PROCORE
for
U
est. 2003
RFI Development
Request for Information

Procore - RFI Module
Solutions

The following exercises will provide you an opportunity to use construction management software to develop a Request for Information (RFI) and create and view RFI logs. Read the scenarios provided and develop the documents as required.

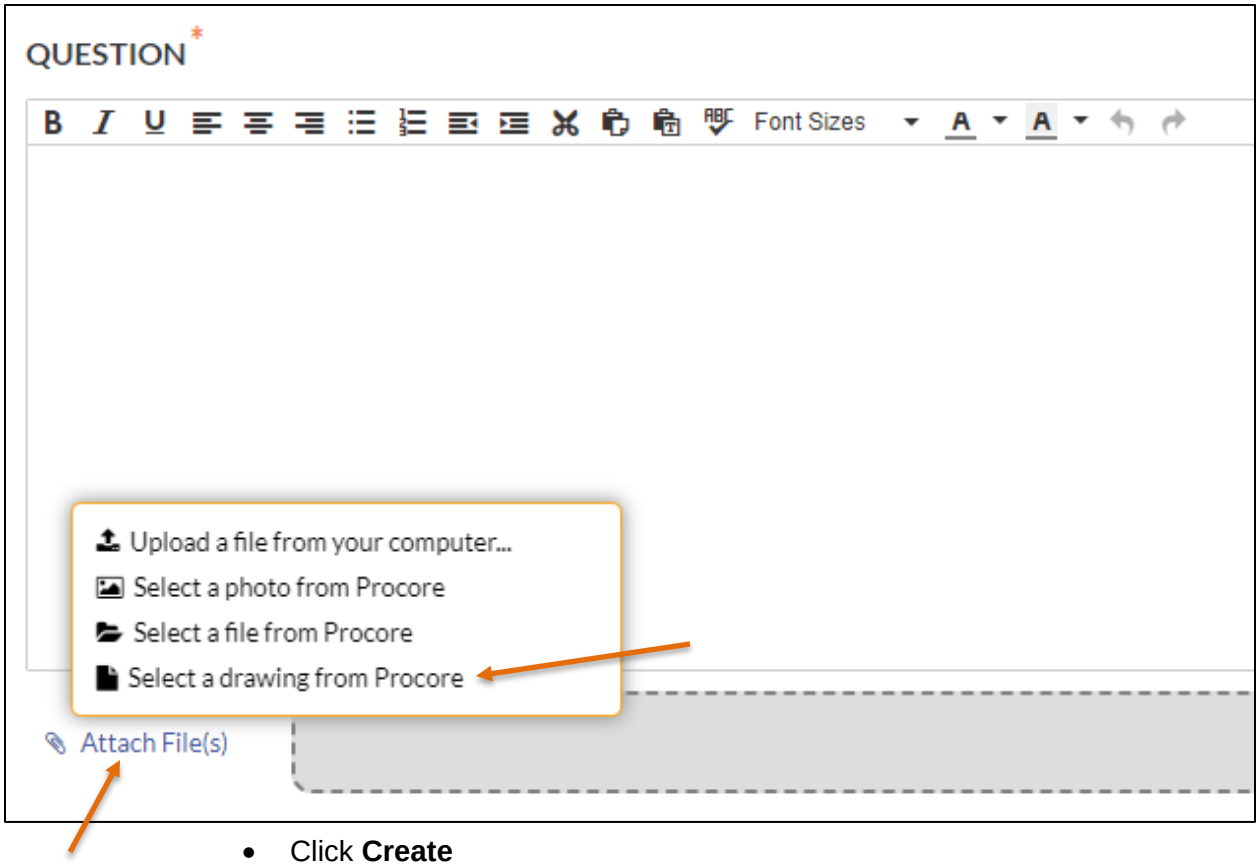
EXERCISE #1 - CREATE AN RFI: Attach a Drawing

As the steel erection subcontractor on the Vortex Business Center project, you notice that some drawings show the columns stopping at the top of the slab on grade (SE201 and SE202), and others show the columns extending to the foundation (Detail 12 on SE501 and SE602). You have searched the contract specifications, and no additional information has been provided. Develop an RFI for the general contractor/project manager requesting clarification on where the column bears.

As the subcontractor, your RFI should be assigned to the GC/PM and should not be distributed to other parties on the project. Though the contract specifications state that the turnaround time for RFIs is one week or five business days, you should request that the GC/PM respond to your RFI as soon as possible. Further, since you do not have all of the facts, a schedule or cost impact cannot be determined at this time. However, you want to leave the option open for a potential claim of time and/or money. To assist in the response, suggest that the column extend to the top of the footing.

1. Create an RFI
    1. Navigate to the project's **RFI** tool
    2. Click **Create RFI** in the right sidebar

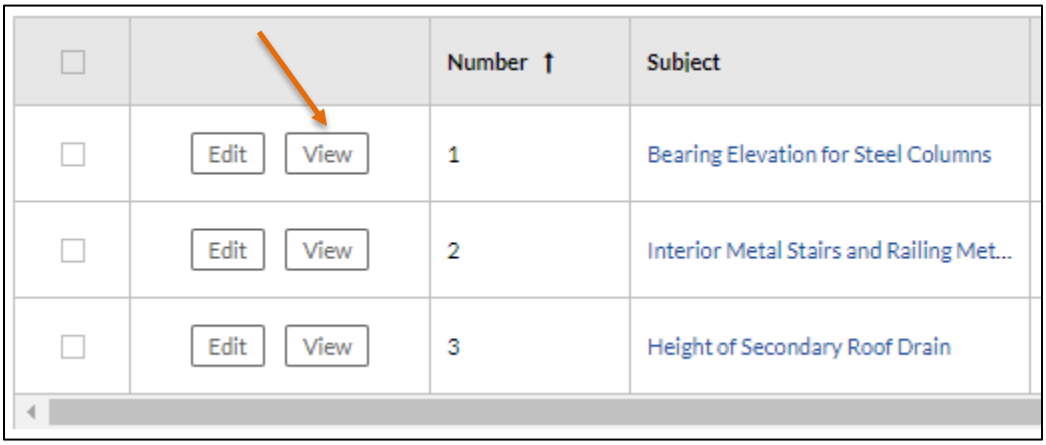
    3. Enter general information about the RFI
        - **#:** This will automatically populate with the next chronological number
        - **Subject:** Bearing Elevation for Steel Columns
        - **RFI Manager:** Instructor (or other user with Admin permissions)
        - **Assigned To:** Instructor, as the GC/PM (or other user as determined by the instructor)
        - **Due Date:** Per Instructor
        - **Responsible Contractor:** Per Instructor (optional)
        - **Question Received From:** Student creating the RFI (optional)
        - **Drawing Number:** SES201, SE202, SE501, SE602
        - **Schedule Impact:** TBD
        - **Cost Impact:** TBD
        - **Private:** Checked (optional)
        - **Question:** "Per Detail 12 on SE501 and SE602, the columns extend through the slab to the top of the spread footing. However, the elevations on SE201 and SE202 show the columns bearing on the slab on grade. Please verify steel columns extend to the top of footing per Detail 12 on SE501 and SE602."
        - Click **Attach File(s)** and then **Select a drawing from Procore** to attach the drawings referenced in the RFI question. Click **Done** once all drawings have been attached.



- Click **Create**

OPTIONAL: Respond to RFI

1. Navigate to the project's **RFI** tool
    1. Click **View** next to the RFI with the subject "Bearing Elevation for Steel Columns"



		Number	Subject
	Edit View	1	Bearing Elevation for Steel Columns
	Edit View	2	Interior Metal Stairs and Railing Met...
	Edit View	3	Height of Secondary Roof Drain

    2. Click **Edit**
    3. Change the **Distribution** to include your entire class roster to copy all of your students on your reply

4. Reply: “The column should bear directly on the spread footing. Use Detail 12 on SE501.”
5. Click **Update**
6. Check the “Official Response” box next to your reply.

EXERCISE #2 - CREATE AN RFI: Link a Specification Section

Before you begin this exercise, locate the *Submittal_05510-Wire_Mesh.pdf* file located within the Submittal Data folder within the project's Documents tool.

As the steel erection subcontractor on the Vortex Business Center project, you have had discussions with the contractor regarding the Metal Infill Panels on the stair railings and guardrails. The discussion centered on painted steel welded wire mesh with painted steel edging. The Metal Stairs and Railings specification section 05510 details the metal infill panels to be woven wire fabric equal to "Architectural Wire Mesh" by McNichols Co. fabric, and shall be fabricated with .192" diameter steel wire and 2" x 4" openings.

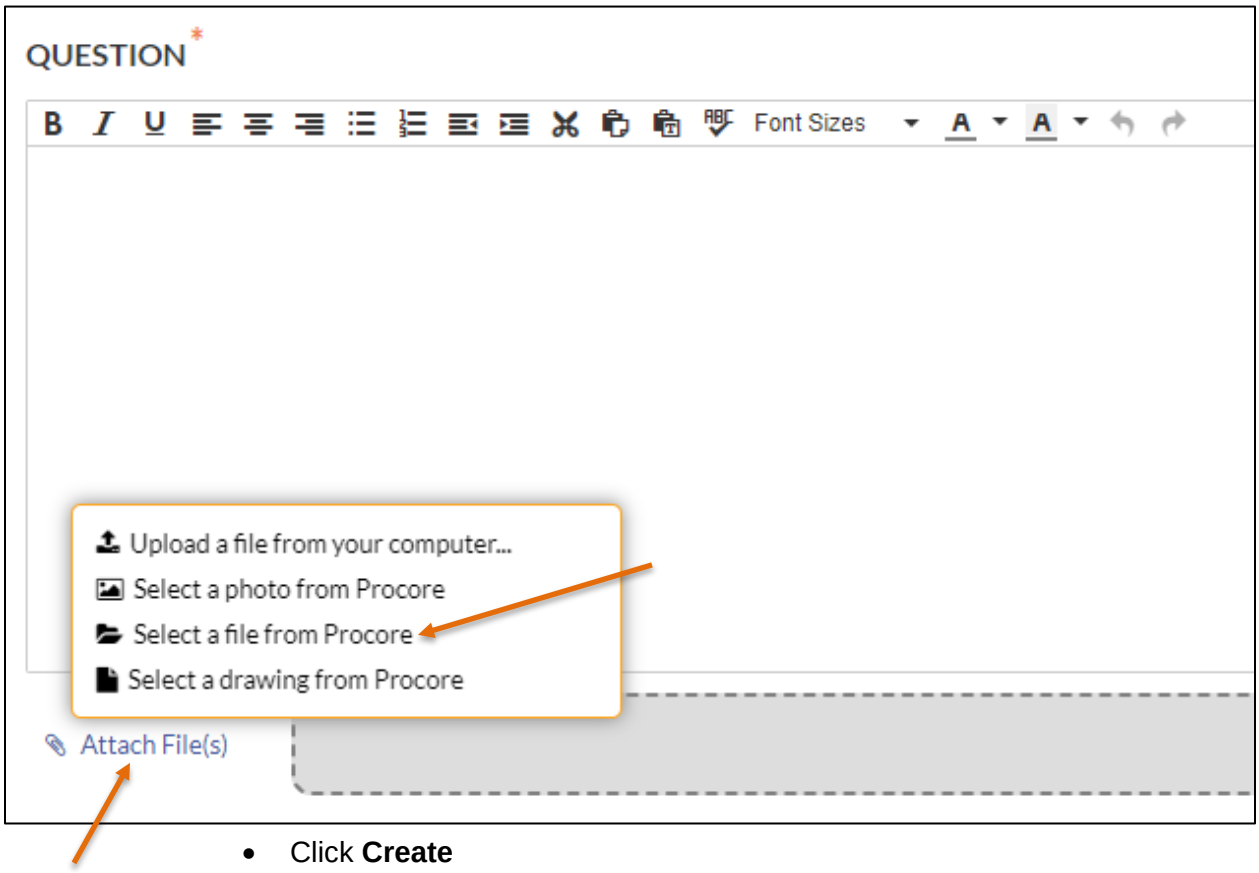
After reviewing the product information provided by McNichols Co., you find that wire mesh with a 2" x 4" opening is only available in stainless steel, which you know is not appropriate for painting due to cohesion problems caused by the smooth surface of the metal. However, after contacting McNichols Co., you have determined that an architectural wire mesh product is available with .192" diameter steel wire and 2" x 2" openings and a primer finish appropriate for painting. The cost of this product is equal to that of the originally specified product and should take no longer to paint and install than originally quantified in your estimate.

Develop an RFI for the general contractor/project manager requesting clarification for the product that is to be used for the interior metal stairs and railing metal infill panels. As the subcontractor, your RFI should be sent to the GC/PM and should not be distributed to other parties on the project. Though the stairs and railings will not be needed for a while, the lead time for the product and the subsequent fabrication requires this RFI to be submitted and reviewed in a timely manner.

1. Create an RFI
    1. Navigate to the project's **RFI** tool
    2. Click **Create RFI** in the right sidebar

    3. Enter general information about the RFI
        - **#:** This will automatically populate with the next chronological number
        - **Subject:** Interior Metal Stairs and Railing Metal Infill Panels
        - **RFI Manager:** Instructor (or other user with Admin permissions)
        - **Assigned To:** Instructor, as the GC/PM (or other user as determined by the instructor)
        - **Due Date:** Per Instructor
        - **Responsible Contractor:** Per Instructor (optional)
        - **Question Received From:** Student creating the RFI (optional)
        - **Spec Section:** 05510
        - **Schedule Impact:** TBD

- **Cost Impact:** TBD
- **Private:** Checked (optional)
- **Question:** “We had planned for the metal infill panels to be painted steel welded wire. Metal Stairs and Railing specification section 05510 details metal infill panels to be .192” diameter steel woven wire fabric with 2” x 4” openings, equal to “Architectural Wire Mesh” by McNichols Co. Upon review of product specifications provided by McNichols Co., wire mesh with a 2” x 4” opening is only available in a stainless steel finish. McNichols Co. does manufacture a wire mesh fabric with .192” diameter steel wire, with 2” x 2” openings, with a primer finish appropriate for painting. Please verify that .192” diameter steel wire with 2” x 2” openings with a primer finish is acceptable for this application.”
- Click **Attach File(s)** and then **Select a file from Procore**. Click into the **Submittal Data** folder, followed by **Submittal-05510-Metals** to attach the *Submittal_05510-Wire_Mesh.pdf* file. Click **Done** once the file has been attached.

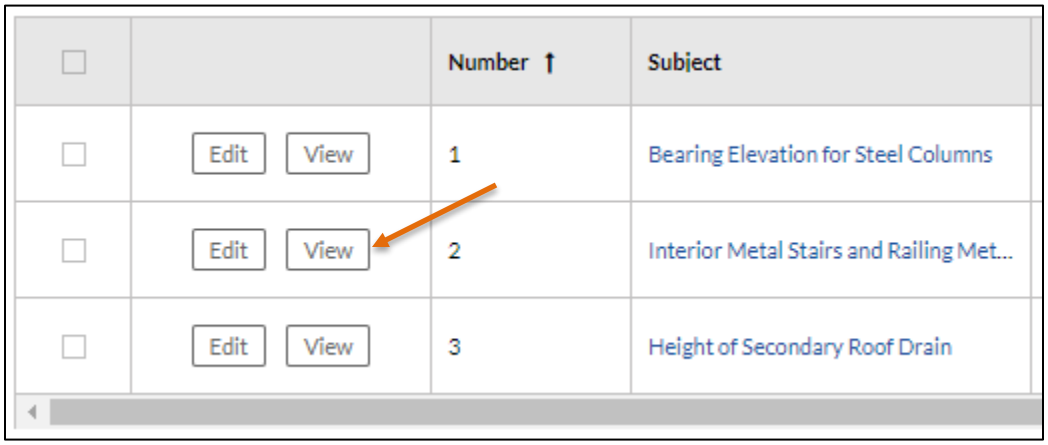


- Click **Create**

OPTIONAL: Respond to RFI

1. Navigate to the project’s **RFI** tool

1. Click **View** next to the RFI with the subject “Interior Metal Stairs and Railing Metal Infill Panels”



2. Click **Edit**
3. Change the **Distribution** to include your entire class roster to copy all of your students on your reply
4. Reply: “The use of wire mesh fabric with .192” diameter steel wire, 2” x 2” openings, and with a primer finish is acceptable for this application.”
5. Click **Update**
6. Check the “Official Response” box next to your reply.

EXERCISE #3 - CREATE AN RFI: Attach a Sketch

Before you begin this exercise, locate the *RFI_A510-Markup_Sketch_#1.pdf* file located within the Sketches folder within the project's Documents tool.

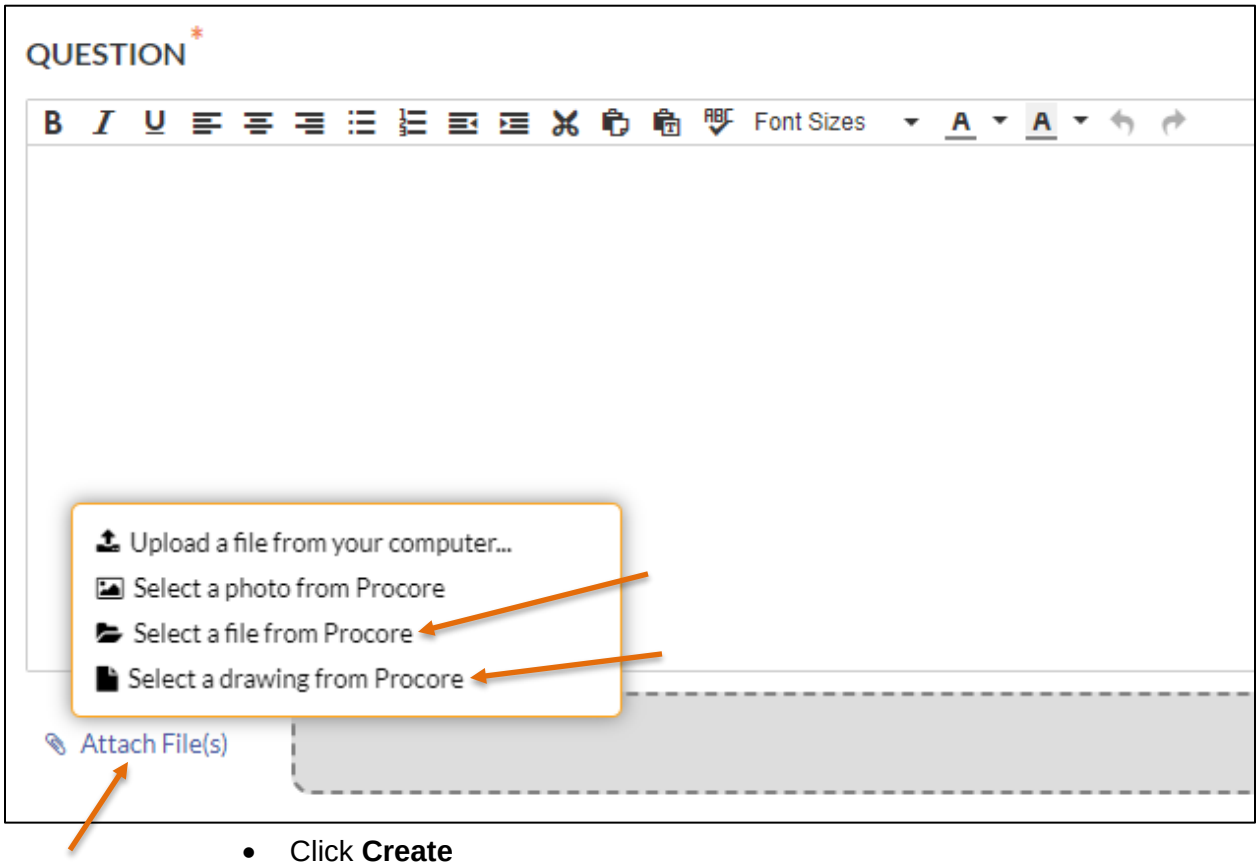
As the roofing subcontractor on the Vortex Business Center project, you find that Detail 14 on drawing sheet A510 notes both a primary roof drain and a secondary roof drain. The drawing shows the drains at the same elevation, but your experience and knowledge of the International Building Code lead you to believe the secondary roof drain should be 4" higher than the primary roof drain, with the intent that the secondary drain should not be employed unless the primary drain ceases to function. To facilitate the communications regarding this issue, an annotated drawing pointing out the detail in question and a sketch have been developed and is contained as a file within Procore. At this time, you are unsure if there will be a schedule or a cost impact. However, you want to leave the option open for a potential claim of time and/or money.

Develop an RFI asking the general contractor/project manager for clarification on the height of the roof drains. Include your sketch and annotated drawing to determine the appropriate direction. As the subcontractor, your RFI should be sent to the GC/PM and should not be distributed to other parties on the project.

1. Create an RFI
    1. Navigate to the project's **RFI** tool
    2. Click **Create RFI** in the right sidebar

    3. Enter general information about the RFI
        - **#:** This will automatically populate with the next chronological number
        - **Subject:** Height of Secondary Roof Drain
        - **RFI Manager:** Instructor (or other user with Admin permissions)
        - **Assigned To:** Instructor, as the GC/PM (or other user as determined by the instructor)
        - **Due Date:** Per Instructor
        - **Responsible Contractor:** Per Instructor (optional)
        - **Question Received From:** Student creating the RFI (optional)
        - **Drawing Number:** A510 - Detail 14
        - **Schedule Impact:** TBD
        - **Cost Impact:** TBD
        - **Private:** Checked (optional)
        - **Question:** "The roof drain Detail 14 on sheet A510 notes both a primary roof drain and a secondary roof drain. The drawing shows the drains at the same elevation. Should the secondary drain be at a higher elevation? If so, please provide a detail."

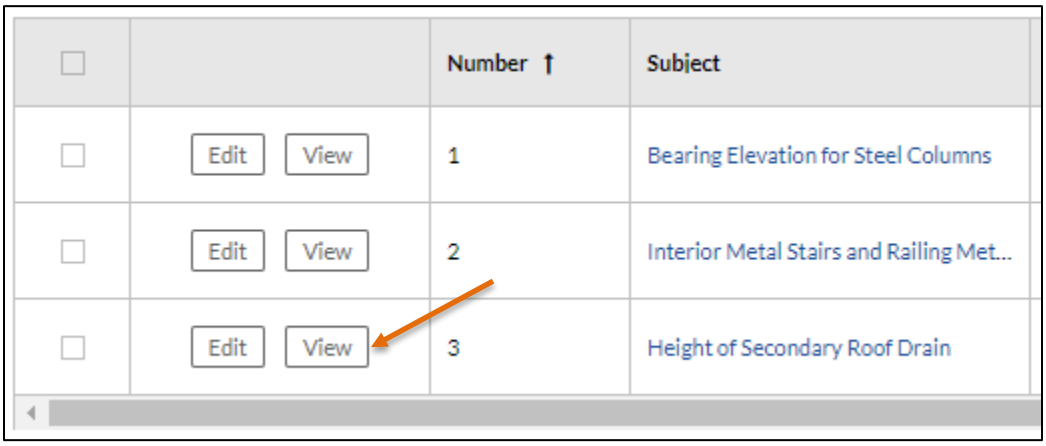
- Click **Attach File(s)** and then **Select a drawing from Procore** to attach the drawing referenced in the RFI. Click **Done** once the drawing has been attached.
- Click **Attach File(s)** again and then **Select a file from Procore**. Click into the **Sketches** folder to attach the *RFI_A510-Markup_Sketch_#1.pdf* file. Click **Done** once the file has been attached.



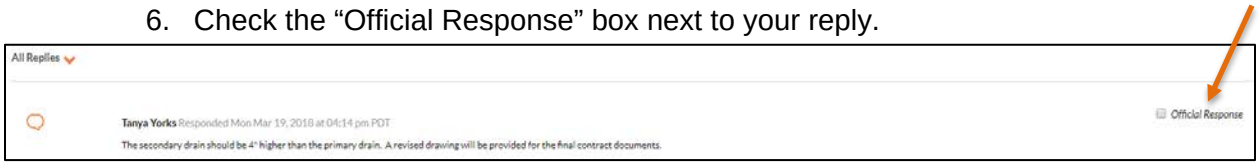
- Click **Create**

OPTIONAL: Respond to RFI

1. Navigate to the project's **RFI** tool
    1. Click **View** next to the RFI with the subject "Height of Secondary Roof Drain"



    2. Click **Edit**
    3. Change the **Distribution** to include your entire class roster to copy all of your students on your reply
    4. Reply: "The secondary drain should be 4" higher than the primary drain. A revised drawing will be provided for the final contract documents."
    5. Click **Update**
    6. Check the "Official Response" box next to your reply.



EXERCISE #4 - RFI LOG REVIEW

There have been several RFIs written for the Vortex Business Center project. You are attending a subcontractors meeting and want to take hard copies of a report generated from your RFI log. The RFI log provides basic information about the RFIs that have been developed, including the RFI's creator, the date it was created, and Ball in Court information that provides details on the individual currently responsible for the RFI.

Create a PDF of the RFI log needed for your meeting.

1. Create a PDF of the RFI Log
    1. Navigate to the project's **RFI** tool
    2. Use the **Export** button toward the top right of the screen to export the RFI Log as a PDF