

RFI Guide for DP's

This guide provides the steps you will need to review, respond and route an RFI.

Getting Started

This documents the RFI process for Design Professional. This document assumes that DP's:

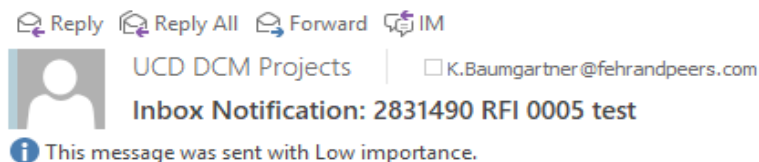
- Have been assigned login accounts and have logged into the Spitfire system at scm.ucdavis.edu

What do you do if you haven't been assigned login accounts? Email CPMAhelp@ucdavis.edu

This user guide shows items in your inbox, these items also appear in the project document list on the project dashboard. For instructions on how to access to the Project Dashboard, refer to the [General Navigation User Guide](#) for this information.

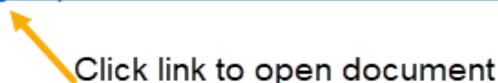
Review and Respond to an RFI

To review and respond to an RFI directly from your email - you may click the link in the email you received notifying you of the RFI, this link will take you directly to the document.



RFI # 0005 (test) for the 2831490 project has been routed to you and requires attention.

Ref: <https://scm.ucdavis.edu/sfpms/go.aspx/doc/ea9a0379-07f9-408a-9322-ad2ca8821346>







Alternatively you can access the document from the Spitfire site through your Inbox. To review and respond to an RFI document directly from your inbox, from your Home Dashboard, you will see your Inbox and all of the documents awaiting your attention including RFI's.



INBOX									
Project	Project Name	Type	DocNo	Description	To UCID	To Me	Priority	Status	
	9529600	PSE Library Seismic Retrofit and QMAP Renovations	0147	07 84 13 Penetration Firestopping	4/2/2019	4/11/2019		In Review	
	9532100	Physics CHE Laboratory Renovations	0026	Industrial cold water 2nd floor	4/9/2019	4/11/2019		Re-Inspection Req'd	
	9532100	Physics CHE Laboratory Renovations	0097	26 01 00 Electrical General Requirements	3/26/2019	4/11/2019		Revise and Resubmit	
	9532100	Physics CHE Laboratory Renovations	0005	Duct Demo Inspection	1/15/2019	4/10/2019		Re-Inspection Req'd	
	9532100	Physics CHE Laboratory Renovations	0023	???	4/9/2019	4/10/2019		Re-Inspection Req'd	
	9529600	PSE Library Seismic Retrofit and QMAP Renovations	0076	Electric Feeder raceway and racks	4/3/2019	4/10/2019		Re-Inspection Req'd	
	9529600	PSE Library Seismic Retrofit and QMAP Renovations	0075	Exposed Coiling Electrical Rough IN	4/3/2019	4/10/2019		Re-Inspection Req'd	
	9529600	PSE Library Seismic Retrofit and QMAP Renovations	0074	In Wall Electrical Rough in	4/3/2019	4/10/2019		Re-Inspection Req'd	
	9532100	Physics CHE Laboratory Renovations	0061.1	13 48 23.11 Sound Control Enclosure Assemblies	4/9/2019	4/10/2019		In Review	
	9532100	Physics CHE Laboratory Renovations	0099	22 05 23 Valves	4/3/2019	4/10/2019		No Exceptions Taken	

When the RFI is submitted by the contractor, it will route to you and the University, at this point you will be able to begin your response. In your Inbox, you will see the icon appear, click that to be taken to the document. *Please note: While you can begin your response in the cc document, you cannot finalize and submit your response, until the University Representative has taken action and routed the original document to you.*

INBOX									
Project	Project Name	Type	DocNo	Description	To UCD	To Me	Priority	Status	
9529600	PSE Library Seismic Retrofit and QMAP Renovations	Submittal	0147	07 84 13 Penetration Firestopping	4/2/2019	4/11/2019	Low	In Review	
9532100	Physics CHE Laboratory Renovations	Inspection Request	0026	Industrial cold water 2nd floor	4/9/2019	4/11/2019	High	Re-Inspection Req'd	
9532100	Physics CHE Laboratory Renovations	Submittal	0097	26 01 00 Electrical General Requirements	3/26/2019	4/11/2019	Low	Revise and Resubmit	
9532100	Physics CHE Laboratory Renovations	Inspection Request	0005	Duct Demo inspection	1/15/2019	4/10/2019	High	Re-Inspection Req'd	
9532100	Physics CHE Laboratory Renovations	Inspection Request	0025	???	4/9/2019	4/10/2019	High	Re-Inspection Req'd	
9529600	PSE Library Seismic Retrofit and QMAP Renovations	Inspection Request	0076	Electric Feeder raceway and racks	4/3/2019	4/10/2019	Low	Re-Inspection Req'd	
9529600	PSE Library Seismic Retrofit and QMAP Renovations	Inspection Request	0075	Exposed Ceiling Electrical Rough IN	4/3/2019	4/10/2019	Low	Re-Inspection Req'd	
9529600	PSE Library Seismic Retrofit and QMAP Renovations	Inspection Request	0074	In Wall Electrical Rough in	4/3/2019	4/10/2019	Low	Re-Inspection Req'd	
9532100	Physics CHE Laboratory Renovations	Submittal	0061.1	13 48 23.11 Sound Control Enclosure Assemblies	4/9/2019	4/10/2019	Low	In Review	
9532100	Physics CHE Laboratory Renovations	Submittal	0099	22 05 23 Valves	4/3/2019	4/10/2019	Low	No Exceptions Taken	

Alternatively you may see both the  and  icons in your Inbox for the same RFI document number. If both icons appear in your Inbox, it means the University Representative has taken action. Once the University Representative has taken action that is when the  icon appears. In the case that both icons appear, click the  icon to open the document to begin and finalize your response. *Please note: If you began your response in the cc document, you will need to finalize and submit your response in this document.*

INBOX									
Project	Project Name	Type	DocNo	Description	To UCD	To Me	Priority	Status	
9529600	PSE Library Seismic Retrofit and QMAP Renovations	Submittal	0147	07 84 13 Penetration Firestopping	4/2/2019	4/11/2019	Low	In Review	
9532100	Physics CHE Laboratory Renovations	Inspection Request	0026	Industrial cold water 2nd floor	4/9/2019	4/11/2019	High	Re-Inspection Req'd	
9532100	Physics CHE Laboratory Renovations	Submittal	0097	26 01 00 Electrical General Requirements	3/26/2019	4/11/2019	Low	Revise and Resubmit	
9532100	Physics CHE Laboratory Renovations	Inspection Request	0005	Duct Demo inspection	1/15/2019	4/10/2019	High	Re-Inspection Req'd	
9532100	Physics CHE Laboratory Renovations	Inspection Request	0025	???	4/9/2019	4/10/2019	High	Re-Inspection Req'd	
9529600	PSE Library Seismic Retrofit and QMAP Renovations	Inspection Request	0076	Electric Feeder raceway and racks	4/3/2019	4/10/2019	Low	Re-Inspection Req'd	
9529600	PSE Library Seismic Retrofit and QMAP Renovations	Inspection Request	0075	Exposed Ceiling Electrical Rough IN	4/3/2019	4/10/2019	Low	Re-Inspection Req'd	
9529600	PSE Library Seismic Retrofit and QMAP Renovations	Inspection Request	0074	In Wall Electrical Rough in	4/3/2019	4/10/2019	Low	Re-Inspection Req'd	
9532100	Physics CHE Laboratory Renovations	Submittal	0061.1	13 48 23.11 Sound Control Enclosure Assemblies	4/9/2019	4/10/2019	Low	In Review	
9532100	Physics CHE Laboratory Renovations	Submittal	0099	22 05 23 Valves	4/3/2019	4/10/2019	Low	No Exceptions Taken	

Once you click the  or  icon from your Inbox, you will see the RFI document open up on your screen:

Test RFI Request

Doc No: 0017
 PROJECT: SFCONFIG UCD DCM's Spinefire TEST & CONFIG Project
 COMMITMENT: C10015 DBB C-00015 (Lump Sum) T.B. Penick & Sons, Inc
 SUBJECT: Test RFI Request
 DISCIPLINE: G - General
 STATUS: Open
 REQUESTED BY: T.B. Penick & Sons, Inc
 SUBMITTED: 4/10/2019 REQUESTED BY: [redacted]

GC TAG: [redacted] PRIORITY: Low

Question/Response Details

QUESTION: Test


CONTRACTOR RECOMMENDATIONS: See attached

FINAL RESPONSE TO CONTRACTOR: [redacted]

COMMENTS FROM ROUTE (NOT VISIBLE TO GC): [redacted]

Attachments

Name	Size	Note	Include	Cataloged
UCD-SFCONFIG-RFI-0017.docx	50KB		Assemble	4/10/2019
This would be a test.docx	11KB		Assemble	4/10/2019

If you are on the  document, you can begin to compile your response to the RFI in the 'Final Response to Contractors' section:

Test RFI Request *

Doc No 0017 GC TAG

PROJECT SFCONFIG UCD DCM's Spillfire TEST & CONFIG Project

COMMITMENT C10015 DBB C-00015 (Lump Sum) T.B. Penick & Sons, Inc

SUBJECT Test RFI Request

DISCIPLINE G - General

STATUS Open

REQUESTED BY T.B. Penick & Sons, Inc

SUBMITTED 4/10/2019

PRIORITY Low

Question/Response Details

QUESTION
Test


CONTRACTOR RECOMMENDATIONS
See attached

FINAL RESPONSE TO CONTRACTOR
Final response to contractor

COMMENTS FROM ROUTE (NOT VISIBLE TO GC)

Attachments Route Detail

Name	Size	Note	Include	Cataloged
UCD-SFCONFIG-RFI-0017.docx	30KB		Assemble	4/10/2019
This would be a test.docx	11KB		Assemble	4/10/2019

After you have begun your response and are awaiting the University Representative to take action on the original document, be sure to save the document by clicking the  icon at the top or bottom of the page. This saves your response until you are ready to integrate route comments and compile the final response in the original document that will route to your Inbox once the University Representative has taken action.

test of this rfi 09/ test

Doc No 0009

PROJECT SFCONFIG UCD DCM's Spillfire TEST & CONFIG Project

COMMITMENT C10015 DBB C-00015 (Lump Sum) T.B. Penick & Sons, Inc

SUBJECT test of this rfi 09/ test

DISCIPLINE G - General

STATUS Open

REQUESTED BY T.B. Penick & Sons, Inc

SUBMITTED 12/13/2018

PRIORITY Low

Question/Response Details

QUESTION
question


CONTRACTOR RECOMMENDATIONS
Here is my thoughts...

FINAL RESPONSE TO CONTRACTOR

COMMENTS FROM ROUTE (NOT VISIBLE TO GC)
From: Test DP (AE-T-Grounds)
Received: Dec 18, 2018 11:17
Add comment like this

Attachments Route Detail

Name	Size	Note	Include	Cataloged
UCD-SFCONFIG-RFI-0009.docx	48KB		Assemble	12/13/2018
File11.pdf	96KB		Assemble	12/18/2018
File12.pdf	96KB		Assemble	1/29/2019

If you are on the  document, the University Representative may have distributed the RFI to University Stakeholders for review, if that is the case, their comments will appear in the route comments field. Please be sure to review and integrate the responses as well as discuss them with the University Representative prior to submitting your final response **draft**. You can view route comments in the 'Comments From Route (not visible to GC)' section:

Test RFI Request

Doc No: 0017
PROJECT: SFCONFIG UCD DCM's Splitfire TEST & CONFIG Project
COMMITMENT: C10015 DBB C-00015 (Lump Sum) T.B. Penick & Sons, Inc
SUBJECT: Test RFI Request
DISCIPLINE: G - General
STATUS: Open
REQUESTED BY: T.B. Penick & Sons, Inc
SUBMITTED: 4/10/2019 REQUESTED BY: [redacted]

GC TAG: [redacted]
PRIORITY: LOW

Question/Response Details

QUESTION: Test

CONTRACTOR RECOMMENDATIONS: See attached

FINAL RESPONSE TO CONTRACTOR: [redacted]

COMMENTS FROM ROUTE (NOT VISIBLE TO GC): [redacted]

Attachments Route Detail

Name	Size	Note	Include	Cataloged
UCD-SFCONFIG-RFI-0017.docx	50KB		Assemble	4/10/2019
This would be a test.docx	11KB		Assemble	4/10/2019

After reviewing the RFI, including route comments, compile the final response **draft** to the RFI in the 'Final Response to Contractor' section:

Doc No: 0009
PROJECT: SFCONFIG UCD DCM's Splitfire TEST & CONFIG Project
COMMITMENT: C10015 DBB C-00015 (Lump Sum) T.B. Penick & Sons, Inc
SUBJECT: test of this rfi 09/ test
DISCIPLINE: G - General
STATUS: Open
REQUESTED BY: T.B. Penick & Sons, Inc
SUBMITTED: 12/13/2018 REQUESTED BY: [redacted]

GC TAG: [redacted]
PRIORITY: LOW

Question/Response Details

QUESTION: question

CONTRACTOR RECOMMENDATIONS: Here is my thoughts...

FINAL RESPONSE TO CONTRACTOR: [redacted]

COMMENTS FROM ROUTE (NOT VISIBLE TO GC): From: Test DP (AE-T-Grounds)
Received: Dec 18, 2018 11:17
Add comment from this...

Add Attachments

To add attachments - select the attachments tab to review attachments and add anything if applicable. All members of the team (University Rep, DP and GC) can add attachments. Don't attempt to add templates or attach a transmittal: Spitfire will automatically create and distribute a printable transmittal when the RFI response is complete. *Please note: If you have not already saved the document, you will need to or click on 'Click here (or save) to enable' on the attachments tab:*

The screenshot shows the 'Details' tab of an RFI. At the top, document information is displayed: Doc No 0009, PROJECT SFCONFIG, COMMITMENT C10015, SUBJECT test of this rfi 09/ test, DISCIPLINE G - General, STATUS Open, REQUESTED BY T.B. Penick & Sons, Inc, and SUBMITTED 12/13/2018. Below this, there are sections for 'QUESTION', 'CONTRACTOR RECOMMENDATIONS', 'FINAL RESPONSE TO CONTRACTOR', and 'COMMENTS FROM ROUTE (NOT VISIBLE TO GC)'. The 'Attachments' tab is selected, showing a table with one attachment: 'UCD-SFCONFIG-RFI-0009.docx' (48KB, Assembled 12/13/2018). A yellow arrow points to a link that says 'Click here (or save) to enable'.


To add an attachment just drag and drop:

This screenshot shows the 'Attachments' tab with a table containing one attachment: 'this would be a test.docx' (11KB, Assembled seconds ago). A yellow arrow points to a blue box with icons (upload, delete, etc.) and the text 'Drag and drop here'.



Route an RFI


Once you finalize your response, to move the document along, make sure you are in sequence 15, and click the thumbs up icon, this will then route the document back to the University for final review and distribution. *Please note: To do this you must be in the original document not the cc document.*











Seq	To	Status	Instructions	Comments	Notes	Date
1	Admin David Moody UC Davis - DCH (Project Staff)	Responded				Over: Dec 13, 2018 05:59 Acted: Dec 13, 2018 06:00
2	Test GB DCH Construction A General Partnership (Design Builder)	No Action				
2	Test GC T.B. Penick & Sons, Inc (GC CA)	Responded				Acted: Dec 13, 2018 06:01
2	Test Gen Cont (AE-T-GC) T.B. Penick & Sons, Inc (GC CA)	No Action				Viewed: Apr 10 13:52
3	Spitfire (System Use Only)	Sent On				Acted: Dec 13, 2018 06:01
4	Test DP (AE-T-Grounds) Coast Designworks (Design Professional)	CC'd				Viewed: Mar 13 09:47
4	Test GC T.B. Penick & Sons, Inc (GC CA)	CC'd				
4	Test Gen Cont (AE-T-GC) T.B. Penick & Sons, Inc (GC CA)	No Action			Auto Inbox Cleanup	Acted: Feb 15 12:28
5	Test PH (AE-T-Program) UC Davis - DCH (Project Manager)	Responded				Acted: Dec 17, 2018 13:41
15	Test DP (AE-T-Grounds) Coast Designworks (Design Professional)	Pending	Complete response	add comment like this		Viewed: Mar 13 09:47
16	Test PH (AE-T-Program) UC Davis - DCH (Project Manager)	Pending				
99	Spitfire (System Use Only)	Pending				
100	David Moody DCH - Supporting PM	CC'd				
100	Test DP (AE-T-Grounds) Coast Designworks (Design Professional)	CC'd				
100	Test GC T.B. Penick & Sons, Inc (GC CA)	CC'd				
100	Test Gen Cont (AE-T-GC) T.B. Penick & Sons, Inc (GC CA)	CC'd				
100	Test Insp IDR (AE-T-IDR) DCH Test Ass (Inspector - IDR)	CC'd				
100	Test Insp MRP(AE-T-MRP) DCH Test Ass (Inspector - Mechanical/Plumbing)	CC'd				
100	Test DC DCH Test ass no email address (Project Coordinator)	CC'd				



Once the University Representative has done the final review and distributed the document, you will get an email containing the final document information, which will also be a  document in your Spitfire Inbox.

Clear Inbox of documents

Documents with the  icon are waiting for action on your part. Once acted on, they will leave the Inbox. Documents CC'd to you appear in your inbox when the document is first received and again when a response has been sent. Click the  icon to open the document. Once you have viewed the document, if you would like to remove it from your inbox, you may do so by following these steps:










Click the  icon next to the CC in your Inbox (you will have to place your cursor over it to see it):

INBOX								
Project	Project Name	Type	DocNo	Description	To UCD	To Me	Priority	Status
	SFCONFIG	UCD DCM's Spitfire TEST & CONFIG Project	Submittal	0057	26 05 29 Support and Anchors	3/18/2019	seconds ago	Unsubmitted
	SFCONFIG	UCD DCM's Spitfire TEST & CONFIG Project	Submittal	0059	test Submittal (no action req)	4/11/2019	4/11/2019	In Review
	SFCONFIG	UCD DCM's Spitfire TEST & CONFIG Project	RFI	0017	test RFI Request	4/10/2019	4/10/2019	Open
	SFCONFIG	UCD DCM's Spitfire TEST & CONFIG Project	Submittal	0058	Plumbing spec / Submittal test	4/9/2019	4/9/2019	In Review
	SFCONFIG	UCD DCM's Spitfire TEST & CONFIG Project	RFI	0016	Question groundwater/ test of RFI	4/9/2019	4/9/2019	Open
	SFCONFIG	UCD DCM's Spitfire TEST & CONFIG Project	RFI	0007	test rfi / roofing issue	11/20/2018	4/9/2019	Closed
	SFCONFIG	UCD DCM's Spitfire TEST & CONFIG Project	RFI	0001.1	test/ question concerning outlets		4/1/2019	Unsubmitted
	SFCONFIG	UCD DCM's Spitfire TEST & CONFIG Project	Submittal	0026	test	11/13/2018	3/27/2019	Revise and Resubmit
	SFCONFIG	UCD DCM's Spitfire TEST & CONFIG Project	Submittal	0026	test	11/13/2018	3/27/2019	Revise and Resubmit
	SFCONFIG	UCD DCM's Spitfire TEST & CONFIG Project	Submittal	0048	Submittal 0048	3/13/2019	3/18/2019	In Review

After you click the , the data will expand with a blue background, click the second  icon to acknowledge and remove from your Inbox:

UCDAVIS
DESIGN AND CONSTRUCTION MANAGEMENT Construction Project Management and Accounting

Home +

INBOX								
Project	Project Name	Type	DocNo	Description	To UCD	To Me	Priority	Status
	SFCONFIG	UCD DCM's Spitfire TEST & CONFIG Project	Submittal	0057	26 05 29 Support and Anchors	3/18/2019	seconds ago	Unsubmitted
	SFCONFIG	UCD DCM's Spitfire TEST & CONFIG Project	Submittal	0059	test Submittal (no action req)	4/11/2019	4/11/2019	In Review
	SFCONFIG	UCD DCM's Spitfire TEST & CONFIG Project	RFI	0017	test RFI Request	4/10/2019	4/10/2019	Open
	SFCONFIG	UCD DCM's Spitfire TEST & CONFIG Project	Submittal	0058	Plumbing spec / Submittal test	4/9/2019	4/9/2019	In Review
	SFCONFIG	UCD DCM's Spitfire TEST & CONFIG Project	RFI	0016	Question groundwater/ test of RFI	4/9/2019	4/9/2019	Open
	SFCONFIG	UCD DCM's Spitfire TEST & CONFIG Project	RFI	0007	test rfi / roofing issue	11/20/2018	4/9/2019	Closed
	SFCONFIG	UCD DCM's Spitfire TEST & CONFIG Project	RFI	0001.1	test/ question concerning outlets		4/1/2019	Unsubmitted
	SFCONFIG	UCD DCM's Spitfire TEST & CONFIG Project	Submittal	0026	test	11/13/2018	3/27/2019	Revise and Resubmit
	SFCONFIG	UCD DCM's Spitfire TEST & CONFIG Project	Submittal	0026	test	11/13/2018	3/27/2019	Revise and Resubmit
	SFCONFIG	UCD DCM's Spitfire TEST & CONFIG Project	Submittal	0048	Submittal 0048	3/13/2019	3/18/2019	In Review

Route Response (freeform text)

Download final RFI document

If you need to download the final RFI response, go to the Attachments Tab on the closed document and download the document with a title that follows this convention:

UCD-ProjectNo-DocType-DocNo, for instance:

UCD-9501234-RFI-0001

To download, click the document format icon, the document will open and you can save it.

Attachments Route Detail

Name	Size	Note	Include	Cataloged
 UCD-SFCONFIG-RFI-0016.docx	50KB		Assemble	4/9/2019

That's it....you've completed reviewing, responding & routing an RFI!