



User Guide for Inspectors

View an RFI

Design and Construction Management uses the Spitfire Project Management System (sfPMS). This guide provides the steps you will need to view an RFI.

If you need help or have any questions,
please send an email to:
cpmahelp@ucdavis.edu



Contents:

1. [How to view an RFI from email](#)
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5. [How to view an RFI in Open & Unsubmitted statuses](#)
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8. [How to download final RFI document](#)

Getting Started

This documents how to view an RFI for Inspectors. This document assumes that the Inspector's:

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

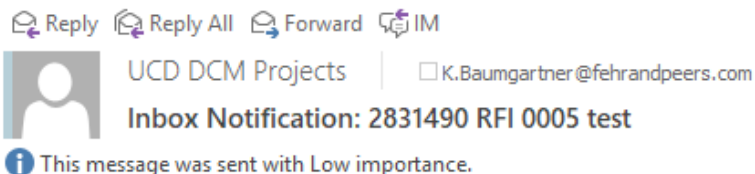
What do you do if you haven't been assigned login accounts? Refer to the [Login User Guide](#).

You will receive a notification when the RFI has been responded to and closed. If you want to look at closed RFI's, this guide will provide you the steps to do so.

Also, this guide will provide you the steps to look at RFI's in other statuses as well.

View an RFI from your email

To view 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>



Click link to open document

View an RFI from your Inbox

To view 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. For an RFI you will get a cc copy once it has been responded to and closed. From your inbox click on the  icon to open the document.

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 CME Laboratory Renovations	Inspection Request	0026	Industrial cold water 2nd floor	4/9/2019	4/11/2019	High	Re-Inspection Req'd
9532100	Physics CME Laboratory Renovations	Submittal	0097	26 01 00 Electrical General Requirements	3/26/2019	4/11/2019	Low	Revise and Resubmit
9532100	Physics CME Laboratory Renovations	Inspection Request	0005	Duct Demo Inspection	1/15/2019	4/10/2019	Low	Re-Inspection Req'd
9532100	Physics CME 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 CME Laboratory Renovations	Submittal	0061.1	13 48 23.11 Sound Control Enclosure Assemblies	4/9/2019	4/10/2019	Low	In Review
9532100	Physics CME Laboratory Renovations	Submittal	0099	22 05 23 Valves	4/3/2019	4/10/2019	Low	No Exceptions Taken

Once you click the  icon, you will see the RFI document open up on your screen for viewing:

Test RFI Request

Doc No: 0017

PROJECT: SFCONFIG UCD DCM's Spitfire 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

GC TAG: []

PRIORITY: LOW

Question/Response

QUESTION: Any questions contractor may have.

CONTRACTOR RECOMMENDATIONS: See attached for possible solution

FINAL RESPONSE TO CONTRACTOR: []

COMMENTS FROM ROUTE (NOT VISIBLE TO GC): From: Test PM (AE-T-ProjMan) Received: May 21, 2019 10:42 Please check solution suggested

View an RFI from your Home Dashboard

Alternatively you can view the RFI document for a specific project from your Home Dashboard. To view, from your Home Dashboard, select the project you want from the Project List, you can do so by clicking the site photo or project name in the Project List task bar.

UCDAVIS
 DESIGN AND CONSTRUCTION MANAGEMENT Construction Project Management and Accounting


Home Catalog Contacts Executive

INBOX

Project	Project Name	Type	DocNo	Description	To UCD	To Me
SFCONFIG	UCD DCM's Spitfire TEST & CONFIG Project	Submittal	0026.1	test		seconds ago
2831430	West Village - Student Housing P3 Development	Commitment	010086	Sunpower - Solar PV - West Village Student Housing P3 Develo...		3/22/2019
9530800	3rd & A Street Interior Renovations	Task	0057	PM training		3/15/2019
9523100	Chemistry Seismic and Life Safety Corrections	Task	0056	GC training		3/14/2019
9530800	3rd & A Street Interior Renovations	Task	0055	GC and DP training		3/13/2019
9523100	Chemistry Seismic and Life Safety Corrections	Task	0054	DP training/ Coactdesignwork		3/13/2019
9523100	Chemistry Seismic and Life Safety Corrections	Commitment	010051	BHM - Chemistry Annex Seismic - C-BHM-3		3/13/2019
9522100	La Rue Road Bridge Replacement	Task	0053	DP training		3/11/2019
9522100	La Rue Road Bridge Replacement	Task	0052	GC training La rue		3/8/2019
9522100	La Rue Road Bridge Replacement	Task	0051	PM training		3/8/2019

1 2 3 4 5 6

PROJECT LIST

Site Photo	Project Name	Location	Description	Start	Completion
	UCD DCM's Spitfire TEST & CONFIG Project SFCONFIG	255 Cousteau Pl Davis, CA 95618 (map)	Project used for configuring Spitfire		

Once you click on the site photo or project name your Project Dashboard will open. If your Project Dashboard doesn't default to RFI Request, you will want to select the RFI document in the processes type area:

SFCONFIG - UCD DCM's Spitfire TEST & CONFIG Project

PROCESSES

- Completed
- Notice of Defective Work 1
- Notice to Proceed 2
- Pay Request 5
- Permits 2
- Project Info 1
- Project Update 4
- RFI 43**
- Schedule 1
- Submittal 73

No	Discipline	Subject	Status	Submitted	GC Tag	Responded	Commitment
0036	M - Mechanical	HE Supply line	Open	2/24/2020			C10015
0034	S - Structural	concrete question	Open	2/12/2020			C10015
0026	S - Structural	concrete question #26	Open	9/13/2019			C10015
0025	S - Structural	concrete question	Open	8/21/2019			C10015
0024	S - Structural	concrete question	Open	8/13/2019			C10015
0023	E - Electrical	electrical panel	Open	6/25/2019	open field		C10015

To view an RFI document you will click on the icon:

SFCONFIG - UCD DCM's Spitfire TEST & CONFIG Project

PROCESSES

- Beneficial Occupancy 3
- CO 19
- Commitment 6
- COR 6
- Field Inspection Report 11
- Field Order 28
- Guarantee Defect Notice 1
- Interim Request 5
- RFI 43**

Type	No	Discipline	Subject	Status	Submitted	GC Tag	Responded	Commitment
Beneficial Occupancy	0037	M - Mechanical	Air question	Unsubmitted				C10015
CO	0036	M - Mechanical	HE Supply line	Open	2/24/2020			C10015
Commitment	0034	S - Structural	concrete question	Open	2/12/2020			C10015
COR	0026	S - Structural	concrete question #26	Open	9/13/2019			C10015
Field Inspection Report	0025	S - Structural	concrete question	Open	8/21/2019			C10015
Field Order	0024	S - Structural	concrete question	Open	8/13/2019			C10015
Guarantee Defect Notice	0023	E - Electrical	electrical panel	Open	6/25/2019	open field		C10015

Once you click the icon, you will see the RFI document open up on your screen for viewing:

Doc No: 0036
 PROJECT: SFCONFIG
 COMMITMENT: C10015
 SUBJECT: HE Supply line
 DISCIPLINE: M - Mechanical
 STATUS: Open
 REQUESTED BY: T.B. Penick & Sons, Inc
 SUBMITTED: 2/24/2020

UCD DCM's Spitfire TEST & CONFIG Project
 DBB C-00015 (Lump Sum) T.B. Penick & Sons, Inc

GC Tag:
 PRIORITY: Low

Question/Response

QUESTION: Plan page P100.3 shows a ¼ HE supply line coming from room 23 and going upstairs to mechanical room 2nd floor, then detail 5 on P 102 shows that being ½" line. Is this correct? If so where should this reduce at?



CONTRACTOR RECOMMENDATIONS: n/a

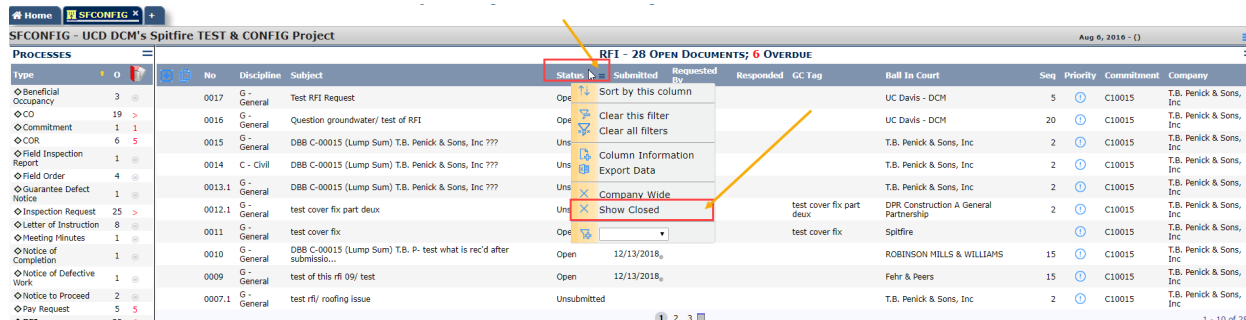
FINAL RESPONSE TO CONTRACTOR:

Attachments

Name	Size	Note	Include	Cataloged
UCD-SFCONFIG-RFI-0034.docx	50KB		Assemble	2/24/2020
CPMA UAT_Caroline-revised_mile.xlsx	1.6MB		Assemble	2/24/2020

Filter for closed RFI's

To filter for a closed RFI document, go to your project dashboard and make sure you are on the RFI in the processes type area. To use the filter, click near the column name 'status' to get the  icon (it's very small), a drop down menu will appear, select the  icon to show closed.



Once you select show closed, your project dashboard will refresh and the closed status documents will also appear

RFI - 62 DOCUMENTS; 12 OVERDUE

No	Discipline	Subject	Status	Submitted	GC Tag	Responded	Commitment	Ball In Court
0027	G - General	Test of 0027	Closed	9/13/2019		10/4/2019	C10015	Spitfire
0026	S - Structural	concrete question #26	Open	9/13/2019			C10015	UC Davis - DCM
0025	S - Structural	concrete question	Open	8/21/2019			C10015	UC Davis - DCM
0024	S - Structural	concrete question	Open	8/13/2019			C10015	UC Davis - DCM
0023	E - Electrical	electrical panel	Open	6/25/2019	open field		C10015	UC Davis - DCM
0022	M - Mechanical	HE Supply line	Closed	6/24/2019		1/16/2020	C10015	Spitfire
0021	P - Plumbing	industrial cold water 2nd floor/ test	Open	6/21/2019			C10015	UC Davis - DCM

Click on any  icon to open up the closed document:

RFI - 62 DOCUMENTS; 12 OVERDUE

No	Discipline	Subject	Status	Submitted	GC Tag	Responded	Commitment	Ball In Court
0037	M - Mechanical	Air question	Unsubmitted				C10015	Test Gen Cont (AE-T-GC)
0036	M - Mechanical	HE Supply line	Open	2/24/2020			C10015	UC Davis - DCM
0035	M - Mechanical	HE Supply line	Closed	2/12/2020		2/24/2020	C10015	Spitfire
0034	S - Structural	concrete question	Open	2/12/2020			C10015	UC Davis - DCM
0033	M - Mechanical	HE Supply line	Revised	1/16/2020		2/12/2020	C10015	Spitfire

Once you click the  icon, you will see the closed RFI document open up on your screen for viewing:

Doc No: 0035
 PROJECT: SFCONFIG UCID DCM's Splitfire TEST & CONFIG Project
 COMMITMENT: C10015 DBB C-00015 (Lump Sum) T.B. Penick & Sons, Inc
 SUBJECT: HE Supply line
 DISCIPLINE: M - Mechanical
 STATUS: Closed
 REQUESTED BY: T.B. Penick & Sons, Inc
 SUBMITTED: 2/12/2020
 GC TAG: []
 PRIORITY: Low

Question/Response Details

QUESTION: Plan page P100.3 shows a ¾ HE supply line coming from room 23 and going upstairs to mechanical room 2nd floor, then detail 5 on P 102 shows that being ½" line. Is this correct? If so where should this reduce at?

CONTRACTOR RECOMMENDATIONS: na


FINAL RESPONSE TO CONTRACTOR: Here is my answer/ Reduce at ...

Attachments Route Detail

ID	Name	Size	Note	Include	Cataloged
	UCID-SFCONFIG-RFI-0035.docx	50KB		Assemble	2/24/2020
	This would be a test.docx	11KB		Assemble	2/12/2020
	Fleat1.pdf	96KB		Assemble	2/12/2020

View RFI in other statuses (Open & Unsubmitted)

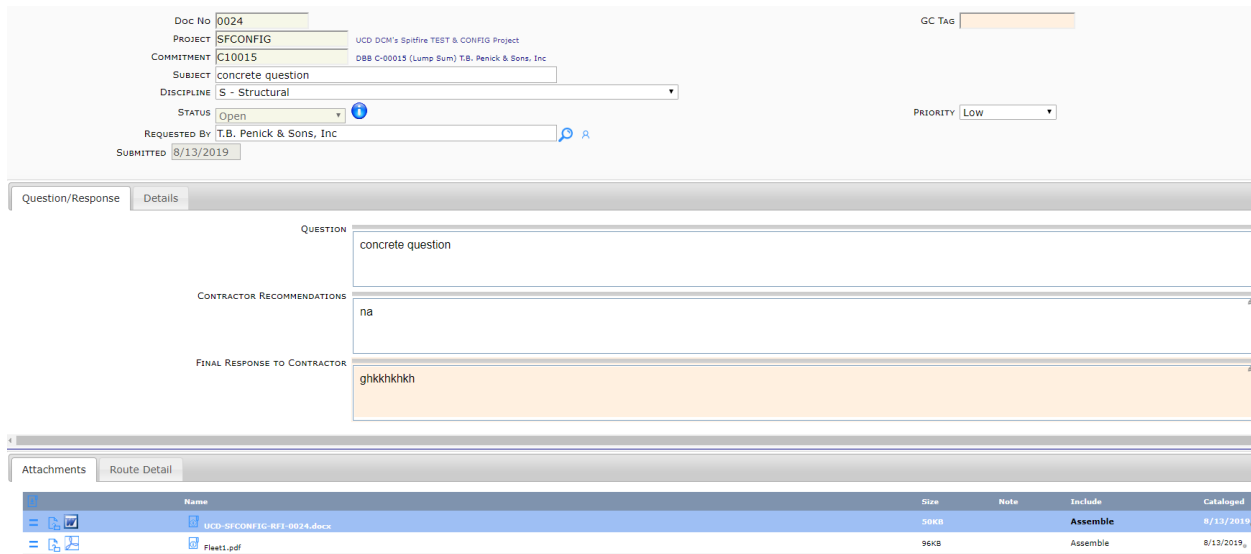
To view an RFI in open and unsubmitted statuses, go to your Project Dashboard and make sure you are on the RFI in the processes type area. Look at the status column to see the statuses, click on any color

 icon to open up the document:

RFI - 62 DOCUMENTS; 12 OVERDUE

No	Discipline	Subject	Status	Submitted	GC Tag	Responded	Commitment
0037	M - Mechanical	Air question	Unsubmitted				C10015
0036	M - Mechanical	HE Supply line	Open	2/24/2020			C10015
0035	M - Mechanical	HE Supply line	Closed	2/12/2020		2/24/2020	C10015
0034	S - Structural	concrete question	Open	2/12/2020			C10015
0033	M - Mechanical	HE Supply line	Revised	1/16/2020		2/12/2020	C10015
0032	S - Structural	concrete question	Closed	11/25/2019		2/12/2020	C10015
0031	M - Mechanical	HE Supply line	Closed	11/22/2019		1/16/2020	C10015
0030	M - Mechanical	HE Supply line	Closed	11/21/2019		11/22/2019	C10015
0029	G - General	what color	Closed	10/10/2019		10/15/2019	C10015
0028	G - General	foundation inspection/ test	Revised	10/8/2019		11/8/2019	C10015



Once you click the  icon, you will see the RFI document open up on your screen for viewing:




Name	Size	Note	Include	Cataloged
UCD-SFCONFIG-RFI-0024.docx	50KB		Assemble	8/13/2019
Flaet1.pdf	94KB		Assemble	8/13/2019

View RFI in other statuses (Revised & Voided)



To view an RFI in revised or voided statuses, go to your Project Dashboard and make sure you are on the RFI in the processes type area.


To filter for a closed RFI document, go to your project dashboard and make sure you are on the RFI in the processes type area. To use the filter, click near the column name 'status' to get the  icon (it's very small), a drop down menu will appear, select the drop down menu next to the  icon and select which status you want to filter for:

























No	Discipline	Subject	Status	Submitted	Requested By	Responded	GC Tag	Ball In Court	Seq	Priority	Commitment	Company
0017	G - General	Test RFI Request	Open					UC Davis - DCM	5		C10015	T.B. Penick & Sons, Inc
0016	G - General	Question groundwater/ test of RFI	Open					UC Davis - DCM	20		C10015	T.B. Penick & Sons, Inc
0015	G - General	DBB C-00015 (Lump Sum) T.B. Penick & Sons, Inc ???	Unsubmitted					T.B. Penick & Sons, Inc	2		C10015	T.B. Penick & Sons, Inc
0014	C - Civil	DBB C-00015 (Lump Sum) T.B. Penick & Sons, Inc ???	Unsubmitted					T.B. Penick & Sons, Inc	2		C10015	T.B. Penick & Sons, Inc
0013.1	G - General	DBB C-00015 (Lump Sum) T.B. Penick & Sons, Inc ???	Unsubmitted					T.B. Penick & Sons, Inc	2		C10015	T.B. Penick & Sons, Inc
0012.1	G - General	test cover fix part deux	Unsubmitted					DPR Construction A General Partnership	2		C10015	T.B. Penick & Sons, Inc
0011	G - General	test cover fix	Open					Spitfire			C10015	T.B. Penick & Sons, Inc
0010	G - General	DBB C-00015 (Lump Sum) T.B. P- test what is rec'd after submissio...	Open					Coact Designworks	16		C10015	T.B. Penick & Sons, Inc
0009	G - General	test of this rfi 09/ test	Open					Fehr & Peers	15		C10015	T.B. Penick & Sons, Inc
0007.1	G - General	test rfi/ roofing issue	Unsubmitted					T.B. Penick & Sons, Inc	2		C10015	T.B. Penick & Sons, Inc

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

Once you click the  icon next to the CC in your Inbox, 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 UCID	To Me	Priority	Status		
	SFCONFIG	UCD DCM's Splitfire TEST & CONFIG Project	Submittal	0057	26 05 29 Support and Anchors	3/18/2019	seconds ago		Unsubmitted	
	SFCONFIG	UCD DCM's Splitfire TEST & CONFIG Project	Submittal	0059	test Submittal (no action req)	4/11/2019	4/11/2019		In Review	
	SFCONFIG	UCD DCM's Splitfire TEST & CONFIG Project	RFI	0017	Test RFI Request	4/10/2019	4/10/2019		Open	
	SFCONFIG	UCD DCM's Splitfire TEST & CONFIG Project	Submittal	0058	Plumbing spec / Submittal test	4/9/2019	4/9/2019		In Review	
	SFCONFIG	UCD DCM's Splitfire TEST & CONFIG Project	RFI	0016	Question groundwater/ test of RFI	4/9/2019	4/9/2019		Open	
	SFCONFIG	UCD DCM's Splitfire TEST & CONFIG Project	RFI	0007	test rfi/ roofing issue	11/20/2018	4/9/2019		Closed	
<div style="border: 1px solid #ccc; padding: 5px;"> Route Response (freemform text)   </div>										
	SFCONFIG	UCD DCM's Splitfire TEST & CONFIG Project	RFI	0001.1	test/ question concerning outlets		4/1/2019		Unsubmitted	
	SFCONFIG	UCD DCM's Splitfire TEST & CONFIG Project	Submittal	0026	test	11/13/2018	3/27/2019		Revise and Resubmit	
	SFCONFIG	UCD DCM's Splitfire TEST & CONFIG Project	Submittal	0026	test	11/13/2018	3/27/2019		Revise and Resubmit	
	SFCONFIG	UCD DCM's Splitfire TEST & CONFIG Project	Submittal	0048	Submittal 0048	3/13/2019	3/18/2019		In Review	

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

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

That's it.....you've completed viewing an RFI!