

REQUEST FOR INFORMATION *(RFI)*

The **Request for Information (RFI)** is a question submitted to the PMF/CM from the General Contractor (GC). The RFI will detail the nature and reason for a proposed change or observance.

To navigate to the RFI, click **Project Forms**, then **RFIs** from the left hand menu. This displays the overall **Manager View** for the module and shows all records for all projects.

To search for an existing document, use the columns to filter for the data you need. For example, use the Record# column to search for a document. You can also narrow your search by school name by selecting it from the **Projects** drop down menu.

To add a new document, click the **Add** button.



The screenshot shows the software interface with a navigation menu on the left and a data table on the right. The 'PROJECT FORMS' menu item is highlighted with a red arrow. The 'RFIs' option is also highlighted with a red arrow. The data table below has a red box around the plus sign (+) in the toolbar.

PROJECT NAME	SDA NUMBER	RECORD #	DESCRIPTION	WORKFLOW STATUS	TO	FROM	TRADE	REFERENCE

The document screen displays. Enter the following information:

- Project (**required**)
- RFI # (**required**)
- Description
- Contract #
- Date (**required**)
- RFI Date
- From
- To
- Category (**required**)
- Priority
- Date Required
- Question
- Proposed Solution
- Contractors RFI Number (if applicable)

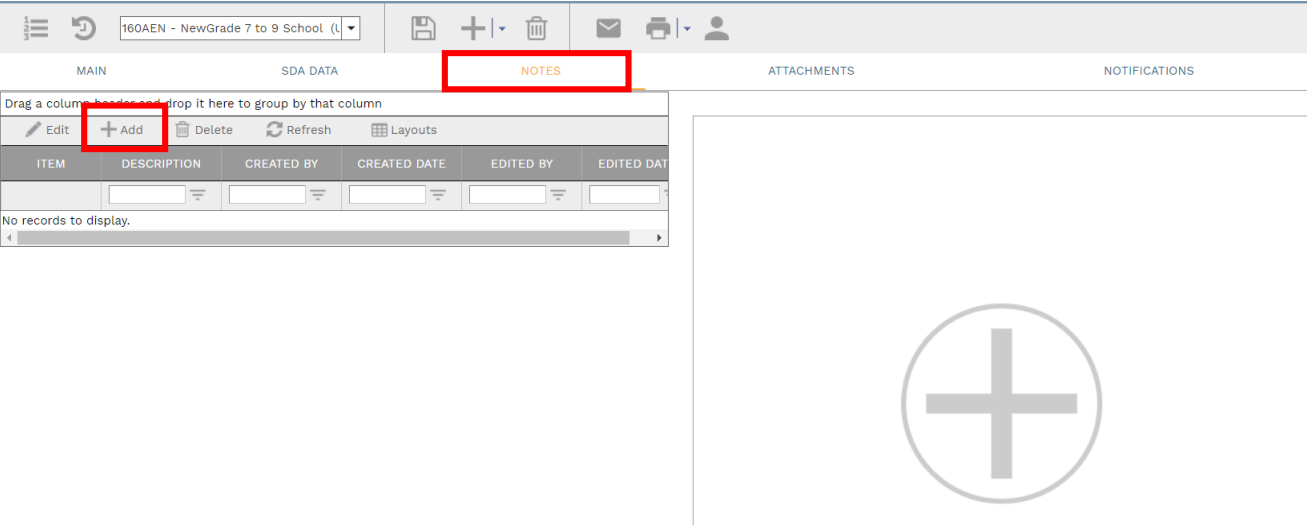
The Answer section will be completed upon review.

Once completed, click the **Save** button to continue.

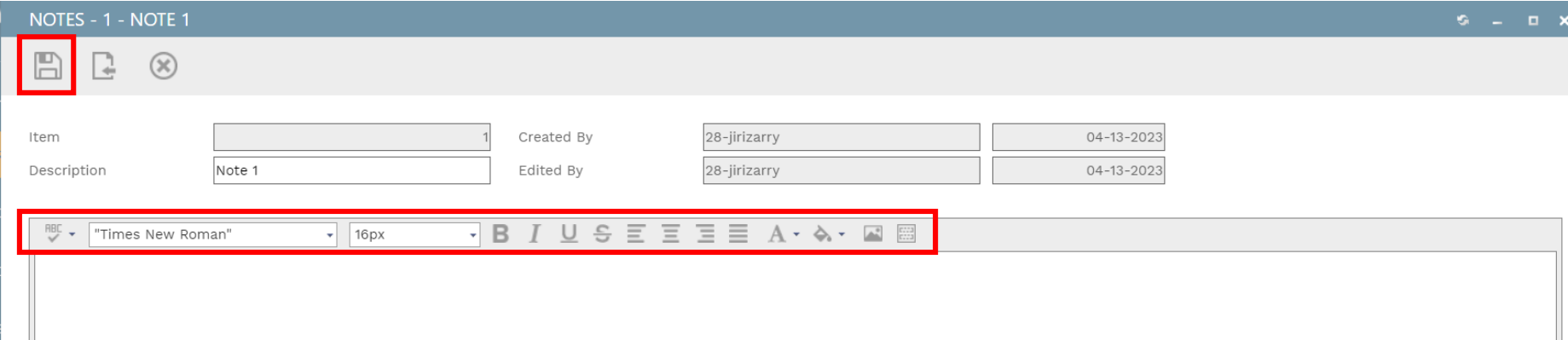
The screenshot shows a software interface for creating an RFI document. The top toolbar contains a 'Save' button highlighted in a red box. The main content area is divided into three sections: 'QUESTION', 'PROPOSED SOLUTION', and 'ANSWER'. Each section has a rich text editor with a toolbar and a 'Design' button. To the left of the main content is a form with various fields for project information, including Project, RFI #, Description, Contract #, Status, RFI Date, Category, From, To, Trade, Sub RFI #, Priority, Task, and checkboxes for 'Affects Scope of Work', 'Affects Cost', and 'Affects Schedule'. There are also fields for 'Change Event', 'Date Required', 'Date Answered', 'Linked Records', and 'Transmittals'. To the right of the main content is a 'USER DEFINED FIELDS' section with a field for 'Contractors RFI Number'.

Note: if the Category field is unknown at the time of creation, it can be left blank. The SDA Project Officer will complete before submitting to workflow.

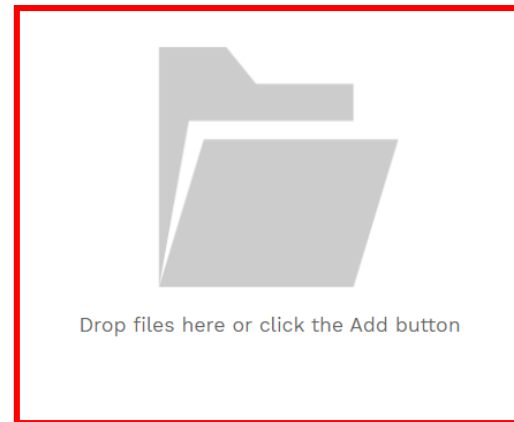
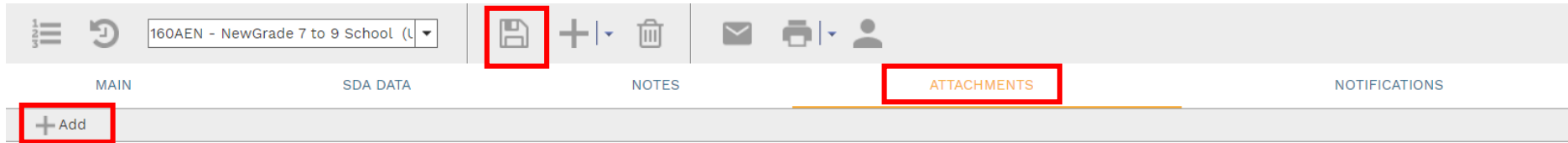
Click **Add** on the **Notes tab** to add additional notes as needed.



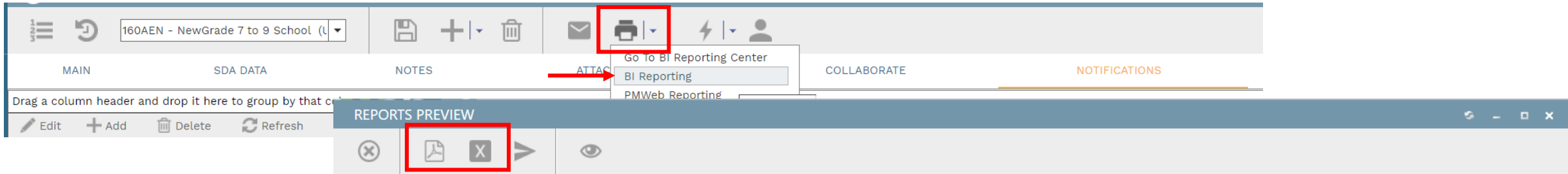
Enter your notes in the field provided. The text can be formatted using the toolbar shown. There is no limit to the amount of text you can enter. Click the **Save** button when completed.



On the **Attachments tab**, you can drag-and-drop your desired attachment(s) in the middle section of the screen, or you can choose **Add** to manually navigate to the location of your attachment on your computer, and add it through that window. Repeat the process for all additional attachments. Click the **Save** button when finished.



To print RFI information, click the **print button** and select **BI Reporting** from the drop down list. Choose an option from the report menu to receive your output (either Adobe or export to Excel) or to cancel the Reports Preview screen.



REPORT	RECORD TYPE	DEFAULT
RFI Details	RFI	
RFI Summary (Workflow Dates)	RFI	
RFI_655_Form	RFI	✓
RFIs	RFI	
RFIs Not Answered	RFI	
SDA_RFIs_SummaryLog	RFI	
1		

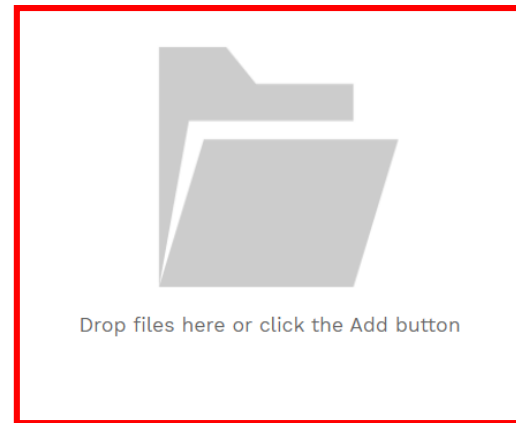
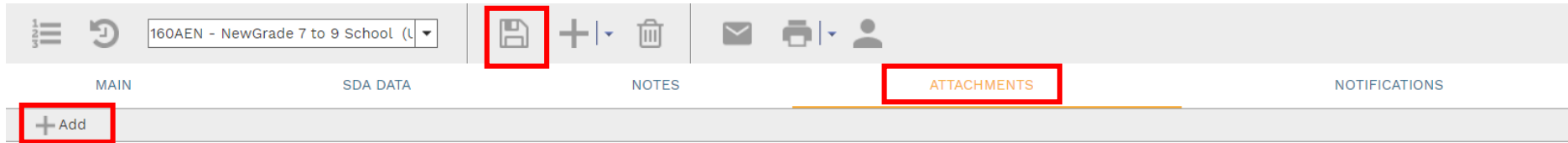
Note: Please be patient when waiting for output from a selected report. It may take a few minutes to load the data.

State of New Jersey
SCHOOLS DEVELOPMENT AUTHORITY
REQUEST FOR INFORMATION (RFI)
NISDA Form

Date: 10/18/2021 Contract No.: HU-0029-N01
 Package No.: HU-0029 Package Name: New Middle School (Gr. 7-9)
 PMF/CM: TBD PMF/CM/PM: To Be Determined
 RFI No.: 00001 -- 966 Contractor's RFI No.:
 To: New Jersey Schools Development Authority / Christopher Sorhaindo From: /
 Drawing Reference: Detail Reference:
 Spec. Reference:

Information Required & Proposed Solution:
 Question: Please provide copies of all utility disconnect letters for all buildings to be demolished. We received a portion of the disconnect letters (attached) from Bluegrass.
 Proposed Solution:
 Attachments: Yes No Potential Impact to: Schedule: ___ Days: Cost: _____
 Firm:
 Name: _____ Signature: _____
 Date: 10/18/2021 Date Required: 10/25/2021 Julian Heal
 Print Name

On the **Attachments tab**, you can drag-and-drop your desired attachment(s) in the middle section of the screen, or you can choose **Add** to manually navigate to the location of your attachment on your computer, and add it through that window. Repeat the process for all additional attachments. Click the **Save** button when finished.



A **Workflow** is an automatic process initiated for the review of a document. Individuals who are responsible for reviewing, submitting information or approving the document have already been identified for this project and module.

On the **Workflow tab**, click the **Submit** button to begin the workflow process. The information for this workflow is shown, click **Save** to continue and initiate the workflow. Enter comments or additional email addresses if needed. As the document moves through the review/approval process, you will be able to come back to this screen to see the progress.

ACTIONS

BUSINESS PROCESS

WORKFLOW LOG

EMAIL PREVIEW

Subject: PMWeb Approval Request: RFIs 00001 -- 966 - 160AEN - NewGrade 7 to 9 School (Union City) - Utility Disconj

Comments: [Empty text area]

Email Body: A document has been Submitted for approval by Jennifer Irizarry.

Workflow Document Information:

- Document type: RFIs
- RFI #: 00001 -- 966
- Project Name: 160AEN - NewGrade 7 to 9 School (Union City)
- Contract: HU-0029-N01
- Document Description: Utility Disconnects

Add CC: [Empty text field]

DROP FILES HERE OR CLICK TO ADD

BUSINESS PROCESS

#	TYPE	ALL MUST APPROVE?	DUE DATE	ROLE	USER	DELEGATE	INSTRUCTIONS
	[User icon]	<input type="checkbox"/>		-- Submitter --			
1	[Group icon]			-- APM --	Prevent Submit if Category Blank		A value other than "Please select a value" is required to select to branch workflow.



You will be able to monitor the progress of the workflow process by referring to the Workflow Status field. If the document is returned at any point along the way, you will be able to modify as needed and resubmit the document in the workflow process.

Project	5240-N10-16-0AEN - 160AEN - NewG	▼
RFI #*	00001 -- 966	
Description	Utility Disconnects **MK:cdb67b19966c	
Contract #	HU-0029-N01	
Status	Draft	▼
		0

