

Procedure	Title: REQUESTING TECHNICAL INFORMATION FROM ENGINEERING SERVICES			Document Number: ENG-P-0018	
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SUBJECT REQUESTING TECHNICAL INFORMATION FROM ENGINEERING SERVICES

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PURPOSE

The purpose of this procedure is to provide guidelines for answering technical questions and obtaining information related to Base Operations and Spaceport Services (BOSS) contract Engineering Services that has been submitted either by internal or external customers. This procedure also identifies the process used to track the completion date, response time and manage the change control process when information is requested and released.

SCOPE AND APPLICABILITY

This procedure includes three (3) distinct methods used to request and obtain technical information from Engineering Services and other organizations within BOSS. The requests received may be one of the following: Requests for Information (RFI), Technical Evaluation (TE), and Submittals. This procedure applies to any design performed under the responsibility of BOSS Engineering Services directorate regardless of the actual design agent.

PROCESS

The RFI, TE, and Submittals are requests submitted by various individuals requesting support, information, or approval from the appropriate BOSS technical department. Processes have been put into place to ensure that the appropriate departments can respond, approve, or disapprove the request that is being submitted.



BOSS charging mechanism for these tasks typically involves task order funds for RFI, TE, and Submittal efforts, and SO-ENG counts for IR efforts.

1. REQUEST FOR INFORMATION (RFIs)**1.1. Purpose and Initiation of RFIs**

The RFI is a contract document used in the construction industry in cases where it is necessary to confirm the interpretation of a detail, specification, or note on the construction drawings or to secure a documented directive or clarification to start or continue work.

- 1.1.1. Request for Information (RFI) is sent to the Subcontract Administrator (SCA) or Purchasing Agent (PA) and to EPC. RFIs can be received during the Request for Proposal (RFP) or after contract award.
- 1.1.2. The SCA or PA reviews the RFI and determines what action is required. A contractual issue will be answered by the responsible SCA or PA. If the RFI requires a response by another organization, using form PRO-F-RFI, BOSS Request for Information, the Engineering Project Control (EPC) office will process as defined in "FIGURE 1 - RFI Process Flow."

- 1.1.3. The response will be documented using the RFI Response Form ([PRO-F-RFI](#)). The responsible Engineer will be required to obtain concurrences of other organizations if the response has an impact on Quality, Safety, & Environmental Services (QSE), Configuration, or affects a Major Component (MC).
- 1.1.4. The RFI response is signed by the following: The Branch Manager, Baseline Manager (BLM), the responsible Engineer, Construction Inspector (post award), and the assigned Project Manager. All responses to the RFI will be sent to Quality, Safety and Environmental (QSE) if they feel the answered RFI has an impact in their area they can **immediately** contact the assigned Project Manager (PM) to further discuss the issue. All responses to the RFI will be sent to the BOSS SE and the NASA SE, for changes that affect Major Components (MC). The SCA or PA are the only individuals permitted to provide the answer to the Seller.
- 1.1.5. All RFIs are to be reviewed, responded, and returned to EPC for proper routing to the SCA or PA within seven (7) calendar days. This time limit may be shortened if the SCA or PA requests immediate action.
- 1.1.6. The answer to the RFIs must also identify if it was the result of 1) Unforeseen Field Condition 2) Design Deficiency 3) New Requirement 4) Alternate Method, or 5) Clarification was just required.

1.2. RFI Changes to Original Drawings or Specifications

- 1.2.1. If the response requires an increase or decrease in project scope:
 - 1.2.1.1. The RFI response must be accompanied by the Construction Cost Estimate Form (ENG-F-DE11) detailing the change and estimated cost difference to the contract.
- 1.2.2. If the RFI response requires change to a critical, configured, or mission essential element of the design:
 - 1.2.2.1. The box that states "yes" on the RFI form must be checked. BLM will coordinate CCB approval and enter a CCB number on the RFI form.
- 1.2.3. If the RFI response requires change to a health, environmental, safety, reliability, or quality element of the design:
 - 1.2.3.1. The box that states "yes" on the RFI form must be checked. The responsible Engineer will be required to coordinate with QSE to ensure that all issues have been met and can be incorporated into the project.

2. TECHNICAL EVALUATIONS (TE)

2.1. Initiate a Request

- 2.1.1. The Responsible SCA or PA initiates a request for a Technical Evaluation, as defined in Figure 3 – TE Process Flow, sending the request to EPC to route to the appropriate PM for response.

- 2.1.2. All TEs are to be reviewed and returned to EPC for proper routing to the SCA or PA within seven (7) calendar days. This time limit may be shortened if the SCA or PA requests immediate action.

2.2. Cost Changes

The Project Manager will compare the cost estimate completed as part of the related RFI response, with the Contractor's submitted technical data. The PM will document the review using TE Response Form ENG-F-PM12 and will submit through the EPC to the responsible SCA or PA for their action.

3. SUBMITTALS

Submittals indicate how the Contractor, fabricators, and suppliers are to comply with requirements of the contract documents. Submittals are created by the Lead Design Engineer (LDE) through the SpecsIntact program used by the Government to produce specifications for a design project, specifications are created in accordance with procedure ENG-I-DE23 - Creation Of Construction Specifications. There may be times when a Specification or Statement of Work (SOW) is developed outside of SpecsIntact. If this is the case submittals are still required and will be called out both within the document and on the Submittal Register.

3.1. Responsibility of Submittals and Submittal Register

- 3.1.1. Project Managers (PM) and support organizations shall use the submittal process to ensure that all required items from the Contractor are included on a submittal and must be approved prior to the start of the contract or the installation of the identified parts or equipment. The PM, LDE, and support organizations identify who is responsible for approving what submittals during the project design reviews. There may be times when more than one organization is required to approve the same submittal item.
- 3.1.2. The PM has the responsibility to ensure that the documentation provided by the Contractor as listed on the Submittal Register meets project goals and supports project milestones. The LDE provides technical oversight as required. All submittals will be the responsibility of the SCA or PA and processed under their signature.

3.2. Specification Submittal Register Template (ENG-F-DE23b)

- 3.2.1. A Submittal Register identifies equipment, materials, test plans, warranties, project schedules, as-built documentation, owner's manuals, and safety and environmental plans for which submittals are required by the specifications. This list may not be all inclusive and additional submittals may be required. The SCA or PA will provide the initial submittal register in electronic format to the Contractor. Thereafter, EPC will maintain a complete list of all submittals, including completion of all data columns. The Contractor will track all submittals. Implementation will not begin until all SD-01 submittals have been approved.

- 3.2.2. The following information columns (a) through (f) will be provided by EPC and will already be filled out for the Contractors use. An electronic copy in Excel format will be provided at the time the project is awarded by the SCA or PA.
- 3.2.2.1. Column (a) Trans-Action Control Number: Numerical sequence number that will be used on the Submittal Approval form to identify which submittal line item or portion of a line item is being answered.
- 3.2.2.2. Column (a1) is for Engineering Documentation Center (EDC) items and is titled EDC. This column will have an X on TA lines that will go to EDC, e.g., Warranties, Tests, O&M Manuals, etc. Next to this column is (a2), Major Components (MCs) column and is titled Mjr Item. This column will have an X on TA lines that will be considered MCs, e.g., AHU, Fire System Pumps, Water System Pumps, Substation, etc. and additional TA lines will be added to accommodate the additional AA responses.
- 3.2.2.3. Column (b) Submittal Description (SD) No.: List each submittal (SD No. e.g., SD-04) required by the appropriate specification section.
- 3.2.2.4. Column (c) Specification Section No.: Lists specification section in which submittal is required.
- 3.2.2.5. Column (d) Submittal Description: Brief description of what the submittal item is as called out within the specification section.
- 3.2.2.6. Column (e) Specification Paragraph No.: Lists principal paragraph in specification section or SOW where a material or product is specified.
- 3.2.2.7. Column (f) Approval Authority (AA): This column indicates the reviewing authority for each submittal: "PM" = Project Manager, "DE" = Design Engineering, "AE" = contracted A&E firm, "SE" = BOSS System Engineer, "N" = NASA System Engineer, "S" = Safety, "E" = Environmental, and "CI" = Construction Inspector.

If no approving authority is specified, then "DE" is the defaulting authority.

3.3. Processing a Contractor Submittal

For all Construction or Service contracts being implemented by BOSS, submittals will be processed through the SCA or PA.

3.4. EPC Processing Submittal

EPC will send a standard email containing a link to the submittal form and any files attached to the responsible Approval Authority as identified on the Submittal Register requesting an answer within seven (7) calendar days. Once signed, the Submittal is emailed to EPC who will update Maximo and forward signed electronic copy and any attachments by email to the appropriate SCA, PA, Vendor, and all other involved departments.

3.5. Submittal Reviewing Certifying and Approving Authority

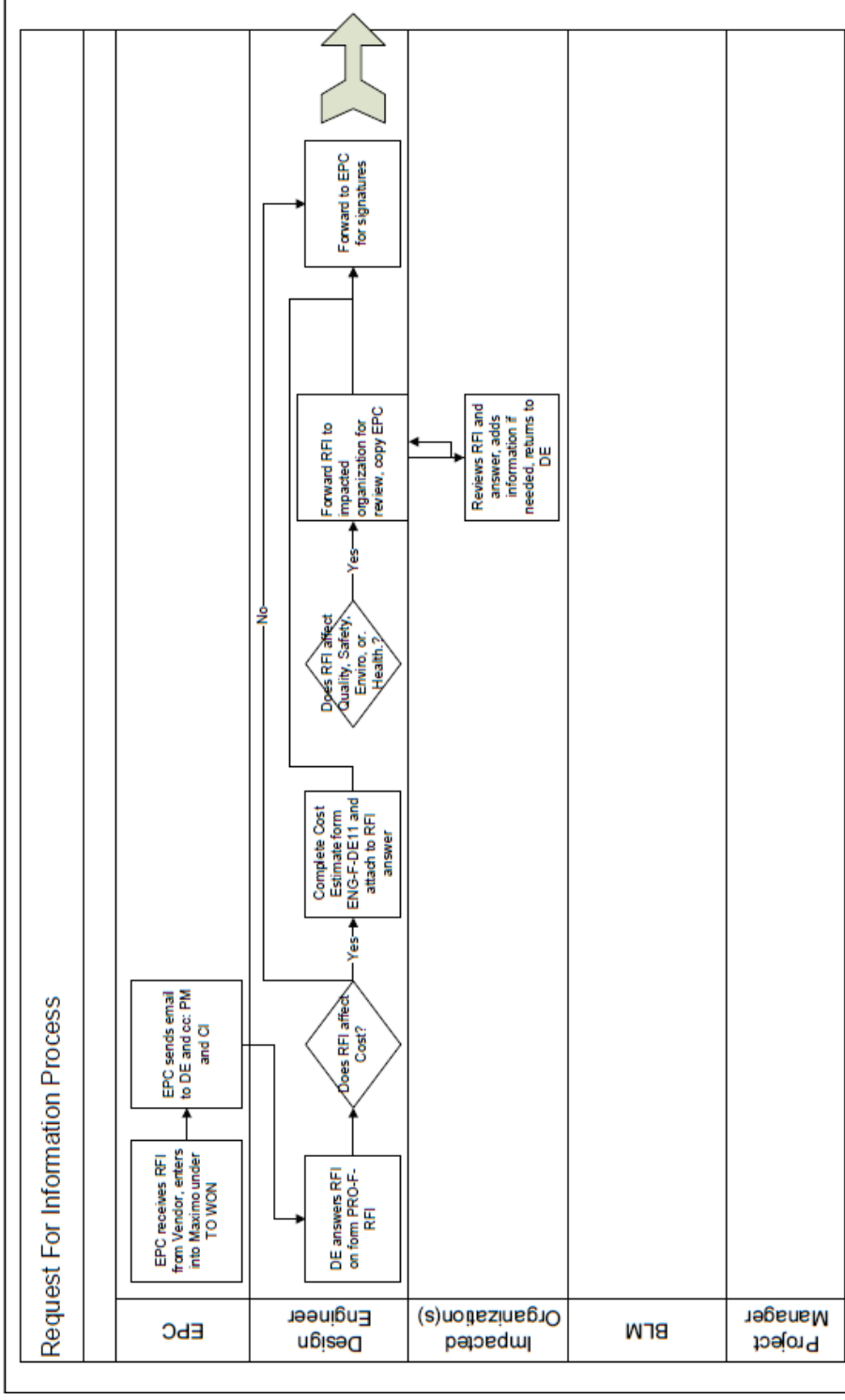
Engineering Services is the primary authority responsible for reviewing and approving the bulk of the submittals to ensure they follow technical requirements as specified in the Construction Specification or SOW. All MCs submittals will be reviewed and approved by DE, the SE and N respectively. All safety and environmental submittals will be reviewed and approved by those departments respectively.

3.6. Submittal Actions Possible

- 3.6.1. Submittals marked "Approved" (A) authorize the Contractor to proceed with the work covered.
- 3.6.2. Submittals marked "Approved as Noted" (AN) authorize the Contractor to proceed with the work covered provided the Contractor takes no exception to the corrections. Incorporate notes prior to submission of the final submittal.
- 3.6.3. Submittals marked "Disapproved/Resubmit" (D) no component or partial item of a resubmittal may be accomplished until the submittals are completely "approved" or "approved as noted".
- 3.6.4. Submittals marked "Information/Approval not Required" (I) are informational only.

If changes are necessary to approved submittals, make such revisions, and resubmit the submittals in accordance with the procedures above. No item of work requiring a submittal change is allowed until the changed submittals are approved.

FIGURE 1: RFI FLOW



BLM=Baseline Mgr; BM=Branch Mgr; SCA=Subcontracts Admin; CE=Cost Estimator; CI=Construction Inspector; DE=Design Engineer; PE=Responsible Prof Engr; PM=Project Mgr; ESM=Engineering Services Mgr, QSE=Quality, Safety, Environmental; EPC=Engineering Project Control

FIGURE 1: (CONTINUED)

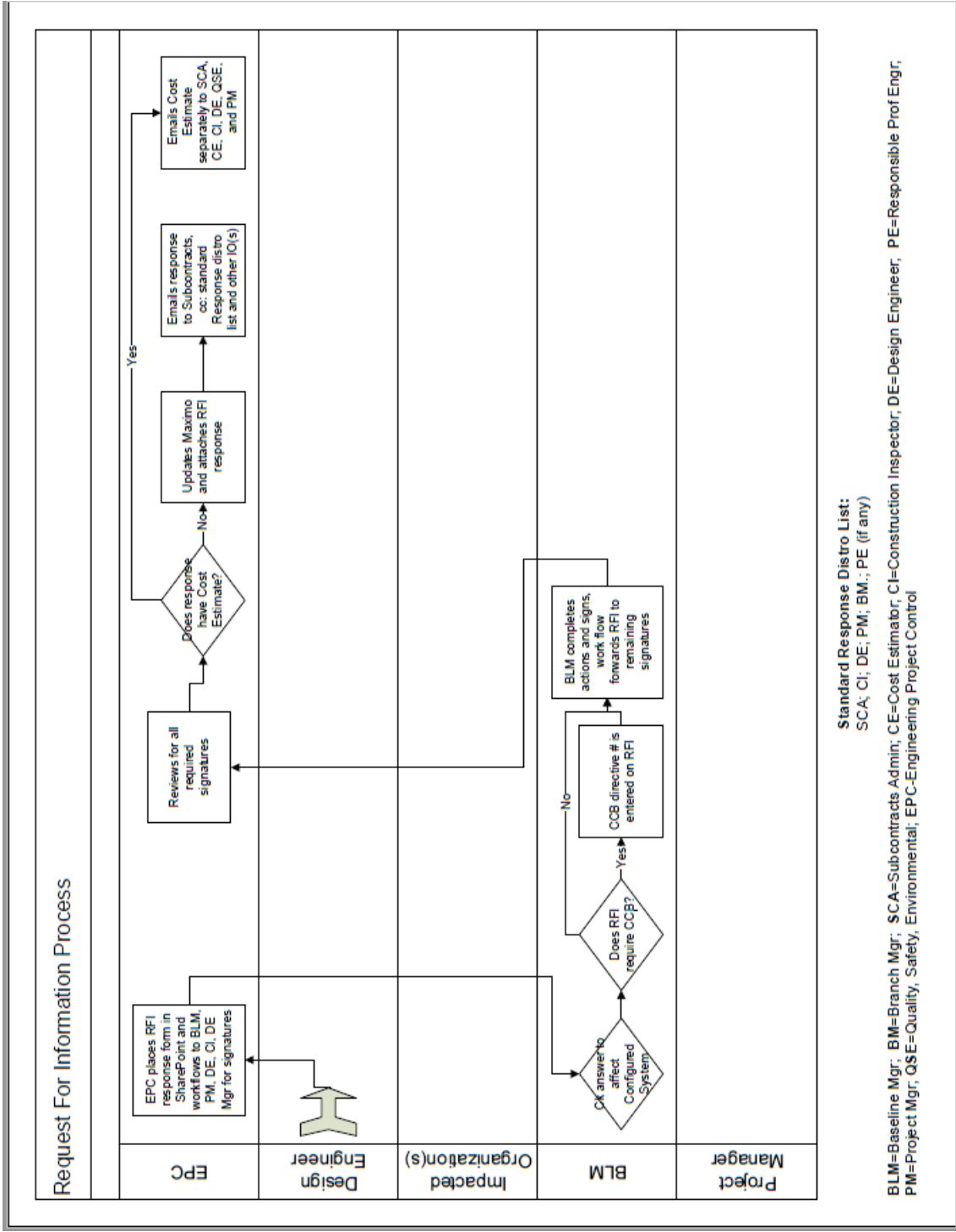


FIGURE 2: SUBMITTAL PROCESS FLOW

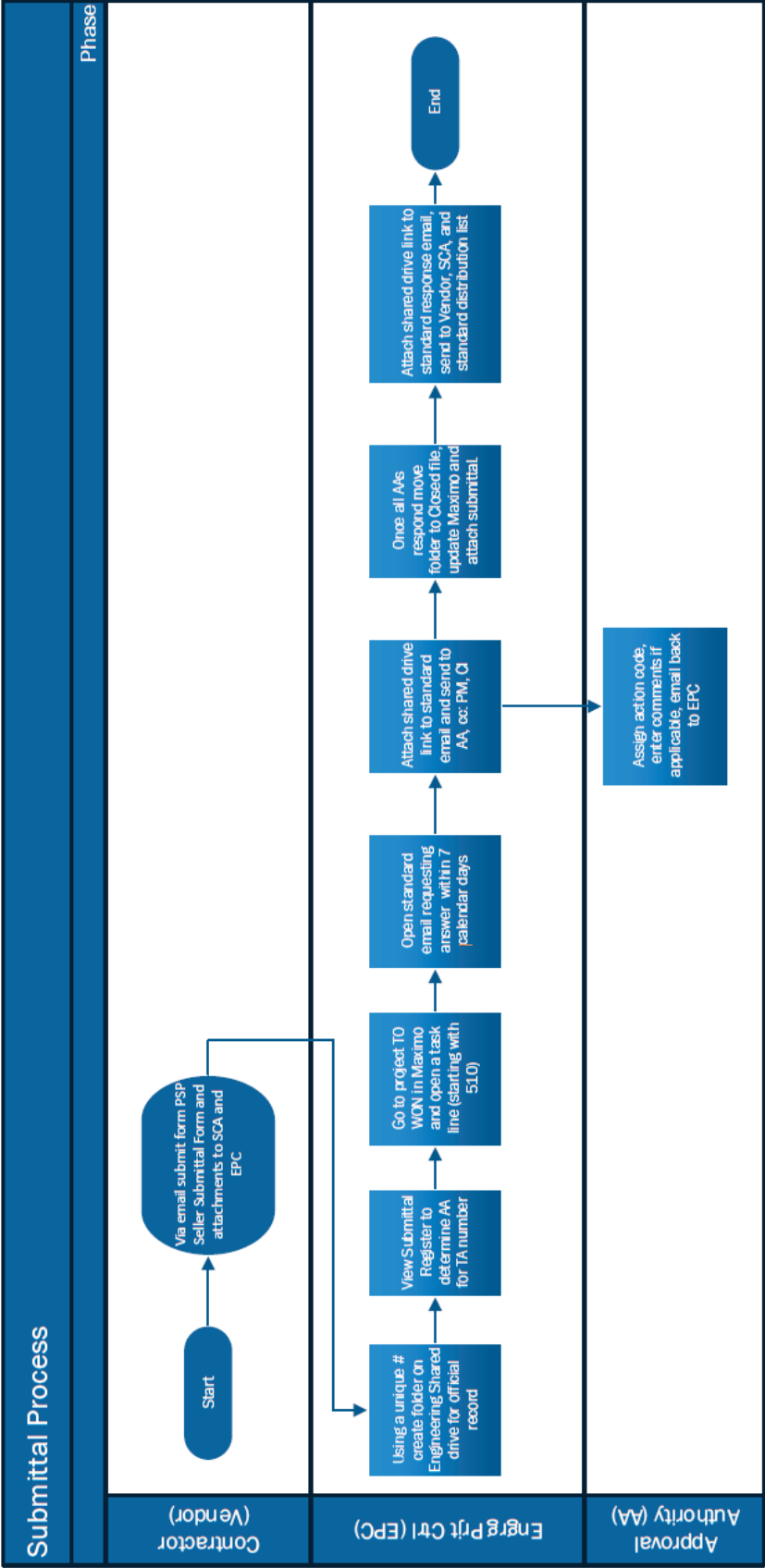
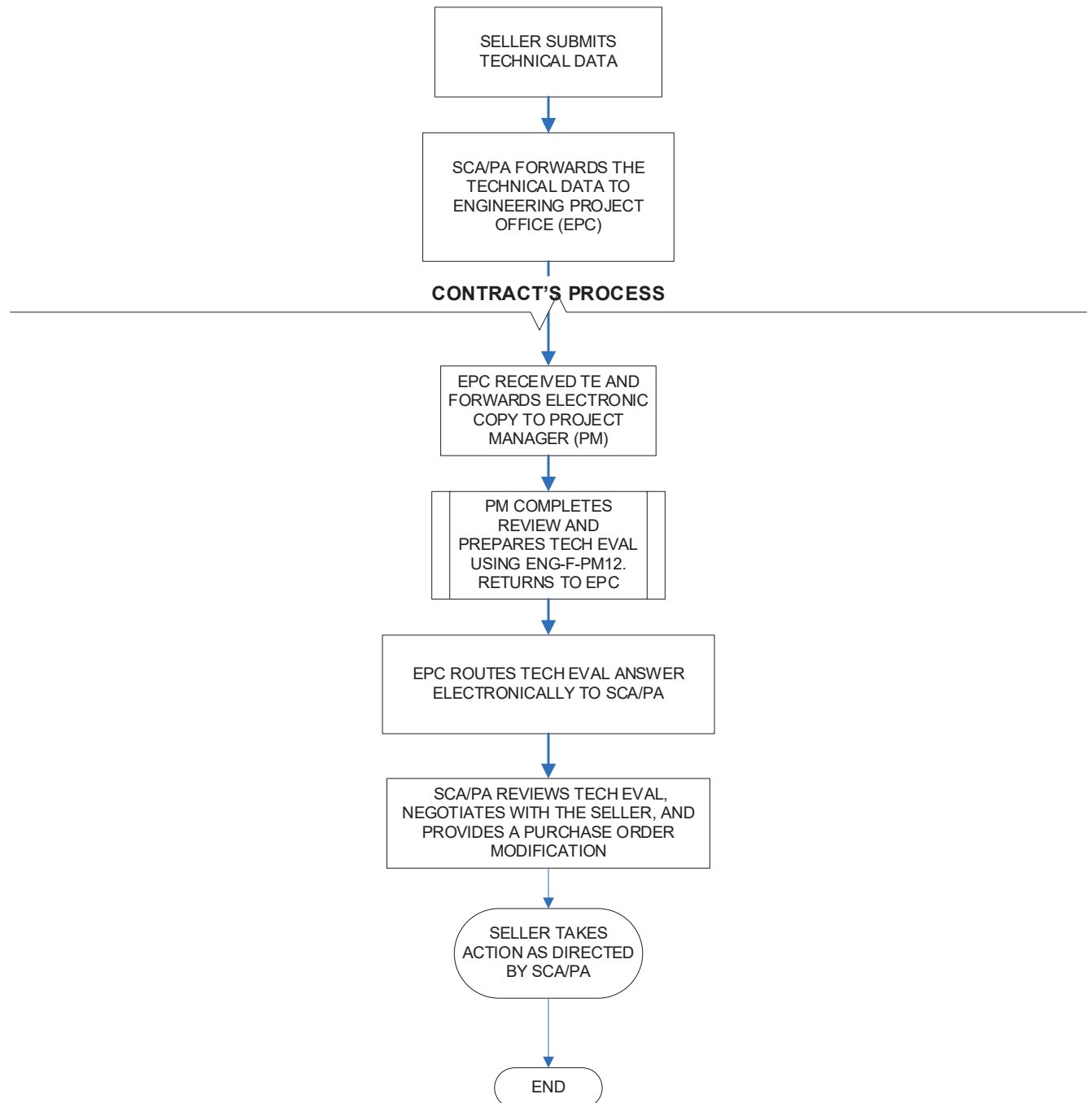


FIGURE 3: TE PROCESS FLOW



RECORDS

The following records are retained by the organizations listed below:

Record	Responsible Organization	NRRS/Item#	Retention Period
PRO-F-RFI, RFI Response Form, copy	Subcontracts	08/107.0	Destroy/delete between 0 and 30 years after program/project termination. See Note 4
ENG-F-DE11, Construction Cost Estimate Form, copy	Engineering Project Control	08/107.0	Destroy/delete between 0 and 30 years after program/project termination. See Note 4
ENG-F-DE23b Specification Submittal Register Template, copy	Engineering Project Control	08/107.0	Destroy/delete between 0 and 30 years after program/project termination. See Note 4
ENG-F-PM12, Technical Evaluation Response Form, copy	Engineering Project Control	08/107.0	Destroy/delete between 0 and 30 years after program/project termination. See Note 4

ROLES AND RESPONSIBILITIES

Branch Manager: Reviews and approves when required RFIs, TEs, and Submittals to ensure all technical requirements are met and response is cost effective. The Branch Manager also verifies that applicable concerns have been addressed by all organizations.

Engineering Project Control (EPC): Provides administrative processing of RFIs, TEs and Submittals for Engineering Services. EPC serves as the single point of contact for customers to interface with Engineering Services.

Project Manager (PM): The PM is responsible for management and control of scope, cost and schedule for projects. The PM is required to review and concur on all RFIs, and applicable submittals associated with their projects. The PM is responsible for monitoring the submittal register to facilitate timely receipt of required submittals. The PM is also responsible for preparation of any TEs required for their projects.

Baseline Manager (BLM): Baseline Managers review the identification and support the coordination of documentation for baselines, systems, and equipment that require configuration control per Configuration Management Documentation System (CMDS).

Subcontracts Administrator (SCA) or Purchasing Agent (PA): Is the point of contact for both Construction and Service contracts. Accepts and processes applicable documentation as defined. Coordinates with affected organizations as needed to clarify requirements.

Responsible Engineer (DE): Provides sound engineering responses based on standard engineering practices. Coordinates with affected organization as needed to incorporate their input.

Quality, Safety, and Environmental (QSE): Provides independent assessment for project design/implementation as required or requested by the responsible Engineer or CM.

REFERENCE DOCUMENTS

Document Number	Title
PRO-F-RFI	RFI - Response Form
ENG-F-DE11	Construction Cost Estimate Form
ENG-F-PM12	Technical Evaluation Response Form
ENG-F-DE23b	Specification Submittal Register Template
ENG-I-DE23	Creation Of Construction Specifications

ACRONYMS

BLM	Base Line Manager
BOSS	Base Operations and Spaceport Services
CCB	Configuration Control Board
CM	Configuration Management
CMDS	Configuration Management Documentation System
CMO	Configuration Management Office
DE	Design Engineering
EPC	Engineering Project Control
FSEU	Facilities, Systems, Equipment & Utilities
LDE	Lead Design Engineer
PA	Purchasing Agent
PM	Project Manager
QSE	Quality, Safety, and Environmental Services
RFI	Request for Information
RFP	Request for Proposal
SCA	Subcontracts Administrator
SD	Submittal Description

SOW Statement of Work
SPA Spare Parts Analysis
TE Technical Evaluation
WON Work Order Number

DEFINITIONS

Configured System: FSEU which has been designed, constructed, or arranged to fulfill a certain function and therefore the form, fit, or function of the system is controlled. All changes must be reviewed by the Configuration Management Office (CMO) and may require Configuration Control Board (CCB) approval.

FSEU CCB: Facilities, Systems, Equipment, and Utilities Configuration Control Board, which establishes, assesses, and authorizes proposed changes to the configuration of BOSS FSEU.

Request For Information (RFI): The RFI is a Subcontract document used in the construction industry in cases where it is necessary to confirm the interpretation of a detail, specification or note on the construction drawings or to secure a documented directive or clarification to continue work.

Technical Evaluation (TE): A TE is the Project Manager's response to the Contractor's proposed cost and/or schedule change in response to a change in the Statement of Work (generated from a RFI response).

REVISION RECORD

The following revisions have been applied to this document:

Revision Number	Change Description	Date
0	Initial Release	05/12/05
1	This revision removes the SGS Company Proprietary-JBOSC Competition Sensitive Statement.	05/28/07
2	This revision added an EO to RFI process for configured system changes in form, fit, or function.	08/11/08
3	This is a Complete Revision of the document	08/28/09
4	Revised in its entirety	02/14/11
5	Minor revisions: Update Records Table. No Formal Review Required per QPO.	08/19/11
6	Revised to remove references that were only applicable to Space Shuttle Program and are no longer considered valid. Reference CAR#593.	09/15/15

	Minor Revision to update form numbers and Records Table	
7	Minor Changes to update Records Table, Reference Documents & POC's.	09/25/17
8	Updated for BOSS, updated IR process.	03/25/20
9	Minor revision to update form numbers, acronyms, and flow charts	09/17/21
10	Engineering review. Minor administrative edits.	02/14/24

DOCUMENT APPROVALS

2/15/2024

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3/4/2024

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