

RFI: HOW TO

RFIs are distributed via Procore unless the owner has required an alternate process.

1. Click the "RFI" tab to view existing RFIs or create new ones.

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		Core Tools	Project Management	Quality & Safety	Construction Financials	Field Productivity	
		Home	Emails	Inspections	Prime Contract	Timesheets	
		Reports	Bidding	Observations 🕂	Commitments	Crews	
		Documents	RFIs 🕂	Punch List 🕕	Change Orders		
		Directory	Submittals 🕒	Daily Log	Involcing		
		Tasks	Instructions				
		Admin	Transmittals				
			Meetings				
			Schedule				

2. Existing RFIs are viewable from this page. To obtain a printer-friendly version of this log, click the "PDF" button.

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4	RFIs Items	Recycle Bin			Export + Rep	orts 👻 🕂	Create
	Search	× Q Add Filter	•		PDF - All Responses PDF - Official Only PDF		
	Bulk Actions -				CSV	age: 1 v	© 0

3. To create a new RFI, select the "Create" button.

4. Then fill out the provided fields, select the assignee, input the question with a proposed solution, and then click the "create" button at the bottom of the page.

- 5. This will distribute the RFI to the assignee for their review and response.
- 6. When the assignee responds, you will receive an email from Procore notifying you of this action.
- 7. If you are satisfied with the response, click the "Close RFI" button.
- 8. Distribute the RFI by clicking the "email" button.

9. Select the appropriate subcontractors from the drop down. Within the "message section", include wording similar to this:

Please see link to access RFI-XXX. Please review, distribute, identify any changes related to your scope of work, and respond to me with a detailed estimate breakdown outlining the cost/time impact of this document within 10 calendar days. No response within this deadline will indicate a "zero impact" response.

10. When you are ready, click "send" to distribute.

