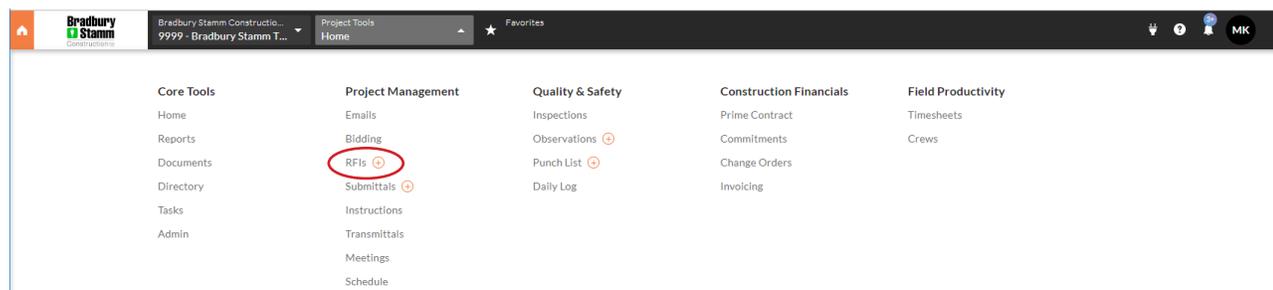




RFI: HOW TO

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.



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



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.