

RFI Origination Quick Reference Guide

Contractors and subcontractors have the ability to enter RFIs into the Newforma ConstructEx web-based platform in order to submit the documentation to the design team members. To create an RFI, follow the steps below:

Arrive at the RFIs Module

1. Log into ConstructEx to access the **All Projects** page.

*The first time you log in you will be prompted to complete your profile information. Once your profile is complete you are directed to the **All Projects** page.*

2. Select the desired project by clicking the project name.
3. Expand the **Construction Administration** dropdown menu at the top of the page and select **RFIs** to open the **RFIs** module:

The screenshot shows the ConstructEx navigation bar with the following items: Project Communication, Document Management, Construction Administration (expanded), and Field Management. The 'Construction Administration' dropdown menu is open, showing 'Submittals', 'RFIs' (highlighted with a red box), and 'Field Reports'. Below the navigation bar, the 'Projects' section is visible, listing '00387 Building Expansion' and '1750 Elm Street Expansion'.

Add an RFI

1. Select **Add RFI** in the top right corner of the **RFIs** module page:

The screenshot shows the 'RFIs' module page for the '00387 Building Expansion' project. The page includes a search bar, a 'Summary' button, and a 'Graphs' button. The 'ADD RFI' button is highlighted with a red box. Below the buttons, there is a table of draft RFIs and a sidebar with 'RFI LOGS' options.

Number	Title	Issued	Due	Returned
C-RFI-0064-02	Scupper heights		12/23/2013	
B-RFI-0096-00	DD package		05/12/2014	

2. Fill out the information on the **Forward RFI** page as indicated below:

Forward RFI

Type*	<input type="text"/>	← 3
Official Number*	<input type="text" value="1374"/> Four Digits Required	← 4
Revision Number*	<input type="text" value="00"/> Two Digits Required	
Subcontractor Number	<input type="text"/>	
Title*	<input type="text"/>	← 5
Due Date*	<input type="text" value="11/16/2015"/>	
Question*	<input type="text"/>	← 6
Suggestion	<input type="text"/>	
Subcontractor/Manufacturer	<input type="text"/>	
Trade/Discipline	<input type="checkbox"/> Civil	<input type="checkbox"/> Plumbing
	<input type="checkbox"/> General Requirements	<input type="checkbox"/> Telecommunications
	<input type="checkbox"/> Landscape	<input type="checkbox"/> Interiors
	<input type="checkbox"/> Architectural	<input type="checkbox"/> delete 1
	<input type="checkbox"/> Structural	<input type="checkbox"/> delete 2
	<input type="checkbox"/> Mechanical	<input type="checkbox"/> delete 3
	<input type="checkbox"/> Electrical	<input type="checkbox"/> delete 4
	<input type="checkbox"/> Building 1	
Category	<input type="checkbox"/> Building 2	
	<input type="checkbox"/> ICE 3097 category	
	<input type="checkbox"/> LEED	
Spec Section or Drawing Number	<input type="text"/>	← 8
Cost Impact	<input type="text" value="Not Applicable"/>	

3. If the project has **RFI Types**, select the type from the dropdown. The **Type** field is only visible when the project includes RFI types.

The RFI type has no effect on the RFI number.

4. The system automatically generates the **Official Number** and **Revision Number**. General Contractors can edit these values if needed. Subcontractors can enter their internal RFI tracking numbers in the **Subcontractor Number** field.
5. Enter a **Title**. Best practice is to enter a descriptive title to help the project team understand what issue the RFI addresses. As an example, the title "North Apron Width" is more helpful in understanding the issue than "Concrete".

*The default value for **Due Date** is configured by an administrator.*

6. Enter the RFI **Question**. If you have a suggestion, enter it in the **Suggestion** field. Enter your **Subcontractor/Manufacturer** information as needed.
7. Select the **Trades/Disciplines** that need to review the RFI. If present, select the **Category(s)**. Categories are generally used for different phase or structures within a larger project.
8. Enter the **Spec Section or Drawing Number** in question. Select the appropriate **Cost Impact** as needed.



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References		
Construction Phase Docs	LINK	None
Design/Bid Packages	LINK	None
Sheets	LINK	None
Specifications	LINK	None
Reports	LINK	None
Submittals	LINK	None
RFIs	LINK	None
Field Reports	LINK	None
Meeting Minutes	LINK	None
Messages	LINK	None
Pay Applications	LINK	None

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Forward RFI

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Use the dropdown will automatically be copied to this RFI based on the automatic notifications and the trades/disciplines selected.



- 9. Drag and drop PDF(s) of the RFI documentation to the **Drop Files Here** section of the page to upload them. Alternately, you can select **Browse** to browse for the files. Some older browsers do not support drag and drop. If configured, the system automatically adds the project's cover sheet to the upload. If the system detects a match in the **Sheet** or **Specification Index**, you are prompted to confirm or dismiss the match.

*In Chrome, **Browse** is replaced by **Choose File**.*

- 10. Cross reference any related ConstructEx items as needed.
- 11. Select the RFI recipient in the **Forward RFI** section. Subcontractors are prompted to send the submittal to a member of the contractor team. Contractors are prompted to send the submittal to a member of the design team.
- 12. Select **Save** if you want to mark up any uploaded documents before sending the RFI or if you want to continue working on the RFI at a later time. Select **Send** if you are ready to send the RFI. Once you send the RFI, the selected user is notified of the RFI and it is now their responsibility to act on it as needed.

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Existing Attachments			
00348-A-000.pdf	11/09/2015	Project Admin (Contractor)...	✓ Linked to A000 + ADD MARKUPS

13. To add markups to an uploaded document, select **Add Markups** to the right of the document in the **Existing Attachments** section of the **View RFI** page. The first page of the document is the project cover sheet, if applicable. Because it is a web-based tool, please remember to save your markups often. To view a brief video tutorial on using the markup tools, click [here](#).

To simply view the document, select the document name.

14. After saving your markups, select **Forward** at the bottom of the page. Continue with steps 11 and 12 above to select the recipient and send the RFI.