

ormation

2024

object are developed it is inevitable that all of the information needed for construction will not adequately be provided in "perfect" documents with no discrepancies or missing information. When the contractor needs additional information, a Request For Information (RFI) should be issued to the architect. This RFI should clearly relay the information requested and state that neither the contractor's request or the architect's response provides authorization for work to proceed.

That all RFI's have to be submitted in writing and posted to Centerline to be valid. Technically a contract modification (or facsimile communication).

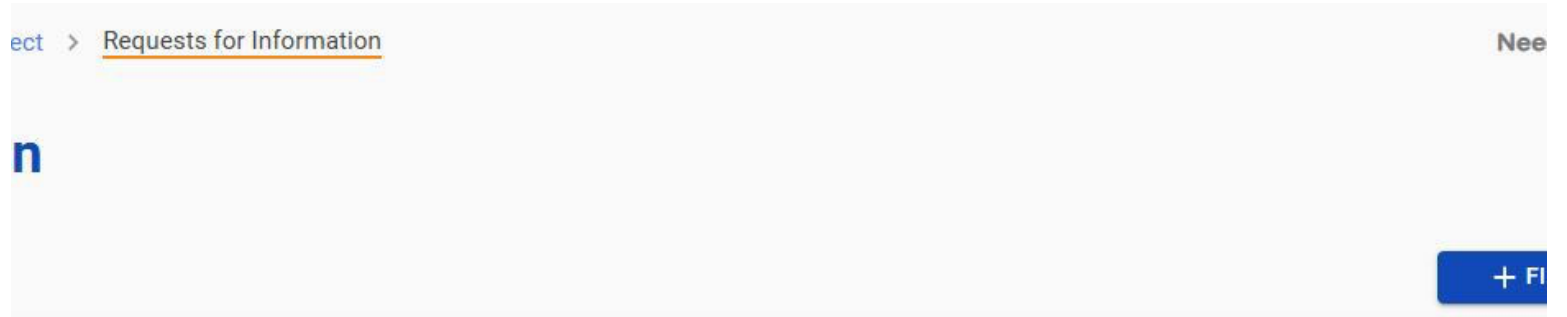
Under AIA A201 General Conditions, answered RFIs legally become a part of the Contract Documents as a condition precedent to payment. Requirements that fall under Article 7.4 "Minor Changes in the Work".

RFIs should be tracked with sequential numbering and be logged and tracked within Centerline. To note, it is the rule that RFIs should be answered and closed out within three business days of being submitted. Review the schedule for allowable for responding to RFIs.

Answers should also be provided in writing and/or graphic format and should clearly address the question in hand.

RFIs should be received and responded to through Centerline. The Project Manager is responsible for assigning and tracking RFIs. Follow the instructions below on how to respond to a RFI in Centerline:

1. Log into the Request for Information section of the Construction module in Centerline. A dashboard houses all RFIs and displays the person Currently Responsible, due date, Status, date returned to contractor and the contractor acceptance.



DESCRIPTION	SUBMITTED	CURRENTLY RESPONSIBLE	DUE	STATUS
Spec Section 23 81 21 state curbs are to be a minimum 14" tall and have been submitted per spec section 23 34 16 states...	12/01/2023	Not Assigned	12/17/2023	Review Compl
1. The attached drawings that came back from approval did not have some dimensions verified. On sheet E1, we need the...	12/02/2023	Grace Hebert Curtis Architects, LLC Project Manager GHC	02/16/2024	Under Review
Please see he attached plan highlights. WC-4 and WC-6 are wall-mounted Water Closets, however, where noted, they do not...	12/02/2023	Grace Hebert Curtis Architects, LLC Architect GHC	12/16/2023	Under Review
Civil drawings C160 calls out a 1-1/2" IRR line to be installed parallel to a 3" DW and 8" FW lines (see attachment) but...	12/03/2023	Grace Hebert Curtis Architects, LLC Project Manager GHC	12/17/2023	Under Review

the "Architect Administrator" (designated in the Construction Management section) as the responsible manager will receive an autogenerated email from Centerline notifying them that the ball is in their court. To receive notifications in real-time, it is the PM's responsibility to check Centerline daily at a minimum. The interface includes a navigation menu, current file attachment, comments, summary information, notification list, associated documents, and a search bar.

ect > Requests for Information > RFI #004 – Irrigation Line

Need

ne

EXPORT WITHDRAW DELETE

nation

Assign Consultant or Review RFI #004 – Irrigation Line

The progress bar shows the following stages from left to right:

- SUBMISSION** (Green bar): FINISHED 12/03/2023, with a checkmark icon.
- ASSIGN TO CONSULTANT** (Green bar): Currently active.
- REVIEW & MARKUP** (Blue bar): Next stage.
- BLUEBEAM STUDIO SETUP** (Blue bar): Next stage.
- COMPLETE** (Dark blue bar): DUE 12/17/2023, with a large number '3' below it.

Supporting Items

RR line to be installed parallel to a 3" DW and 8" FW lines (see attachment) but the drawings aren't very clear at the vault and picked up in the irrigation drawings L1 1.1. Please confirm that this 1-1/2" IRR line as shown at the Vault.

[DELETE](#)


"Assign to Consultant" button to assign this RFI to an internal or external party. Click on the Consultant drop down menu to select a consultant and enter the date for internal review. The allowable timeframe shown will follow the RFI duration specified in the RFI. Click the green "Assign to Consultant" button when finished.

Managers use this tool to assign responsibility within GHC project teams as well as outside consultants to an individual team member.

The dialog box is titled "Assign Consultant RFI #004 – Irrigation Line" and includes a close button (X). It displays a PDF attachment: "RFI 032 - Irrigation Line.pdf" with a "VIEW" button next to it. Below the attachment, the text reads: "The person you select as a confidential consultant will..."

receive a notification to review the submittal. They will be directed to leave their response and comments in the "Confidential Consultant Review" section.

Consultant ▼

DUE DATE FOR CONSULTANT
mm/dd/yyyy 



COMMENTS FOR CONSULTANT
Comments...

SUBMISSION FINISHED 12/03/2023


COMPLETE DUE 12/17/2023
3

ation will show up in the Confidential Consultant Review area just below the previous assignment at

ne

EXPORT  WITHDRAW  DELETE

Information

s here.
keep an eye 

Assign Consultant or Review RFI #004 – Irrigation Line ⓧ

Previously assigned consultant: Consultant GHC

SUBMISSION FINISHED 12/03/2023

COMPLETE DUE 11/08/2024
3

Confidential Consultant Review 0

visible to the General Contractor or Subcontractors

REVIEWER ACTION	COMMENTS	DATES	ARCHITECT ACTION
<input type="button" value="+ REVIEW"/>	0	ASSIGNED 10/28/2024 DUE INTERNAL 11/01/2024 RETURNED N/A	<input type="button" value="FINALIZE"/> <input type="button" value="Select an Act"/>

Receive an email notification. Click the "+Review" button to open the Confidential Review dialogue box.

RFI #004 – Irrigation Line Confidential Review ✕

Reviewing: RFI 032 - Irrigation Line... [VIEW](#)

DOWNLOAD

UPLOAD

OR

MARKUP IN BLUEBEAM REVU

OR

JOIN BLUEBEAM STUDIO SESSION

Review in progress

Review complete, return to architect

Comments...

SAVE (IN PROGRESS SELECTED)

TIP:

Markups added in Bluebeam are automatically shared among all reviewers of this file.

Downloading the file for offline review will create a new version of the file which is visible to all reviewers after upload. However, this marked-up version may have to be manually combined with other reviews by the architect before return to contractor.

document to review offline, upload a response document, or download a link to markup in Bluebeam R return to architect. When complete, click on the blue "Submit" button.

How is submitted, the Project Manager will receive an email notification and they will become the respo. In the Architect Action dropdown area the PM can select Accept, Return for Consultant Review, or C responses for validity, clarity, and possible change to the contract amount. If the response is expected to : to communicate to the owner as soon as possible.

Architectural Dimensions on Structural Steel Submittal Confidential Consultant Review

Visible to the General Contractor or Subcontractors

	REVIEWER ACTION	COMMENTS	DATES
RFI 002 - architectural & str... 2/05/2024@ 10:19AM	VIEW DOWNLOAD	<i>Complete</i> 0	ASSIGNED 02/05/2024 DUE INTERNAL 02/08/2024 RETURNED 02/05/2024

Architectural Dimensions on Structural Steel Submittal Supporting Items


check from approval did not have some dimensions
dimensions clouded with red verified, this may need to be

reload and the response document will appear in the top Consultant Review section. The Project Ma Review Complete and then click the blue "Return to Contractor" button. The RFI response will be sen ct.



SUBMISSION
FINISHED 12/02/2023

Consultant uploaded review:

 RFI 002 - architectural & structural respons... [VIEW](#) ×

[↓ DOWNLOAD](#) [↑ UPLOAD](#)

OR

[MARKUP IN BLUEBEAM](#)

Review in Progress

Review Complete

Consultant Comments: —

No comments to display.

[× CANCEL](#) [RETURN TO CONTRACTOR](#)

COMPLETE
DUE 02/16/2024

3

d with the response provided they can select Return for Consultant Review and the responsibility will
1 and the process repeats until the PM is satisfied with the response.