

## 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.

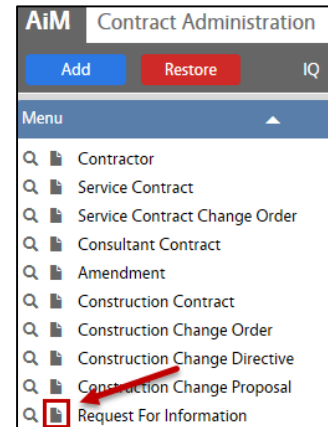
*\*\*Once a related document is attached, the e-mail function from AiM can be used to send the submittal to someone in the Project Team from the Project.*

### 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**.



View	Contract #	Description	Type	Status	Capital Project	Capital Program	Contractor	Address Code
	<a href="#">1005</a>	PRECONSTRUCTION SERVICES	CMAR LRFP	NTP	CP15-0083		V0000173720	TUL
	<a href="#">1008</a>	CONSTRUCTION SERVICES FOR ATRC REINFORCE WALL & PLUMBING	OCCM	NTP	CP15-0097		1318	STW

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

The screenshot shows the AiM Request For Information form. The form is titled "Request For Information" and has a "Save" button. The main content area is divided into several sections. At the top, there is a yellow header with "RFI 001". Below this is a large text area for "Enter a Complete Description of the RFI". To the right, there are dropdown menus for "Status" (set to "OPEN") and "Type" (set to "RFI"). Below these are fields for "Capital Project" (CP15-0083) and "NEW CENTRAL PLANT AND ASSOCIATED". Further down, there are date pickers for "RFI Date" (Nov 02, 2015) and "Due Date" (Nov 23, 2015). There are also fields for "Specification Section", "Reference Number" (set to "-OPTIONAL-"), "Issue" (set to "-OPTIONAL-"), and "Line Item". At the bottom, there are fields for "Contractor" (V0000173720, FLINTCO LLC), "Address Code" (TUL), "Contract" (1005), "Requested By" (Enter Requestor), and "Description" (Enter a description of the request). A red arrow points to the "Related Documents" link in the left sidebar.

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**