Request for Information Definition

The **Request for Information** (RFI) Screen acts as a partnering tool to resolve gaps in understanding construction documents. This can take place during the bidding process to get clarification on drawings, resolve conflicts, or define ambiguities or early in the construction process to eliminate the need for costly corrective measures.

RFIs can be copied to create a child record and maintain the chain of dialogue should multiple RFIs be required to resolve the issue.

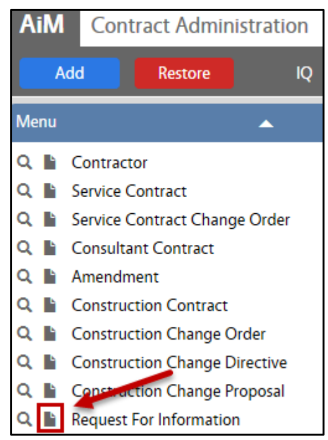
The responder and response blocks appear when the RFI is saved with the submitted status flag.

The Request for Information Screen now enables the capture of both the contractor and organization responses to the RFI record. Inserting a record initiates a search screen to locate the contract requesting additional information and then inserting the appropriate capital project or both the capital project and capital program for display.

***Once a related document is attached, the e-mail function from AiM can be used to send the submittal to someone in the Project Team from the Project.*

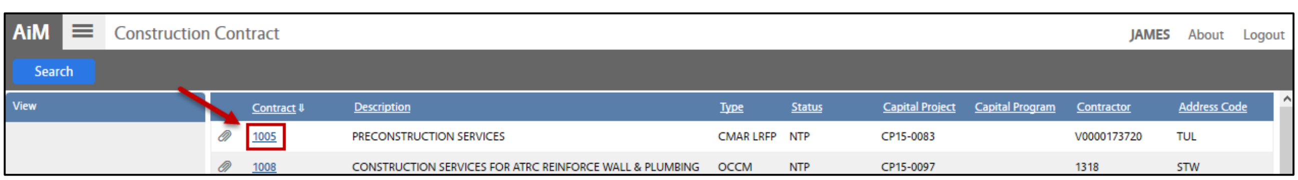
Responsibility: PROJECT MANAGER

The Project Manager will perform the following procedures in AiM for creating and RFI in AiM.

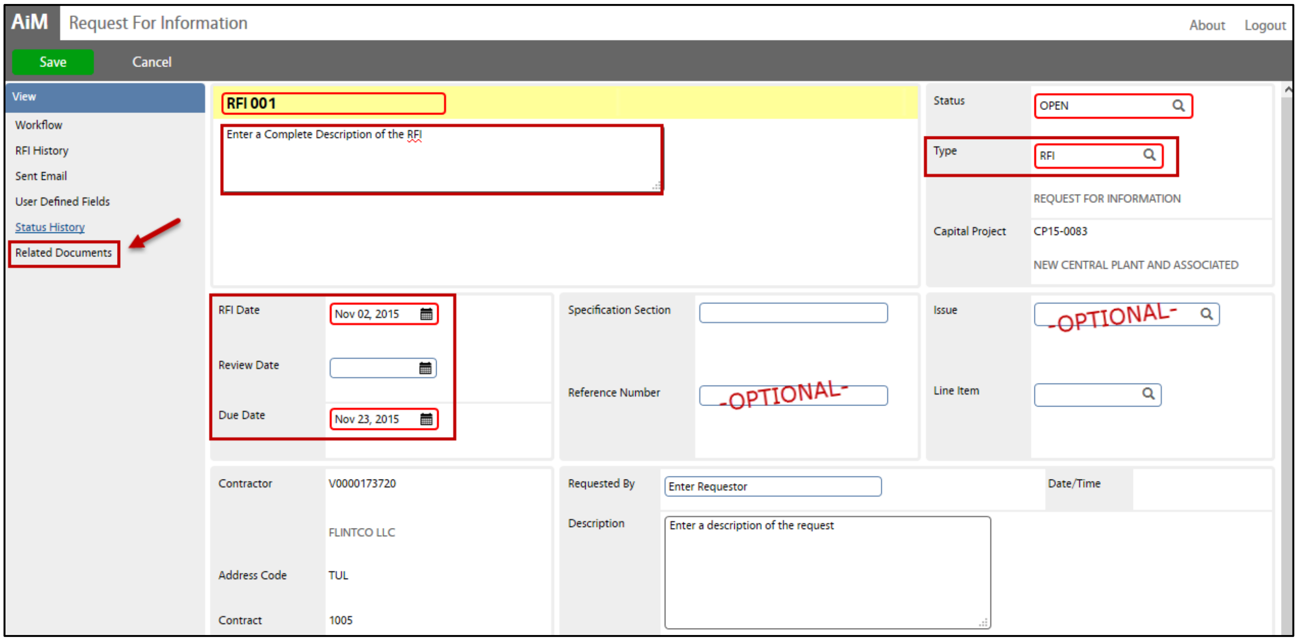


Create a Construction Change Order:

1. From the Workdesk, click: **Contract Administration**
2. Click: **NEW** (*Next to **Request for Information***)
3. Search for the Construction Contract. If you know the contract number, enter into Contract Field.
4. Click: ***Construction Contract number hyperlink***.



5. The following Fields will be automatically populated:
   - RFI Number
   - Requestor Fields
   - Capital Project Number



6. Select **Type**, Click: Zoom

7. Enter a complete **Description** of the RFI

8. Enter the **RFI Date** and **Due Date**

9. –OPTIONAL– Attach any **Reference Data** and **Issues** that may be connected to this RFI

10. Enter **Requested By** and a **Description** of the Request

11. Attach any Related Documents.
    ***Training Guides:* OV-13-Adding Related Documents / OV-14-Updating Related Documents

12. Review for accuracy, click: **Save**