

Contractor-Initiated RFI Reference Card

EPDS – Contractor-Initiated RFIs Process Flow

Process Flow	Roles	Owner Inputs/Actions	EPDS Workflow Actions	Notifications
	Contractor	Input: 1 – Subject 2 – Question 3 – Recommendation 4 – Question Source: Contact & Company (pre-populated with creator of RFI, but is editable) 5 – Answer Source: Contact & Company 6 – Bid Item 7 – Custom Message: Please review the submitted question...	SUBMIT QUESTION [to Const Mgr or Resident Engineer] 6.1.1.1 6.1.1.2	CC: Chief Inspector
	Contractor	Input: 1 – If Question Clarification required, revised Input Items listed above. 2 – Question Clarification 3 - Custom Message: Please provide clarification...	SUBMIT CLARIFICATION [to Const Mgr or Resident Engineer] 6.1.1.3	CC: Chief Inspector
	Construction Manager or Resident Engineer	Review: Subject Question Recommendation Question Source - Contact - Company Answer Source - Contact - Company Bid Item	REQUEST QUESTION CLARIFICATION [to Contractor] 6.1.1.3	
	Construction Manager or Resident Engineer	Input: 1 – Answer 2 – Due Date 3 – Custom Message: Please review submitted answer... 4 – Attach completed PMO form	PMO Form Process 6.1.2.2 6.1.2.3	
	Contractor	Review: Answer Due Date	SUBMIT ANSWER [to Contractor] 6.1.3.1	CC: Corridor Mgr, Corridor Const Mgr
	Contractor	Input: 1 – Custom Message: Please provide clarification to the provided answer...	REQUEST ANSWER CLARIFICATION [to Const Mgr or Resident Engineer] 6.1.3.2	CC: Chief Inspector
	Construction Manager or Resident Engineer	Review: Custom Message	SUBMIT CLARIFICATION [to Contractor] 6.1.3.4	CC: Corridor Mgr, Corridor Const Mgr
	Construction Manager or Resident Engineer	Input: 1 – Const Mgr / RE to close if no request for clarification within two (2) business days using EPDS	CLOSE 6.1.3.3	

Contractor-Initiated RFI Reference Card

EPDS – RFI Review PMO Form Process Flow

Process Flow	Roles	Owner Inputs/Actions	EPDS Workflow Actions	Notifications
	<p>Construction Manager</p>	<p>Input: 1 – Name 2 – Attach Contractor-Initiated RFI 3 – Review Process - Step Number - Reviewing Contact - Reviewing Company 4 – Custom Message: Please provide a proposed answer...</p>	<p>START REVIEW 6.1.2.2</p>	
	<p>Reviewers</p>	<p>Input: 1 – Review Process - Recommendation - Review Comments</p>	<p>FINISH REVIEW 6.1.2.3</p>	
	<p>Construction Manager or Resident Engineer</p>	<p>Ad Hoc Forward Input: 1 – Custom Message : Please Review & Obtain NTTA Approval for Plan or Spec Proposed Revisions</p>	<p>Ad Hoc Forward to NTTA Design Mgr 6.1.2.4</p>	
	<p>NTTA Design Manager</p>	<p>Ad Hoc Forward Input: 1 – Custom Message : NTTA Approval for Plan or Spec Proposed Revisions GRANTED or REVISIONS REQUESTED</p>	<p>Ad Hoc Forward to Const Mgr / RE 6.1.2.4</p>	
	<p>Construction Manager or Resident Engineer</p>	<p>Input: 1 – Complete RFI Review PMO form by clicking the Accept workflow button. 2 – *See the Contractor-Initiated RFI workflow process.</p>	<p>ACCEPT 6.1.2.5</p>	

(* Inputs and actions in this step to be completed on the Contractor-Initiated RFI

