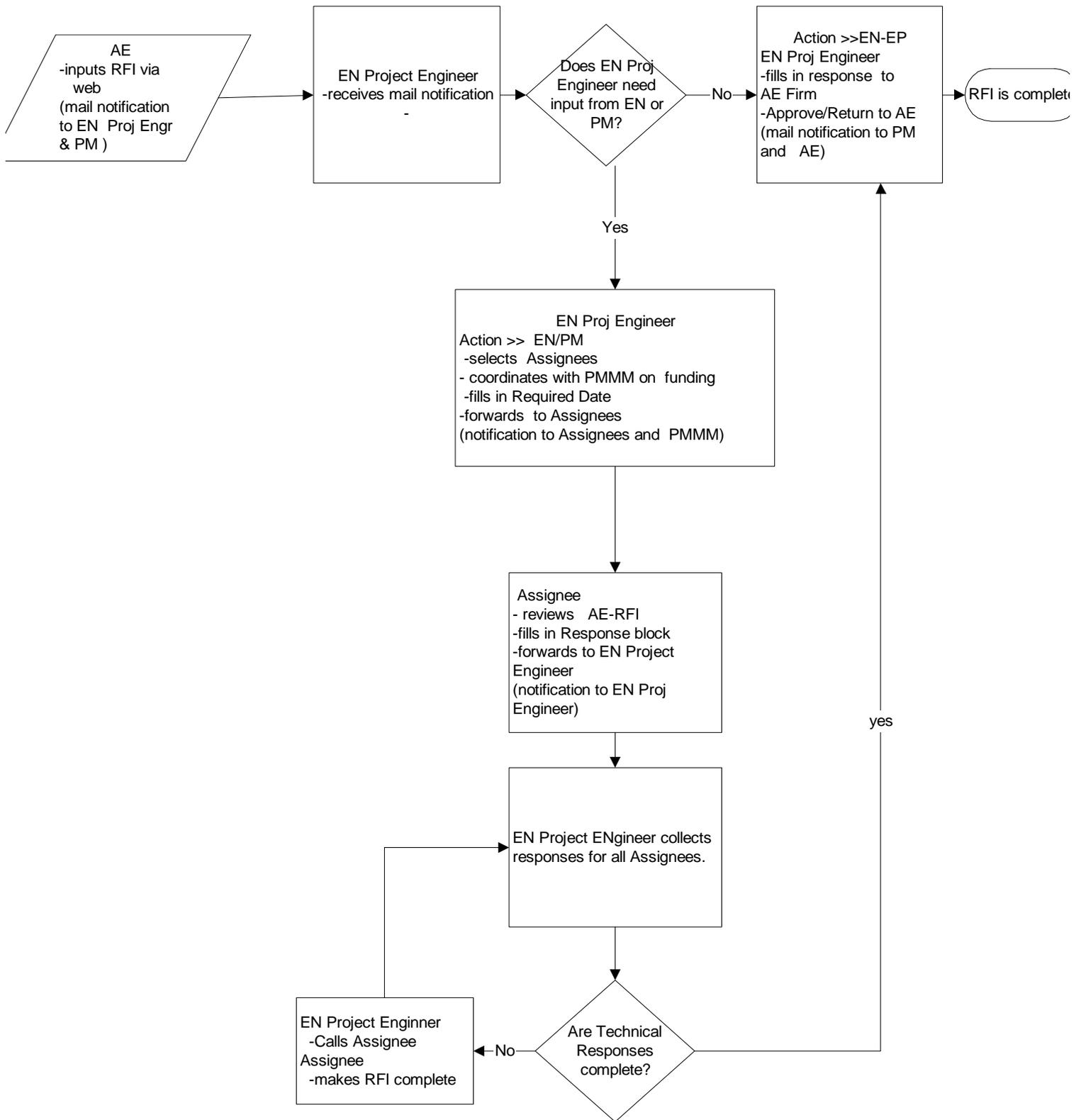


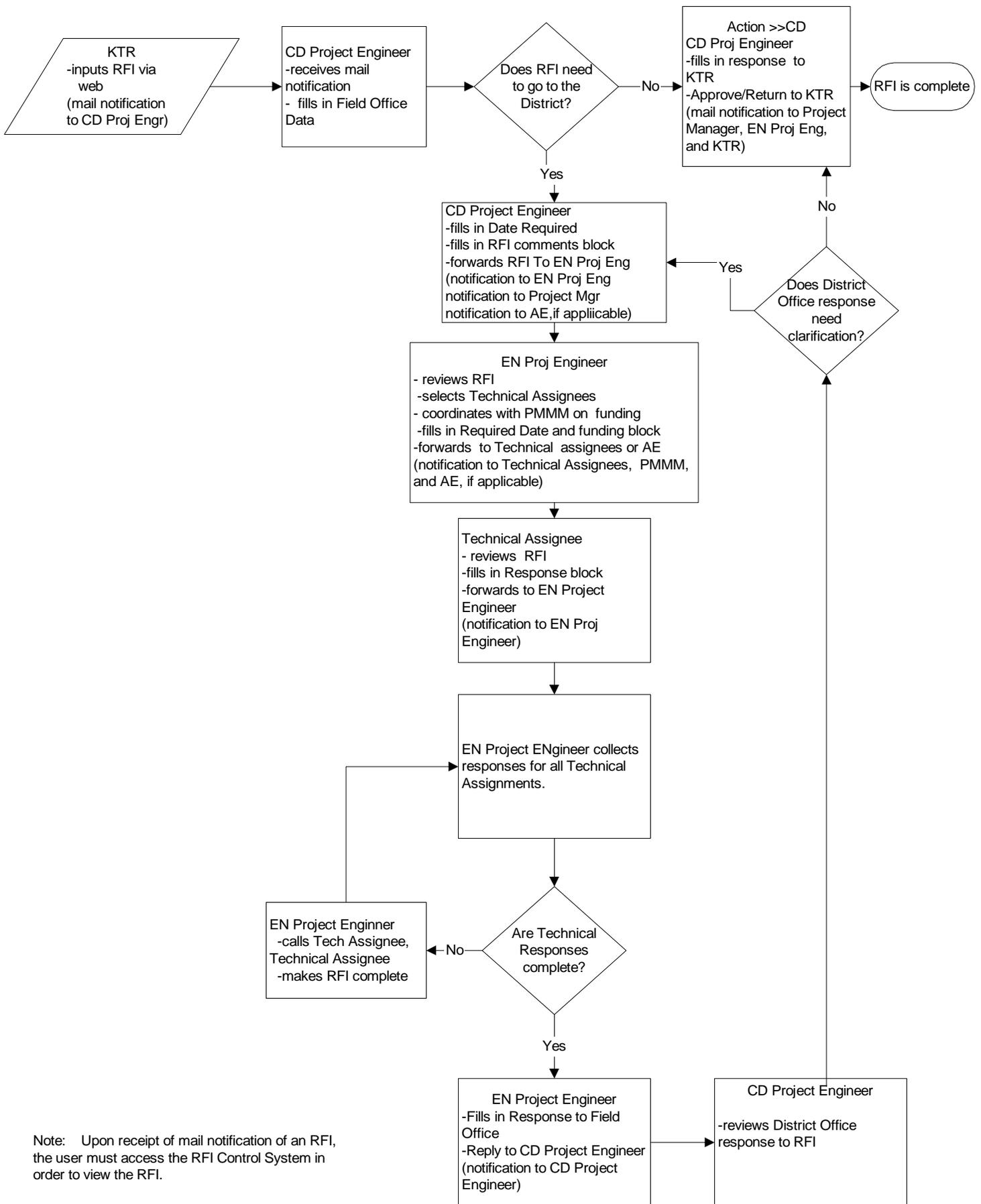
## CHAPTER F-3

### PROCEDURES FOR HANDLING REQUEST FOR INFORMATION (RFI) DURING DESIGN BY AE CONTRACTORS AND DURING CONSTRUCTION BY CONSTRUCTION CONTRACTORS

## AE RFI Data Flow



Note: Upon receipt of mail notification of an AE RFI, the user must access the AE RFI Control System in order to view the RFI.



Note: Upon receipt of mail notification of an RFI, the user must access the RFI Control System in order to view the RFI.

## A. Construction Contractors

Contractor inputs RFI: Instructions for entering Requests for Information (RFI) via the Internet

1. You must have a web ID and Password to access the RFI web system. Please call the Corps of Engineers Construction Division Project Engineer to obtain an ID and password.
2. You can get to the RFI system two ways:
  - a. <http://en.sas.usace.army.mil/cad.htm> .....select the "Request for Information" link
  - b. <http://155.82.195.46/sas/en/rficont.nsf>
3. You will be prompted to "Enter Network Password." Enter your ID (followed by "/cesas" and password.  
Example:  
User Name: Rosemary C Cone/cesas  
Password: \*\*\*\*\*  
  
Click OK
4. There are two views or ways to look at the RFIs, by Project Name or Installation. You can create RFIs from either view. Click on either Project Name or Installation.
5. Select the contract number from the drop box.  
Click on "List Project Titles" box.  
Select the Project Title that you want from the drop box.  
Click on "Refresh Fields."

The project information will now be displayed.

The Contractor must fill in 7 fields in the **Contractor Data** portion of the RFI form:

Date Required  
Priority  
Short Description  
Problem Description  
Recommended Action.  
Cost  
Time

When finished entering all information, go to the bottom of the page and click on "Save Project."

B. Field Office Data -CD Project Engineer

1. The CD Project Engineer will receive mail notification of any new RFIs for his/her project.
2. The CD Project Engineer has two “Action” options:
  - a. “Action” option →>CD --- The CD Project Engineer responds to the RFI without District input.

The CD Project Engineer fills in the following fields:

- Action: CD
- Reason for Change:
- Response to Contractor (right side of screen)
- Contract Modification Required (y / n)
- Click on “Approve/Return to Contractor” button  
(Mail notification is sent to the Contractor, PM, and EN Project Engineer)

Or

- b. “Action” option →> EN --- The CD Project Engineer forwards the RFI to the District (EN) for input.

- i. The CD Project Engineer fills in the following fields:

- Action: EN
- Reason for Change
- Date Required: (date that the CD Project Engineer needs an answer from the District (EN))
- RFI Comments: (any comments that the CD Project Engineer needs to address to EN.)
- Click on the “Forward to EN Project Engineer” button  
(Mail notification is sent to the EN Project Engineer, the Project Manager, and the AE, if applicable)

- ii. The CD Project Engineer waits until the EN Project Engineer completes the “Response to Field Office” in the District Office Data portion of the RFI form.

- iii. Once the EN Project Engineer “Responds to the CD Project Engineer,” the CD Project Engineer has two options:

- If the RFI is complete and clear, he/she fills out the following:
  - Response to Contractor (right side of screen)
  - Contract Modification Required (y / n)
  - Click on “Approve/Return to Contractor” button
- If the CD Project Engineer needs clarification from the District (EN), the CD Project Engineer will click on the “ReSubmit to EN Project Engineer” button. The EN Project Engineer will receive mail notification. Process will continue with C. below.

C. District Office Data -- EN Project Engineer

1. The EN Project Engineer will receive mail notification of any new RFIs for his/her attention.
2. The EN Project Engineer fills out the following fields in the DISTRICT OFFICE DATA:
  - Date Required (date that the EN Project Engineer needs an answer from the Technical assignee(s).
  - Checks the appropriate Technical Assignment(s)
  - Checks "Other" block under "Technical Assignment." Includes appropriate PMMM person in the "Distribution for Other."
  - Includes any comments he/she has to the Technical Assignees in the "Comments" block of the EN Project Engineering Section's block.
  - Fills out \$\$ value in the "Funding" block for each "Technical Assignee."
  - Clicks on the "Forward to Technical Assignment" button.  
(Mail notification is sent to the Technical Assignees, PM-MM, and AE, if applicable.)
3. The EN Project waits until each of the Technical Assignees has completed his/her "Comments" block. If a Technical Assignee's response is not complete or clear, the EN Project Engineer will call the Technical Assignee (or AE). The Technical Assignee or AE will then go back into the RFI and complete or clarify. (Technical Assignee's and AE's block will remain in "edit" mode until the EN Project Engineer forwards the RFI to the CD Project Engineer.
4. Once all of the Technical Assignees have responded, the EN Project Engineer completes the "Response to Field Office" block in the DISTRICT OFFICE DATA portion of the form and clicks on the "Reply to CD Project Engineer."  
(Mail notification goes to the CD Project Engineer.)

D. District Office Data -- Technical Assignee (or AE)

1. The Technical Assignee (or AE) will receive mail notification of any new RFIs for his/her attention.
2. The Technical Assignee or AE fills out the following blocks in the DISTRICT OFFICE DATA:
  - his/her "Response" block.
  - Clicks on the "Reply to EN Project Engineer" button in his/her Section's block.

Note: AEs can access the RFI system via the web:

You can get to the RFI system two ways:

- a. <http://en.sas.usace.army.mil/cad.htm> .....select the "Request for Information" link

- c. <http://155.82.195.46/sas/en/rficont.nsf>

You will be prompted to “Enter Network Password.” Enter your ID (followed by “/cesas” and password.

Example:

User Name: Rosemary C Cone/cesas

Password: \*\*\*\*\*

Click OK

There are two views or ways to look at the RFIs, by Project Name or Installation.

E. District Office Data -- PM-MM

1. The PM-MM will receive mail notification of any new RFIs for his/her attention.
2. The PMMM fills out the following fields in the DISTRICT OFFICE DATA:
  - In the “Other” block, the PM-MM fills out labor codes for each technical assignee (in-house only).
  - Clicks on the “Reply to EN Project Engineer” button in the “Other” block. (Mail Notification is sent to EN Project Engineer)