



Florida's Turnpike Enterprise

RFI Management Quick Reference Guide

1. The RFI Management Application

The ProjectSolve² Request for Information (RFI) Management application provides Florida's Turnpike Enterprise project sites with a tool for tracking and responding to project-related information requests.

2. Accessing the RFI Management Application

To access the RFI Management tool:

1. Start ProjectSolve².
2. Open the appropriate Florida's Turnpike Enterprise project site.
3. Click on the "RFI Management" icon to access the tool.

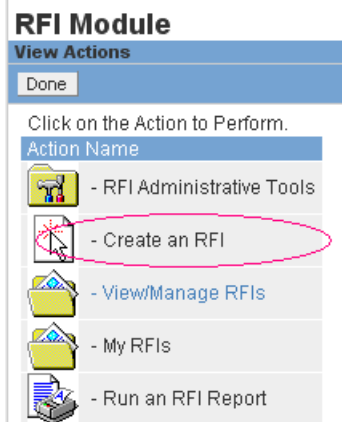


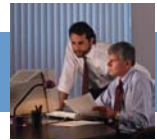
RFI Management

3. Creating an RFI

To create a new request:

1. Click on the "Create an RFI" link in the *View Actions* menu.





2. Enter the required user-provided information (items identified with a red asterisk (*).)

RFI Module
Create RFI

Next Cancel

Florida's Turnpike Enterprise

Request for Information

*Contract: zTest Project - Western Beltway C Project
 *Title:
 *Financial Project #: 999999-9-99-99
 *From: Project Manager - Project Manager Robert Laurence Parsons Brinckerhoff
 Date: 1-10-2006 15:01

Contractor's Ref #:
 Program: Construction
 Project: Western Beltway C Project
 *Location:
 *Reply Needed By: 1-17-2006 15:01 (m-d-yyyy hh:mm)
 Document/Drawing Reference:

Actions:
 *Route To: Select a Route to Role

*Question:

3. Select the appropriate role to route the RFI to next.

Actions:
 *Route To: Select a Route to Role

*Question:

Select a Route to Role

CEI - CEI

DCE - District Construction Engineer

DOR - Designer of Record

Other - Third Party Reviewers

PGC - Production Manager

RFI Module

Create RFI

Next Cancel

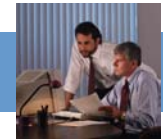
When you are done, select "Next".

4. If you have any attachments to the RFI for clarification of the request you can enter them at this time. You can use the "browse" button to navigate to the file you wish to attach.

RFI Module
RFI Attachments

Add Attachment Done

RFI Test-0044 has been created. Add attachments below and click done when finished.
 Current Attachments:
 None



- Set the "Routing Code" for the RFI to properly reflect the current status of the RFI.

Actions:

* Route To: Contractor - Contractor View Members

* Routing Code: Answered-Routed to Initiator

- Forward the RFI to the selected role by clicking on the "Route" button.

RFI Module

View RFI

Distribute RFI **Route** Close Window Manage Attachments Printable Version

7. Closing an RFI

The RFI Management application will automatically close an open RFI when it has been marked with a "Routing Code" of "Answered – Routed to Initiator" and the RFI has been returned to its originator.

Actions:

* Route To: Contractor - Contractor View Members

* Routing Code: Answered-Routed to Initiator

8. Re-Submitting a Closed RFI

Occasionally an RFI may be submitted that is incomplete or does not contain enough information to be answered. When additional information is required for an RFI which has been closed by the application, a new RFI based on the original one can be created from the closed RFI:

- Open the detail for a closed RFI from the *List RFI* screen.

RFI Module

List RFI

Create RFI Done

Contract: zTest Project - Western Bellway C Project BIC: All Status: All Records per Page: 100

Project	Contract #	RFI #	RFI Date	Title	Reply Needed By	BIC	Date Assigned	Status	Resolution Date
Western Bellway C Project	zTest Project	Test-0001	8/23/2004 11:40:00 AM	First Test	8/30/2004 11:39:00 AM			Closed	8/24/2004 7:01:15 PM
Western Bellway C Project	zTest Project	Test-0002	7/6/2004 8:16:00 AM	Test 1	7/13/2004 8:16:00 AM			Closed	7/6/2004 8:23:36 AM
Western Bellway C Project	zTest Project	Test-0003	7/7/2004 9:22:00 AM	submittal/RFI	7/14/2004 9:26:00 AM			Closed	7/7/2004 9:30:57 AM
Western Bellway C Project	zTest Project	Test-0004	7/29/2004 11:50:00 AM	Disabling requirements	8/5/2004 11:49:00 AM			Closed	7/29/2004 12:01:04 PM
Western Bellway C Project	zTest Project	Test-0005	8/25/2004 12:06:00 PM	test quest	9/1/2004 12:06:00 PM			Closed	10/6/2004 11:38:24 AM
Western Bellway C Project	zTest Project	Test-0006	8/28/2004 11:47:00 AM	test	9/5/2004 11:47:00 AM			Closed	11/8/2004 2:05:52 PM
Western Bellway C Project	zTest Project	Test-0007	10/6/2004 3:43:00 PM	hnyumnyum	10/13/2004 3:42:00 PM			Closed	12/9/2004 11:35:27 AM
Western Bellway C Project	zTest Project	Test-0007	10/6/2004 3:43:00 PM	hnyumnyum	10/13/2004 3:42:00 PM			Closed	12/9/2004 11:35:27 AM
Western Bellway C Project	zTest Project	Test-0008	10/13/2004 9:40:00 AM	ewpewtwewy	10/20/2004 9:47:00 AM			Closed	10/13/2004 3:36:03 PM
Western Bellway C Project	zTest Project	Test-0009	10/27/2004 9:10:00 AM	ashfdisagf	11/3/2004 9:09:00 AM			Closed	10/27/2004 9:11:36 AM
Western Bellway C Project	zTest Project	Test-0010	11/4/2004 10:45:00 AM	Just kidding	11/11/2004 10:44:00 AM			Closed	11/4/2004 10:48:53 AM
Western Bellway C Project	zTest Project	Test-0010	11/4/2004 10:45:00 AM	Just kidding	11/11/2004 10:44:00 AM			Closed	11/4/2004 10:48:53 AM
Western Bellway C Project	zTest Project	Test-0011	11/8/2004 1:22:00 PM	stockpile	11/15/2004 1:21:00 PM			Closed	11/8/2004 1:30:07 PM



2. Click on the “Copy RFI” button at the top of the *RFI Review* page.

RFI Module
View RFI

Distribute RFI **Copy RFI** Close Window Printable Version

Florida's Turnpike Enterprise
Construction
Western Beltway C Project

RFI #: Test-0001
Title: First Test
Financial Project #: 999999-9-99-99
From: CEI Nicholas Houck Parsons Brinckerhoff
BIC:
Status: Closed

3. Modify the data for the new RFI as needed for clarification of the request and submit as you would a new RFI.

9. Distributing an RFI

You may distribute an RFI without transferring BIC. You may distribute to anyone in any role on the project either for CC or to request a comment. To distribute an RFI:

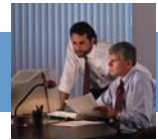
1. Open the RFI.
2. Click on the “Distribute RFI” button at top of the RFI.

RFI Module
View RFI

Distribute RFI **Copy RFI** Close Window Printable Version

Florida's Turnpike Enterprise
Construction
Western Beltway C Project

RFI #: Test-0001
Title: First Test
Financial Project #: 999999-9-99-99
From: CEI Nicholas Houck Parsons Brinckerhoff
BIC:
Status: Closed



3. Select the names of the user(s) to send the RFI to, either in the CC or "Distribute for Comment". (Note: If you do not see their name in the list it is because they are not in any role on the project)

RFI Module

Distribute RFI

Distribute Cancel

You can distribute this RFI to solicit comments or for information only.

Comment Solicitation

Comment

Please Comment on this RFI

Available Members:

Jeff Brown (Parsons Brinckerhoff)
Will Reeves (PBCS Denver)
Kurt Sloan (Parsons Brinckerhoff)
Kurt Sloan-Co39 (Parsons Brinckerhoff)



Selected Members:

Robert Laurence (Parsons Brinckerhoff)
Nicholas Houck (Parsons Brinckerhoff)

(Ctrl+Click to select multiple members.)

Distribute for information only (CC:)

Available Members:

Jeff Brown (Parsons Brinckerhoff)
Nicholas Houck (Parsons Brinckerhoff)
Robert Laurence (Parsons Brinckerhoff)
Will Reeves (PBCS Denver)
Kurt Sloan (Parsons Brinckerhoff)
Kurt Sloan-Co39 (Parsons Brinckerhoff)



Selected Members:

Select from Available Members

(Ctrl+Click to select multiple members.)



4. Click "Distribute" to forward a link to the RFI to each of the selected users. Those that you selected from the "Comment Solicitation" list will also receive your request for comments with the link.



"Robert Laurence of Parsons
Brinckerhoff - PLEASE DO
NOT REPLY TO THIS
MESSAGE "
<support@projectsolve.com>
01/25/2006 09:13 AM

To robert.laurence@dot.state.fl.us
cc
bcc
Subject Comment requested on RFI # Test-0001 - First Test

Robert Laurence has requested that you review and comment on RFI [Test-0001 - First Test](#).

Please comment on this RFI

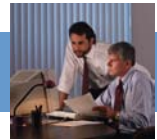
RFI Details:

Project: Western Beltway C Project
Contract No: zTest Project
Date: 6/23/2004 11:40:00 AM
Reply Needed By: 6/30/2004 11:39:00 AM
BIC:
Status: Closed
Location: Sand Box
Doc/Dwg Ref: Doc 1 Page 1

Question: What grit of sand?

Please click the underlined link above to see others' comments on this RFI and to contribute your own. PLEASE DO NOT REPLY TO THIS MESSAGE. It is essential that your comments be logged in the RFI Application.

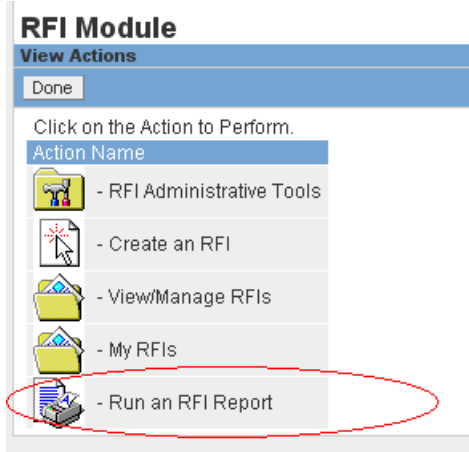
Thank you!



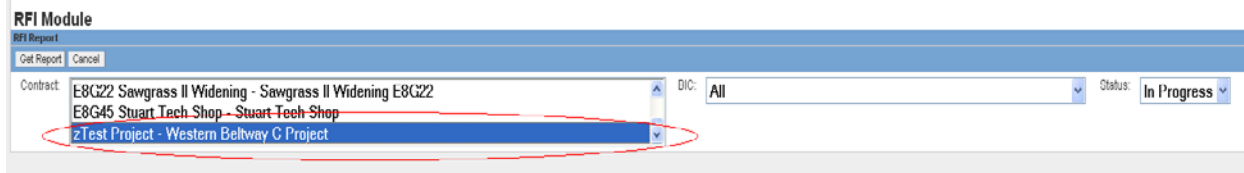
10. RFI Reports

The RFI Management application has a reporting function that can be used to see a list of RFIs in a report format. To run the report:

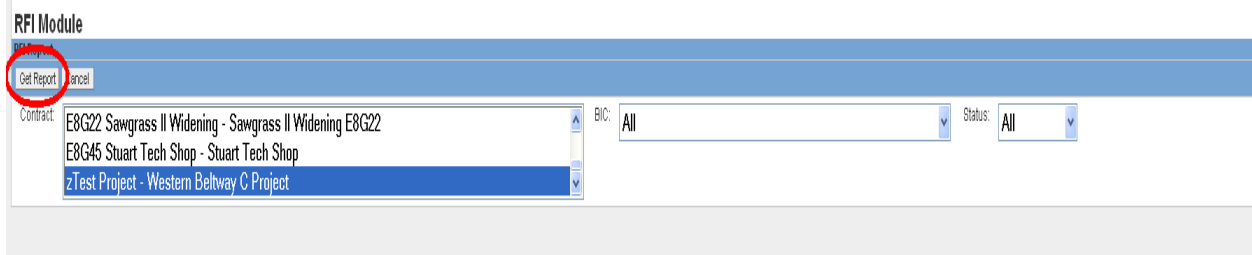
1. Click on the “Run an RFI Report” link in the *View Actions* menu.



2. Set the “Contract”, “BIC” and “Status” filter appropriate to the report you desire. (Note: Selecting a setting in any of these filter lists will return only records, have the selected field values. (i.e. If you select “In Progress” in the “Status” filter the report will only include RFIs that are still under review. New and Closed RFIs will not appear.)) If you wish to see a report with all RFIs for your project, select the project in the “Contract” filter, and select “All” for the other filter values.



5. Click the “Get Report” button.





6. Click on the print button to print the report.

Florida's Turnpike Enterprise
 Construction
 Western Beltway C Project

RFI STATUS REPORT

Project	Contract	RFI #	RFI Date	Title	Reply Needed B BIC	Date Assigne	Status	Resolution Date
Western Beltway C Project	zTest Project	Test-0001	6/23/04	First Test	6/30/04		Closed	8/24/04
Western Beltway C Project	zTest Project	Test-0002	7/6/04	test 1	7/13/04		Closed	7/6/04
Western Beltway C Project	zTest Project	Test-0003	7/7/04	sdsfhksdjhfohsHF	7/14/04		Closed	7/7/04

7. You may also print individual RFIs by selecting the "Print

RFI Module
 View RFI

Distribute RFI Copy RFI Close Window **Printable Version**

Florida's Turnpike Enterprise
 Construction
 Western Beltway C Project

Request for Information

RFI #: Test-0001
 Title: First Test
 Financial Project #: 999999-9-99-99
 From: CEI Nicholas Houck Parsons Brinckerhoff
 BIC:
 Status: Closed

Contractor's Ref #: 12345
 Contract #: zTest Project
 Date: 6-23-2004 11:40
 Reply Needed By: 6-30-2004 11:39
 Assigned Date:
 Location: Sand Box
 Document/Drawing Reference: Doc 1 Page 1

Question:
 What grit of sand?

Answer:
 closed
 Answered In Contract Documents

Additional Info:
 Cost Impact: No
 Schedule Impact: No
 CO Reference:

Attachments:
 None

Comments:
 Sample Comment by on 7/29/2004 10:51:59 AM :
 Sample comment goes here.

History:
 Created by CEI Nicholas Houck on 6/23/2004 11:39:35 AM
 Answered-Routed to Initiator by DOR Robert Laurence on 8/24/2004 7:01:15 PM
 Distributed by Robert Laurence on 1/25/2006 9:13:40 AM To: , robert.laurence@dot.state.fl.us CC: