

Autodesk Construction Cloud (ACC) Guide-CB Process

The RFI feature is used for CBs due to the similarities in the review process. Automated renaming within the system and filtering handles separating CBs from actual RFIs. You can sort by name or type “CB-“ or “RFI-“.

Please ignore the “ID” column, it has no relevance to CBs or RFIs.

Build-Create RFI by DESIGN-A/E-PROJ MGR

Select the Build Module. Click the RFIs section of the sidebar. Click blue *Create RFI*.

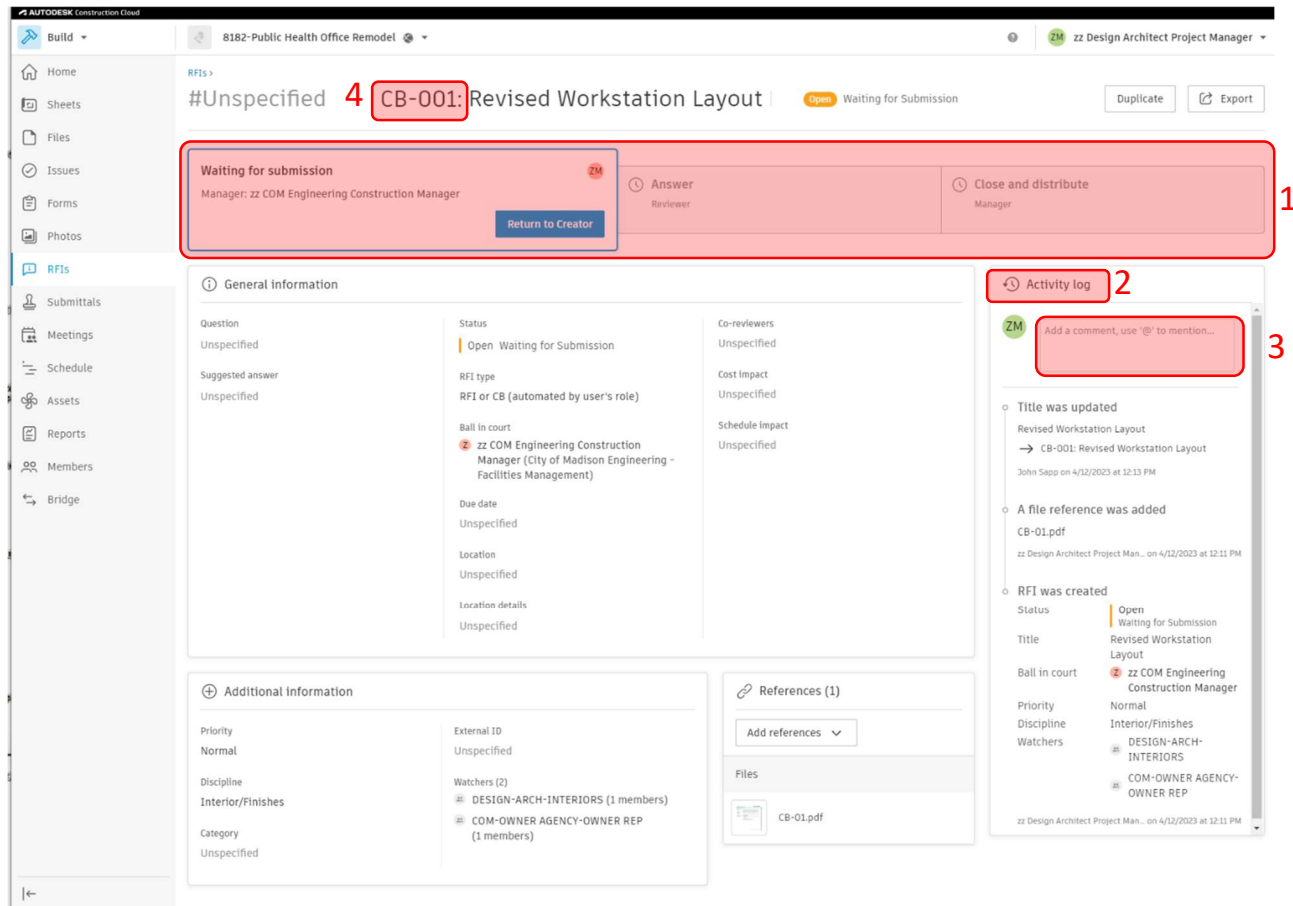
Optional: RFIs sidebar section is also used for RFI approval process. Use search “CB-” to see only CBs (1). Customize columns using gear symbol (2). You can control size, order, visibility, and can pin to left or right as desired.

Status	ID	Title ^	Ball in court	Due date
Closed	2	CB-001: MFD Changes	zz Design Architect Pr -	
Closed	3	CB-002: AHU fan motor modification	zz Design Architect Pr -	
Closed	4	CB-003: Door information updates and access con...	zz Design Architect Pr -	
Closed	9	CB-006: General Clarification	zz Design Architect Pr -	
Closed	10	CB-007: Architectural Changes to Construction Do...	zz Design Architect Pr -	

Create RFI	Input data in pop-up window:
Status * <input type="text" value="Open For manager"/>	Can be changed to Draft (1) in case you want to make edits after initial data entry
Title * <input type="text" value="Revised Workstation Layout"/> Type <input type="text" value="RFI or CB (automated by user's role)"/>	Title, must be filled out (2). Do not include "RFI" or "CB" text anywhere in title. Appending with CB index number is automated Not adjustable by user
Ball in court * <input type="text" value="zz COM Engineering Construction Manager"/> Due date <input type="text" value="Choose date"/>	Gets notified and gains control of the RFI. If status is draft, grayed out Date RFI response is due
Location <input type="text" value="Select..."/> Location details <input type="text" value="Enter location details"/>	Not supported
Question <input type="text"/> Suggested answer <input type="text"/>	Leave Blank
References Files <input type="text" value="CB-01.pdf"/> Add references ^ <ul style="list-style-type: none"> Files Sheets Photos Submittals Issues RFIs Schedule Assets PCO Forms Upload files 	Required: Upload CB PDF file directly
Cost impact <input type="text" value="Select impact"/> Schedule impact <input type="text" value="Select impact"/> Priority <input type="text" value="Normal"/> Discipline	Each of these fields are optional but will help the project team to prioritize as needed
Interior/Finishes <input type="text" value="Select category"/>	Required: Necessary so the project team can determine who needs to review RFI. Check all that apply.
External ID <input type="text" value="Enter external ID"/> Watchers <input type="text" value="Search by members, roles or companies"/>	Add anyone who may need to watch the progress of the CB by role, company, or member name.
Cancel <input type="button" value="Create"/>	Click to Create

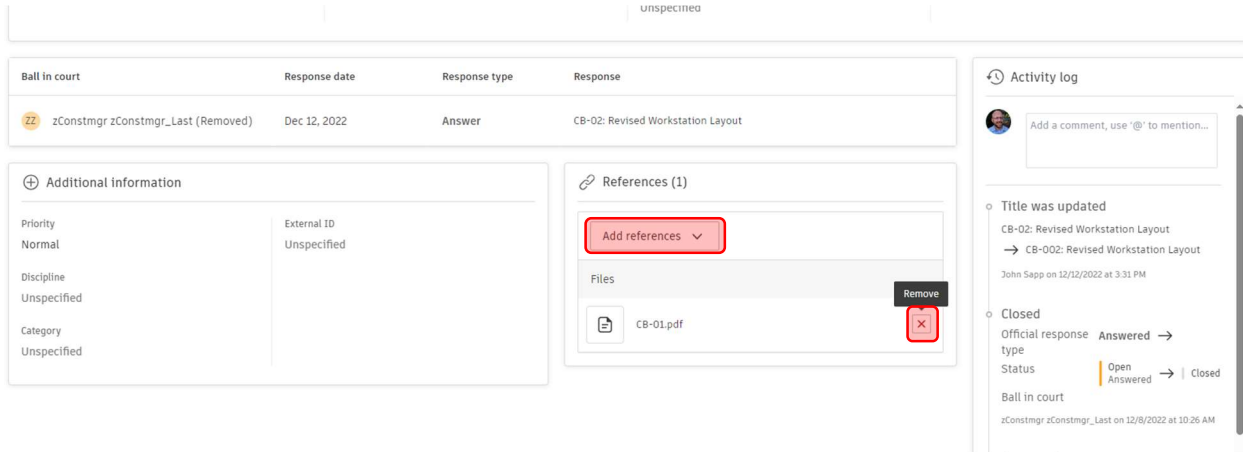
At this stage, nothing else is needed, unless you need to edit information. If you need to edit information, click the Return to Creator button.

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 Title has automatically changed to be appended with the "CB-001:" (4). This was completed by an automation and should not be adjusted in any way.**



Optional: Build- Update of Original CB File by DESIGN-A/E-PROJ MGR per comments

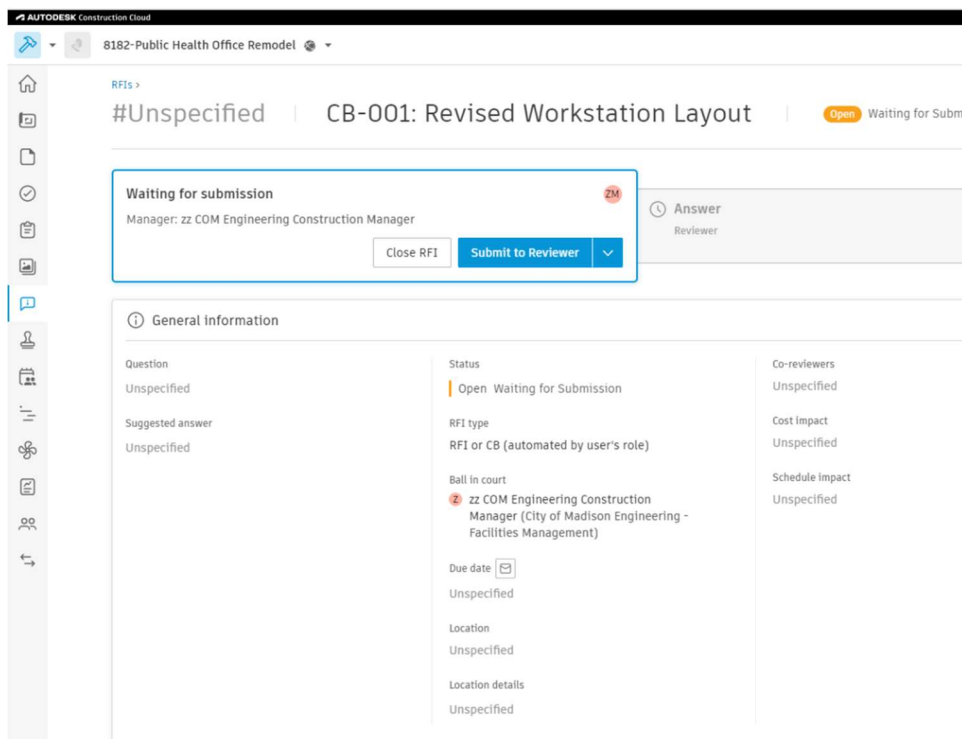
If in the course of review it is determined that an update to the Construction Bulletin is needed, the DESIGN-A/E-PROJ MGR can simply proceed to references section to upload a new file. If its recommended that the old file is removed first. Click the "X" next to the file to remove. Simply comment using @COM-ENG-CB/RFI/SUBM MGR regarding the update and the review can continue.



Build-Review 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 "Revised Workstation Layout" should be considered for renaming.**

Click the Blue Submit to Reviewer button



Select yourself as the reviewer

Submit to Reviewer ✕

RFI number * ⓘ

Type ⓘ

Reviewer *

Co-reviewers

Due date

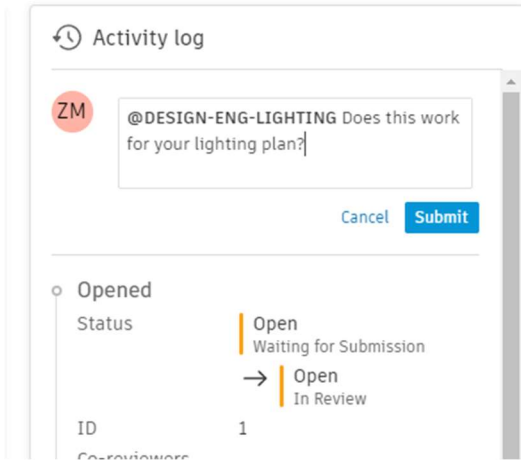
Watchers

ⓘ Submitting to the Reviewer changes the status to OPEN in review

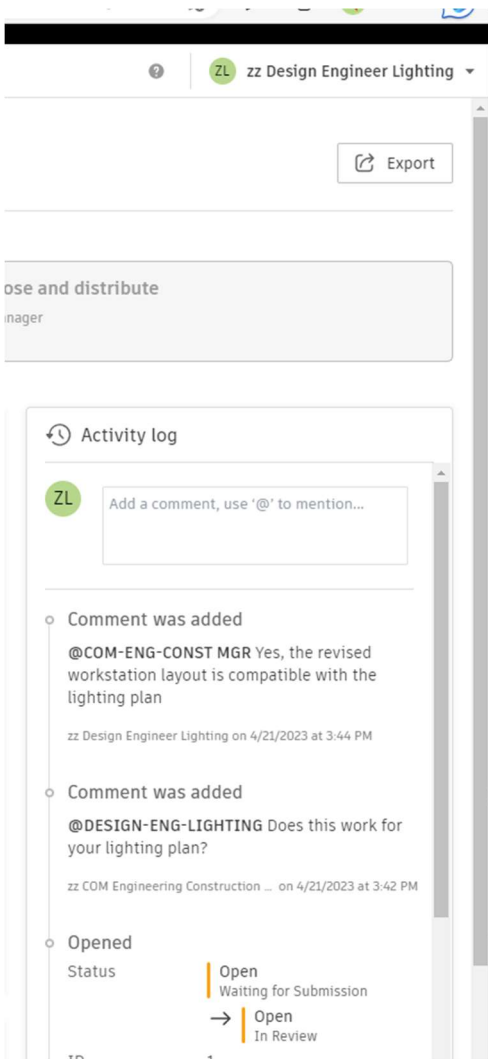
Use the @ functionality in the comment box to get input from anyone in the project by user, role, or company. An email is sent to any user in that role or company with ACTION REQUIRED in the subject and a link to the CB.

The screenshot displays the Autodesk Construction Cloud interface for a project titled "8182-Public Health Office Remodel". The user is logged in as "zz COM Engineering Construction Manager". The main view shows an RFI titled "#1 | CB-001: Revised Workstation Layout" with a status of "Open In Review". A "Submitted" notification is visible, indicating the RFI was submitted on April 21, 2023, by the same user. A "Submit official response" button is highlighted. The "General information" section shows the RFI type as "RFI or CB (automated by user's role)" and the reviewer as "zz COM Engineering Construction Manager (City of Madison Engineering - Facilities Management)". The "Activity log" shows a recent activity where the user mentioned "@lgl" and "Member" in a comment, with a dropdown menu showing "zz Design Engineer Lighting" and "DESIGN-ENG-LIGHTING".

Click submit

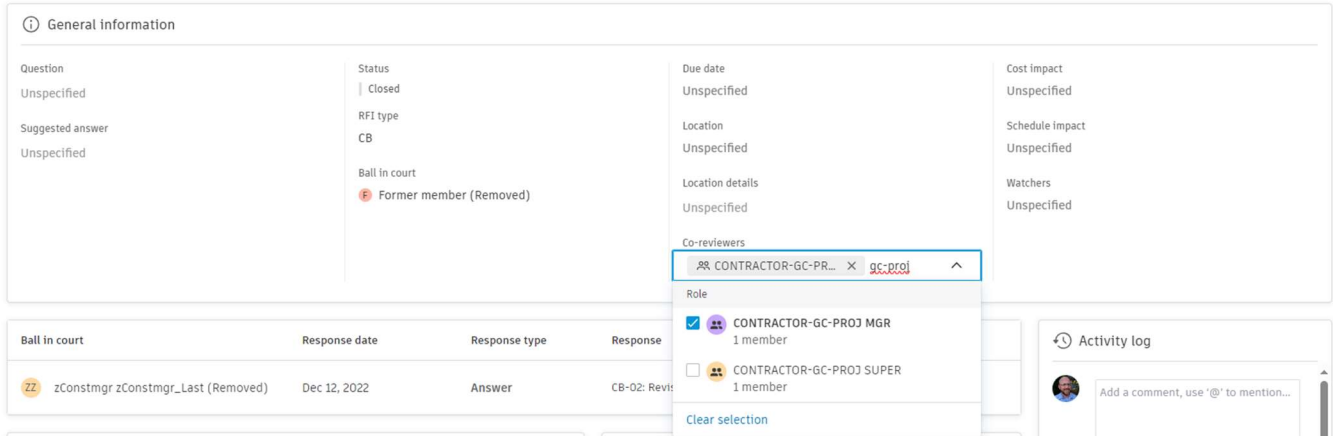


A clear history of the comments and CB progress is visible in the Activity Log:



Build-Add CONTRACTOR-GC-PROJ MGR as Co-Reviewer COM-ENG-CB/RFI/SUBM MGR

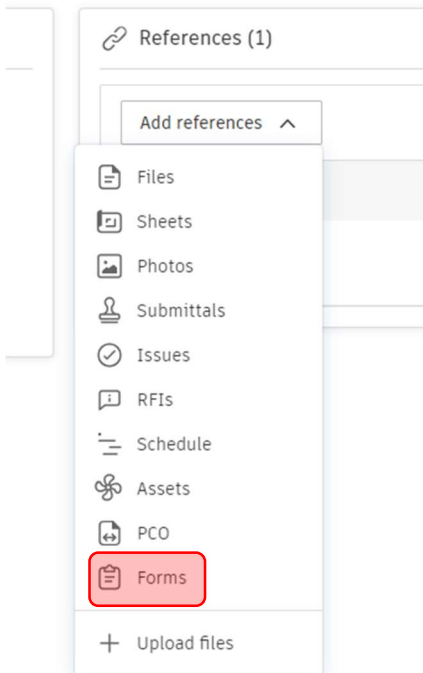
After all the necessary individuals have weighed in via the comments, the CB is now ready for the Contractor to evaluate. Add the contractor as a Co-Reviewer and **use @commenting so GC Project Manager receives an email**



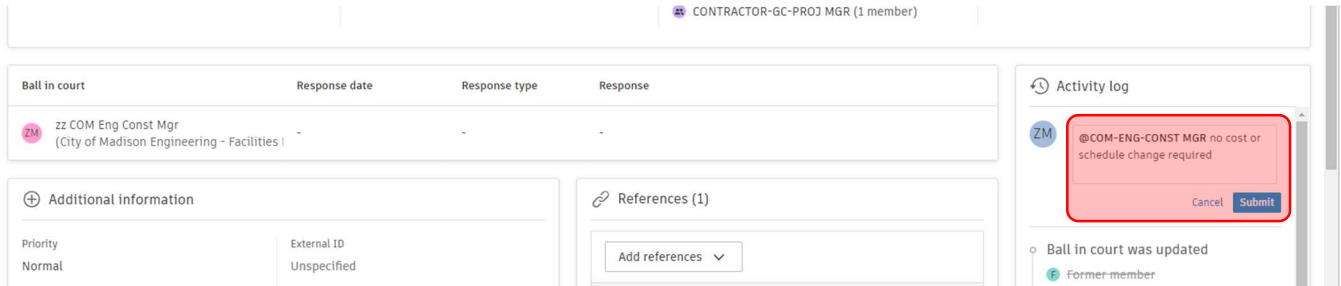
Build-Evaluate for Change order CONTRACTOR-GC-PROJ MGR

Evaluate the CB to see if any cost or schedule changes are necessary. There are 2 ways to proceed.

1. A cost or schedule change is necessary. Create a **COR by GC** Form directly from the references section. Proceed through Change Order process through guide for Change Orders. **Include the CB number in the name of the COR.**



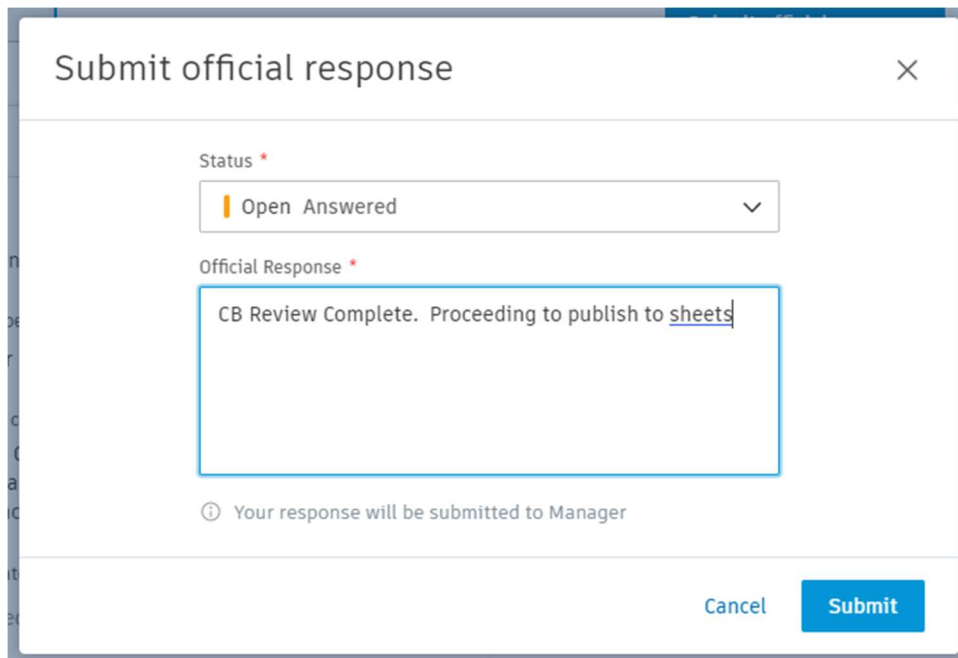
- 2. If no changes are necessary, input the comment @ COM-ENG-CONST MGR "No cost or schedule change required"



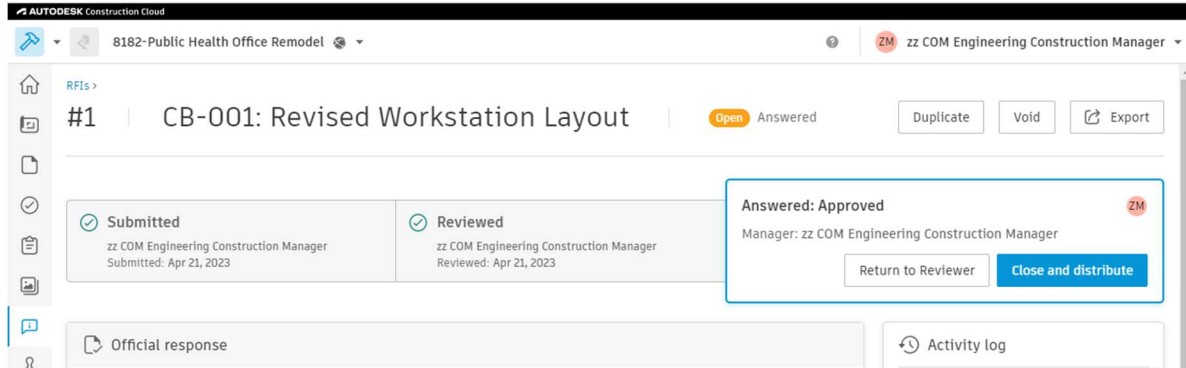
Build-Submit Official Response and Close by COM-ENG-CB/RFI/SUBM MGR

CB may stay in Review for a lengthy period of time during the change order process. Be sure to come back to CBs after the Change Order has been approved.

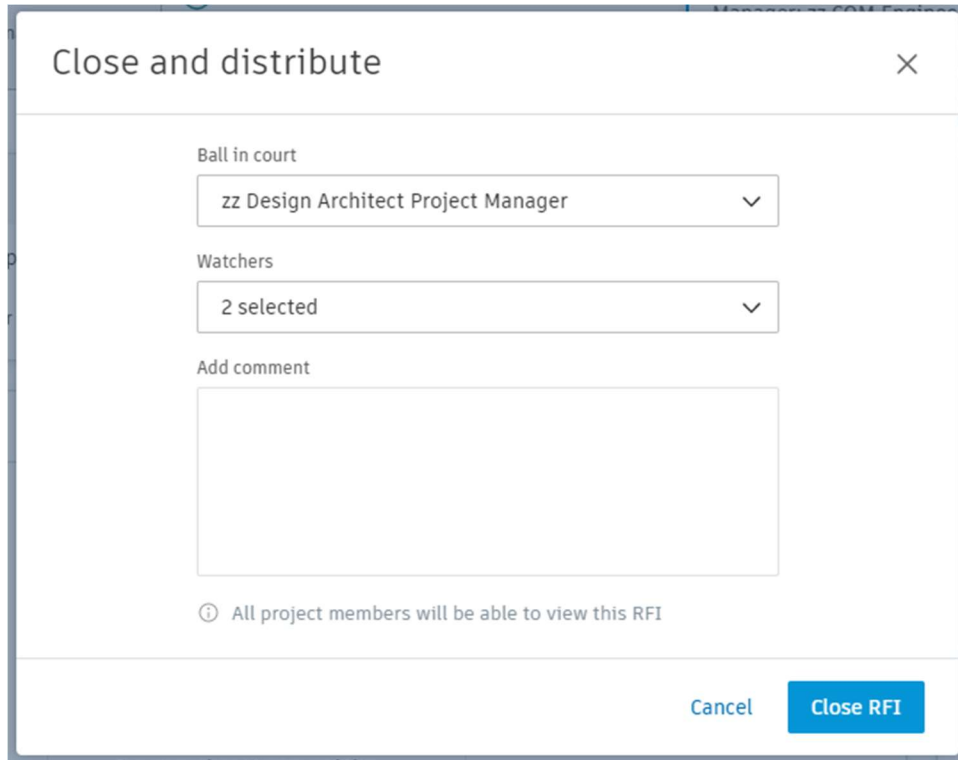
After the corresponding change order has been processed OR the GC Project Manager has confirmed no cost or schedule changes are necessary, the reviewer can click blue Submit Official Response button.



Click Close and distribute.



Close RFI

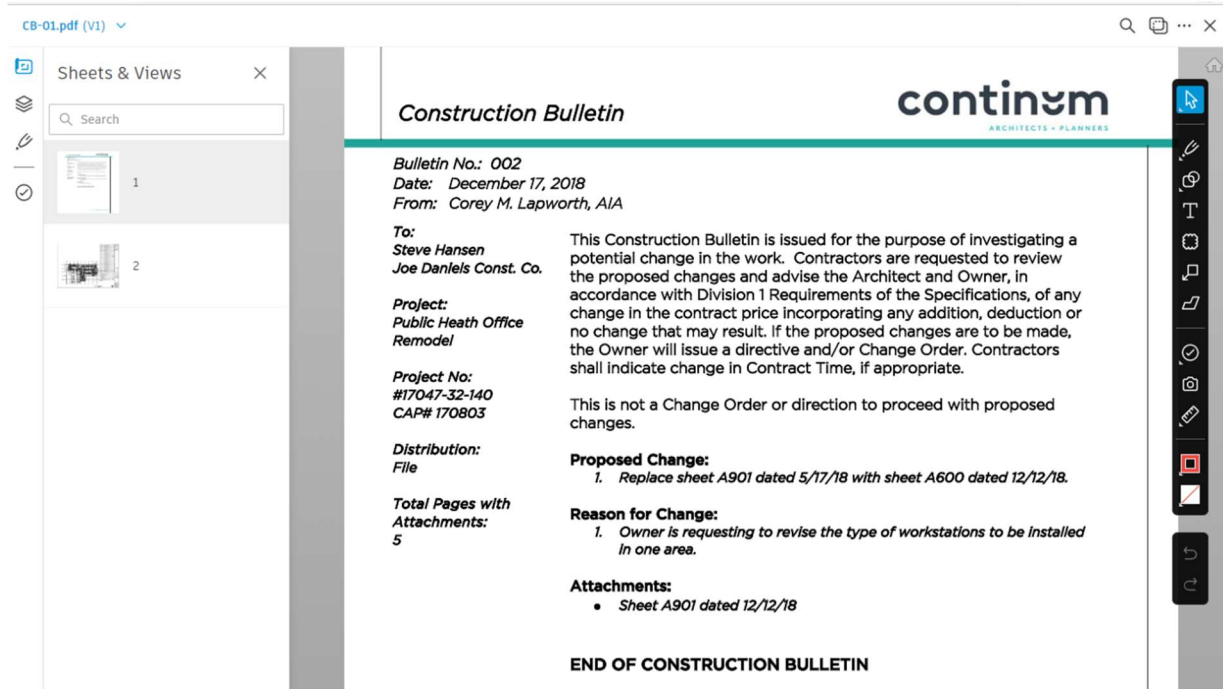


Build-Sheets Publish CB as Sheets Version by COM-ENG-PROJ ADMIN

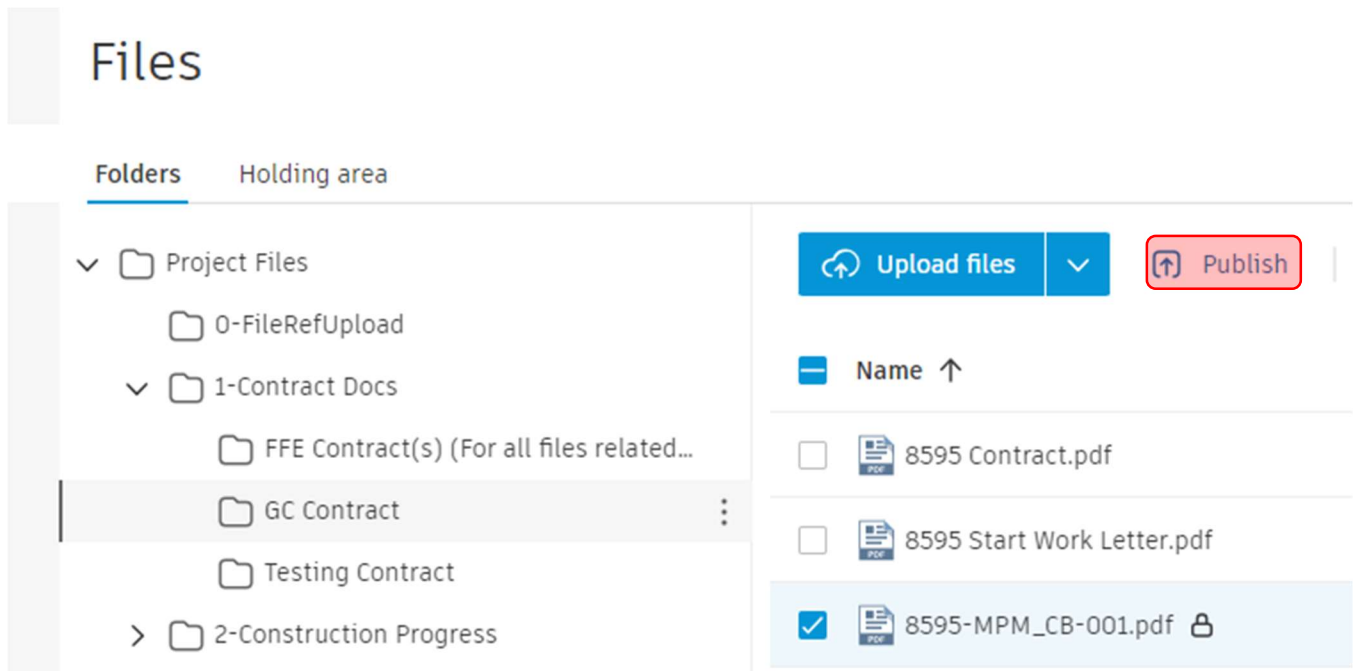
Scroll down to the references section. Click the file.

The screenshot displays the Autodesk Construction Cloud interface for a project named "8182-Public Health Office Remodel". The user is logged in as "zz COM Engineering Construction Manager". The main view shows a Request for Information (RFI) titled "#1 | CB-001: Revised Workstation Layout" which is in a "Closed" state. The RFI status is "Closed and distributed" with an "Approved" tag, and it was closed on April 21, 2023. An "Official response" is provided: "CB Review Complete. Proceeding to publish to sheets", submitted by the user on April 21, 2023 at 3:46 PM. The "General information" section shows the question is "Unspecified", the status is "Closed", and the RFI type is "RFI or CB (automated by user's role)". The "Ball in court" is assigned to "zz Design Architect Project Manager (zzArchitectural Company)". The "Additional information" section shows a "Normal" priority, "Interior/Finishes" discipline, and "Unspecified" category. The "References" section contains one file, "CB-01.pdf". The "Activity log" on the right shows a history of status changes: from "Open" to "Answered", then "Closed", and finally "Open" again, with a comment added: "@COM-ENG-CONST MGR Yes, the revised workstation layout is compatible with the lighting plan".

You are now viewing the CB pdf. Download file



Upload file to directory shown below. Check box and then click Publish button.



Make a new version set named CB-001. Pick an issuance date (typically from original CB Cover letter).

8182-Public Health Office Remodel Publish sheets

Version set Sheet numbers Titles and tags

Select version set

New version set

Version set name *

CB-001

Issuance date *

4/12/2023

Existing version set

Bid Set
May 5, 2018

Next to sheet numbers

Click Continue

Markups not included

If your files include markups, they won't be included in the published sheets.

Do not show this again

Continue

Manually Renumber the first page as CB. Others should be automatically detected. Click Next to titles and tags

8182-Public Health Office Remodel Publish sheets

Version set Sheet numbers Titles and tags

Review sheet numbers

Sheet numbers display after extraction. You can edit any displayed sheet numbers.

2 sheets total Remove sheets Draw sheet number area Edit sheet numbers

File name	Sheet thumbnail	Sheet number	Revision history
<input type="checkbox"/> CB-01.pdf Page 1		CB	● CB-001 (Apr 12, 2023)
<input type="checkbox"/> CB-01.pdf Page 2		A901	● CB-001 (Apr 12, 2023) ○ Bid Set (May 5, 2018)

Row height Save for later Back to version set Next to titles and tags

If everything is ok on the last page, select Publish sheets

8182-Public Health Office Remodel Publish sheets

Version set Sheet numbers Titles and tags

Review sheet titles and tags

Sheet titles sourced from index sheet or previous version set. Tags assigned based on sheet numbers.


2 sheets total Remove sheets Draw sheet title area Edit with rules Edit Tags

Sheet number	Sheet thumbnail	Sheet title	Tags
<input type="checkbox"/> CB		Enter title	Select tags...
<input type="checkbox"/> A901		FURNITURE PLAN - PARTIAL LEVEL 05	Select tags...

Row height Save for later Back to sheet numbers Publish sheets

An email is automatically sent to everyone on the project.

Sheets successfully published



2 new sheets are ready to view
You will be redirected to the Sheets tool in a moment

[View sheets](#)