

1. Purpose: The Purpose of this process is to outline how Requests for Information (RFI) will be managed by the Design Builder (DB) / Contractor. The intent of Prolog is to dynamically manage the question and response process between the AE and Contractor/DB (Contractors). The HCAA hosted Prolog system should be the primary system used by the Contractor/DB to submit RFIs and answer RFIs.

The Contractor/DB may elect to have first tier construction sub-contractors submit RFIs utilizing the HCAA hosted Prolog system. The Contractor/DB must have first tier Design sub consultants review and answer RFIs using the HCAA hosted Prolog system. The Contractor/DB will be required to work with the MPDC team to established preferred system notifications and reporting.

2. RFI Development: The Contractor will create an RFI record for each individual question or clarification required in relation to the contract plans and/or specifications. Response time metric reports will be reviewed weekly at the Owner Architect Construction meeting (OAC). Pending RFIs that have not been responded to within the required response time will be reviewed in detail at the OAC meeting. Below is a detailed review of the RFI Prolog fields.

General Info

- A. Project RFI Number: This field is automatically generated.
- B. Subject: The Contractor/DB will enter a detailed description in the Subject line. This description will be reported on both summary level reports and detailed reports, therefore, a concise accurate description of the RFI question should be entered into this field.
- C. Importance: The Contractor/DB will select the level of importance from the drop down field. The Contractor/DB should take care to only submit truly critical RFIs as High Importance. All High Importance RFIs will be reviewed at the OAC meeting.
- D. HCAA Response Required: If the RFI requires action by HCAA, this box must be checked. By checking this box, a notification will be sent to the HCAA project team.
- E. Close: Once the Contractor/DB has received an answer and has no additional questions, the Close check box should be checked. Once the Close check box is checked the record will be locked from further editing.
- F. Date Created: This field will be automatically populated with the current date.
- G. Date Required: This field is automatically populated based on the contractual time requirements for the AE to provide a response.
- H. Date Answered: This date is entered when the AE submits an answer to the RFI question.

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- I. Discipline: The Contractor/DB will select the applicable RFI Discipline from the drop down selection options.
 - J. Category: The Contractor/DB will select the applicable Category from the drop down selection options.
 - K. Author Company: This field will be automatically populated based on the user log in information.
 - L. Author By: This field will be automatically populated based on the user log in information.
 - M. Contractor RFI Number: If a contractor is using an internal system alongside Prolog, they may elect to enter an internal reference number into this field.
 - N. Question: The Contractor/DB will enter a detailed question in this field by clicking on the “Add/View Comments...” button. All comments added to this field will be date and time stamped along with the logged in user’s name.
 - O. Answer Company: This field will be automatically updated when the Answered By field is updated.
 - P. Answer By: The responsible AE member will enter their name into this field.

Notes

- A. Suggestion: The Contractor/DB member entering the RFI may submit a proposed solution in the Suggestion comment box, by clicking on the Add/View Comments... field.
- B. Comments: The AE can respond to the suggestion in the Comments field by clicking on the Add/View Comments
- C. The Specification Reference and Sketch drawing fields will provide added information if available.

Impact

- A. Cost Impact: The Contractor/DB will indicate if the RFI will have a cost impact. If a cost impact is anticipated, the Contractor/DB will enter an estimated value. The Contractor/DB should enter any applicable details regarding the potential cost impact in the Cost Impact Comment field. If there is a true cost impact, the Contractor/DB shall identify the correct funding source (Design Builder Contingency or Owners Allowance) and follow the applicable process for applying funds.
- B. Schedule Impact: The Contractor/DB will indicate if the RFI will have a schedule impact. If a schedule impact is anticipated, the Contractor/DB will enter an estimated value. The Contractor/DB should enter any applicable details regarding the potential schedule impact in the Schedule Impact Comment field. The Design Builder Schedule Team should update the schedule accordingly.

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- C. Drawing Impact: The AE will indicate if the Contract Drawings will require an update via the ASI process. In order to ensure all RFIs requiring drawing updates are completed, the AE will enter the ASI number in the Comments field and check the Drawing Update Done box when the ASI has been issued.

Courtesy Copies

The Contractor/DB will add any additional project team members that need to be included on the distribution of the RFI at the creation of the RFI. The Project Team can develop standard distribution lists to copy on all RFIs.

Files

- A. The Contractor/DB will attach any applicable documents regarding the RFI to the Files Tab using the Quick Upload option.
- B. The AE may attach any applicable backup upon providing an answer.

Sub Project

- A. Sub Project: The Contractor/DB will enter the applicable Sub Project from the drop down field. Reporting will be developed to group RFIs by the Sub Project field.
- B. Sent to HCAA: If the RFI is directed to HCAA, the Contractor/DB will enter the date the RFI is sent to HCAA.
- C. Phase: If applicable, the Contractor/DB will enter the Phase from the drop down field. Reporting will be developed to group RFIs by the Phase field.
- D. Space: If applicable, the Contractor/DB will enter the Space from the drop down field. Reporting will be developed to group RFIs by the Space field.

Work Flow

Workflow will be utilized where HCAA Review of an RFI is needed. A standard Workflow will be available to select for the HCAA Review.

- 3. Reporting: Below are the three key reports that will be used for tracking and managing the RFI process.
 - A. Summary Log of All RFIs: The summary Log of All RFIs will be grouped by the Sub Project Field and sorted by RFI number. This report can be used by project team members to review the status of any RFI. No filters will be applied to this report.

Below are the fields that will be included in this report.

- a. RFI #
 - b. Subject
 - c. Author Company
 - d. Answer Company
 - e. Date Created
 - f. Date Required
 - g. Date Response
 - h. Cost Impact
 - i. Amount
 - j. Schedule Impact
 - k. Days
 - l. Dwg (drawing) Impact
 - m. Dwg (drawing) Update Complete
- B. Summary Log All Open RFIs for OAC Meeting: This summary log RFI report will have no grouping, sorted by RFI # and filtered for all RFIs with no Answer. This report will be reviewed at each OAC meeting. Any RFIs that have a Days Late value greater than 0 will be reviewed and the AE will provide a status update.

Below are the fields that will be included in this report.

- a. RFI #
 - b. Subject
 - c. Answer Company
 - d. Submitted
 - e. In Review
 - f. Date Required
 - g. Days Late
 - h. Amount
 - i. Delay
- C. RFI Trending Charts: This report will provide graphical metrics on the RFI Response Time in days, comparison pie chart of RFIs answered on time vs late and a stacked histogram of the RFI submitted per month broken out by RFIs answered on time vs RFIs answered late.