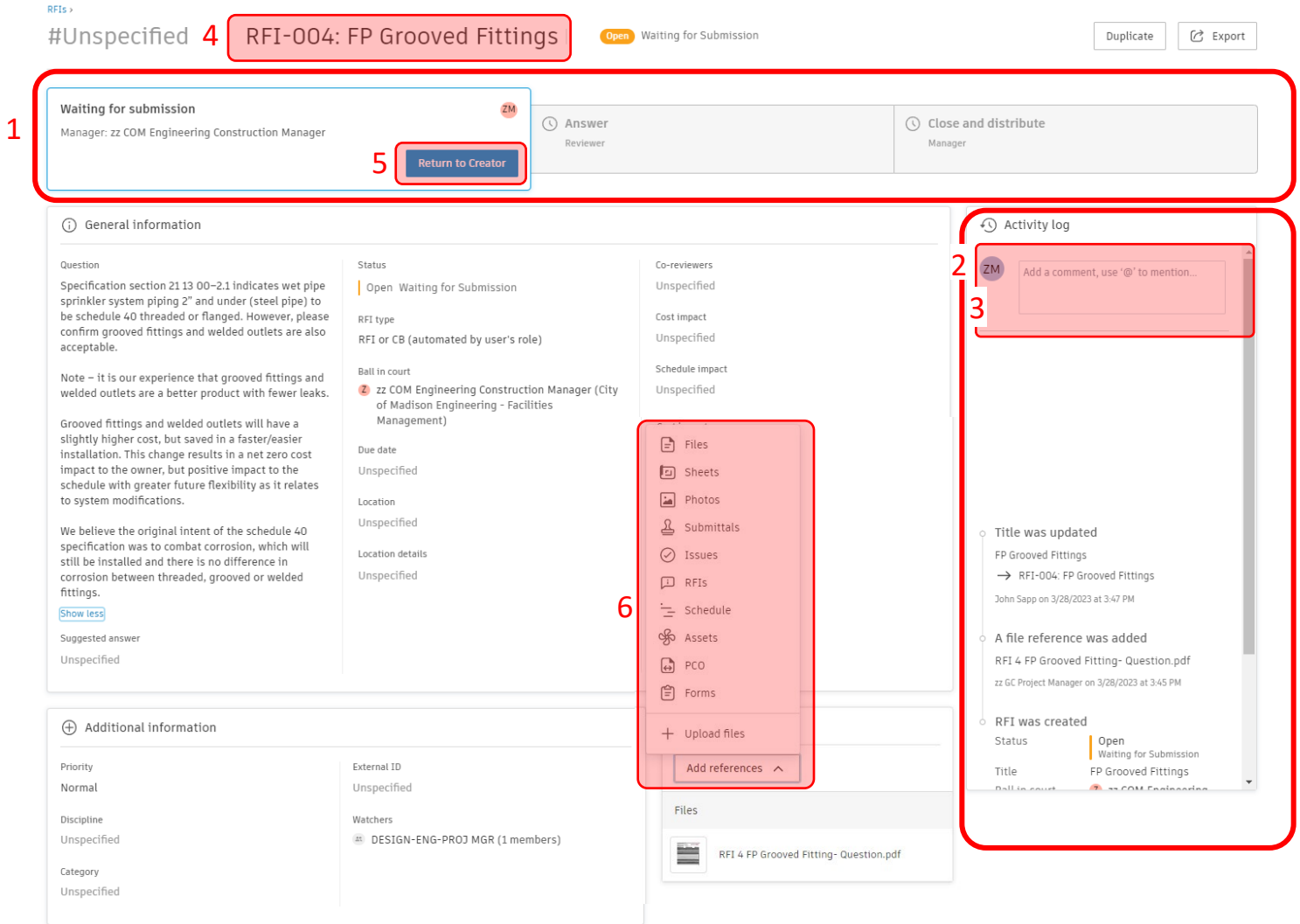


Create RFI	Input data in pop-up window:
<p>Status *</p> <p>Open For manager</p>	<p>Can be changed to Draft (1) in case you want to make edits after initial data entry</p>
<p>Title *</p> <p>FP Grooved Fittings</p>	<p>Title, must be filled out (2). <b>Do not include "RFI" or "CB" text anywhere in title.</b> Renaming is automated</p>
<p>Type</p> <p>RFI or CB (automated by user's role)</p>	<p>Not adjustable by user</p>
<p>Ball in court *</p> <p>zz COM Engineering Construction Manager</p>	<p>This is who will get notified and gain control of the RFI (3). If status is draft, only shows you and grayed out. You can submit to any selectable member.</p>
<p>Due date</p> <p>3/30/2023</p>	<p>Date RFI response is due (4)</p>
<p>Location</p> <p>Select...</p> <p>Location details</p> <p>Enter location details</p>	<p>Not supported</p>
<p>Question</p> <p>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.</p> <p>Note – it is our experience that grooved fittings and welded outlets are a better product with fewer leaks.</p> <p>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.</p> <p>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.</p>	<p>RFI Question (5)</p>
<p>Suggested answer</p>	<p>Optional suggested answer</p>
<p>References</p> <p>Add references</p> <p>Files</p> <p>RFI 4 FP Grooved Fitting- Question.pdf</p> <p>Files</p> <p>Sheets</p> <p>Photos</p> <p>Submittals</p> <p>Issues</p> <p>RFIs</p> <p>Schedule</p> <p>Assets</p> <p>PCO</p> <p>Forms</p> <p>Upload files</p>	<p>Reference components in ACC as needed or upload a new file from within the tool (6 &amp; 7)</p>
<p>Cost impact</p> <p>Select impact</p> <p>Schedule impact</p> <p>Select impact</p> <p>Priority</p> <p>Normal</p>	<p>Each of these fields are optional but will help the project team to prioritize as needed</p>
<p>Discipline</p> <p>Fire Protection</p>	<p>Necessary so the project team can determine who needs to review RFI. Check all that apply.</p>
<p>Category</p> <p>Select category</p> <p>External ID</p> <p>Enter external ID</p>	<p>Optional</p>
<p>Watchers</p> <p>DESIGN-ENG-PROJ MGR</p> <p>Cancel Create</p>	<p>Add anyone who may need to watch the progress of the RFI by role, company, or member name.</p>

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.**



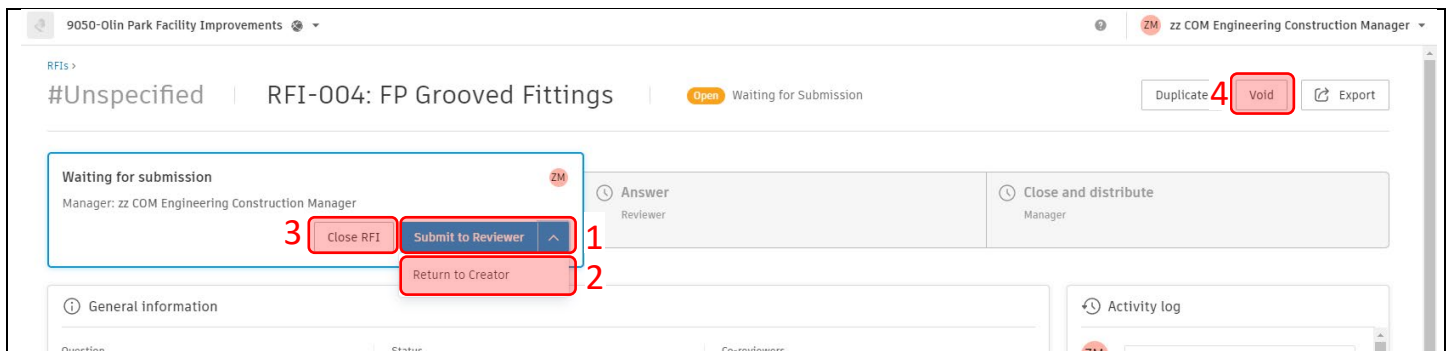
**Optional-edit information:** Within the progress bar, clicking the blue button *Return to Creator* (5) will allow CONTRACTOR-GC-PROJ MGR to re-assign Ball in court back to themselves and change status back to *Draft*. The CONTRACTOR-GC-PROJ MGR can edit any of the fields when they have Ball in court and it is in a *Draft* state. *Add References* (6) gives a lot of options for connecting data. Click Submit to send to COM-ENG-CONST MGR or COM-ENG-PROJ MGR.

### Build-Create RFI by COM-ENG-CB/RFI/SUBM MGR

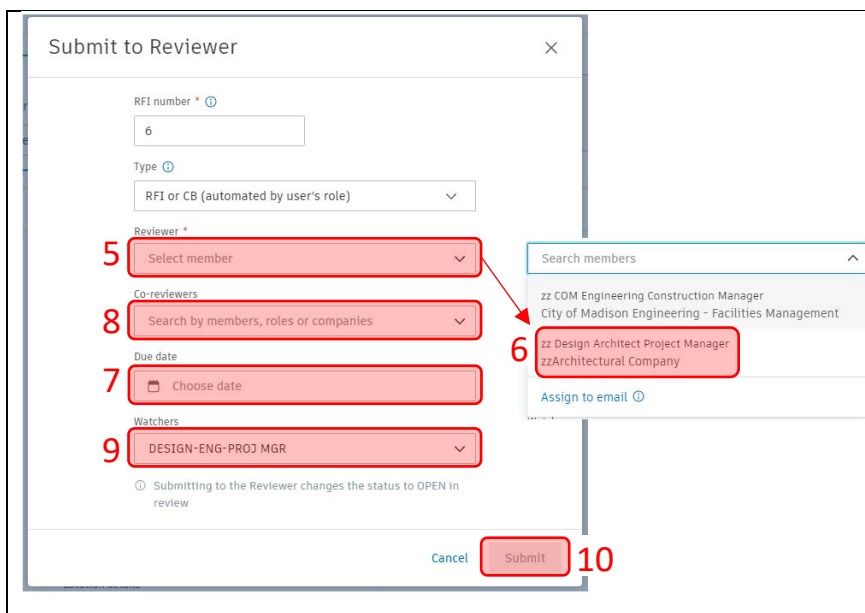
You should receive an “Action required email”. Note that the RFI ID # in email isn’t pertinent and should be ignored. Click the link to the RFI. Review the information. See pages 2 and 3 for descriptions and functionality of the RFI page. At this status of *Open: Waiting for Submission*, all of the fields 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 DESIGN-A/E-PROJ MGR for Review. **This is the most typical path and the focus of the remainder of this guide.**
2. *Return to Creator.* Select the CONTRACTOR-GC-PROJ MGR for the required ball-in-court field. Include a message detailing required changes before RFI proceeds. CONTRACTOR-GC-PROJ MGR
3. *Close RFI.* This will stop the RFI from proceeding or being revised. Used when it’s a minor issue that COM-ENG-CB/RFI/SUBM MGR 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.



Select *Submit to Reviewer* (1).



Click select *Reviewer* (5). Click DESIGN-A/E-PROJ MGR (6)

Choose a Due Date (7)

Optional: Add Co-Reviewers (8) and Watchers (9) as needed. They have the same [permissions](#) but Watchers receive more [notifications](#).

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.

Click *Submit* (10) to shift Ball in court to DESIGN-A/E-PROJ MGR

### Build-Submit official response by DESIGN-A/E-PROJ MGR

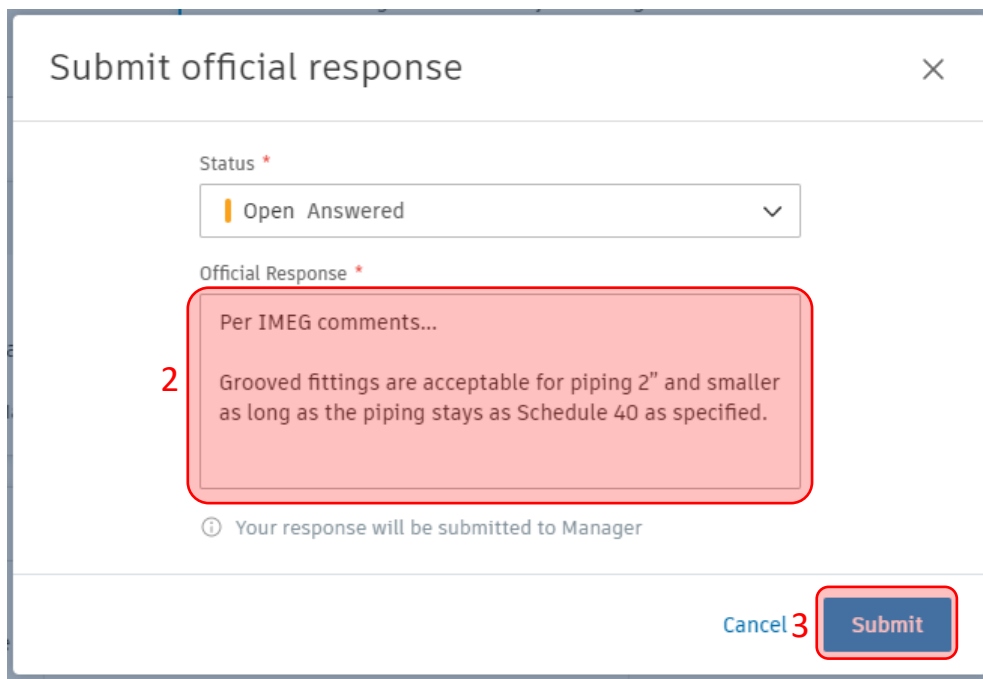
You should receive an "Action required email". Note that the RFI ID # in email isn't pertinent and should be ignored. Click the link to the RFI. Review the question, comments, and references. See pages 2 and 3 for descriptions and functionality of the RFI page for communications and referencing.

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, COM-ENG-CB/RFI/SUBM MGR will review the official response.



Build-Close and distribute by COM-ENG-CB/RFI/SUBM MGR

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 DESIGN-A/E-PROJ MGR. 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

The screenshot shows the RFI-004: FP Grooved Fittings interface. At the top, it indicates the project is '9050-Olin Park Facility Improvements' and the user is 'zz COM Engineering Construction Manager'. The RFI is marked as '#6' and 'Open Answered'. There are buttons for 'Duplicate', 'Void', and 'Export'. The main content area shows two stages: 'Submitted' by 'zz COM Engineering Construction Manager' on Mar 31, 2023, and 'Reviewed' by 'zz Design Architect Project Manager' on Mar 31, 2023. An 'Answered: Approved' status is shown with 'Manager: zz COM Engineering Construction Manager' and 'Due: Apr 5, 2023'. Two buttons are highlighted with red boxes and numbered: 'Return to Reviewer' (1) and 'Close and distribute' (2). Below this, there is an 'Official response' section with a comment: 'Per IMEG comments... Grooved fittings are acceptable for piping 2" and smaller as long as the piping stays as Schedule 40 as specified.' and an 'Activity log' section showing the RFI was submitted by 'zz Design Architect Project Manager' on Mar 31, 2023 at 3:57 PM. A 'General information' section at the bottom provides details about the question, status (Open Answered), co-reviewers, RFI type, and cost impact.

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

The 'Close and distribute' dialog box is shown. It has a title bar with a close button. The 'Ball in court' dropdown is set to 'zz GC Project Manager'. The 'Watchers' dropdown is set to 'DESIGN-ENG-PROJ MGR'. There is a text area for 'Add comment'. A note at the bottom states 'All project members will be able to view this RFI'. At the bottom right, there are 'Cancel' and 'Close RFI' buttons. The 'Close RFI' button is highlighted with a red box and numbered '3'.