NEWFORMA KONEKT

Mastering RFIs and Submittals:

Speed Up Your CA Workflows By Eliminating Manual Tasks

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Seamless workflows and optimal communication are the keys to proper construction administration, but it's not always that easy.

Despite their best efforts, stakeholder groups ranging from general contractors, design teams and everyone in between often need to wrestle with each other for key project information necessary to take next steps.

It creates communication bottlenecks, logjams of key information and leads to the deterioration of stakeholder relationships and lost time.

Time is not only of the essence, but it's the most vital resource we all strive to have more of; be it in the AECO industry or anywhere else.

And fostering seamless collaboration requires more than just the right frame of mind; it requires the right tools to keep stakeholders involved and informed with the right amount of information at the right times i.e. whenever they need it!

So how can you claw back valuable time in your construction administration workflow without sacrificing quality or deteriorating relationships with other stakeholder groups?

First, let's take a closer look at certain problems that regularly arise in the day to day.

The Challenges of Construction Administration

Construction Challenges:

1

Inefficient Coordination: Difficulty aligning team roles, leading to delays and information loss.

2

Workflow Issues: Varied team processes and software causing synchronization problems.

3

Communication Delays: Traditional methods leading delays and costly human error.

4

Visibility & Access: Siloed or duplicate data that create confusion and delays.

5

Resistance to New Tools: Industry hesitancy towards embracing new collaboration tools.

In a lot of projects, getting everyone on the same page and sorting out who's in charge of what can be a bit tricky. You've certainly experienced delays in sharing info and bits of the project getting lost in the shuffle. It's like a never-ending loop – the more unclear things are, the more questions pop up, which means more meetings, and before you know it, the project is dragging its feet.

Making matters even more problematic is that different teams have different workflow processes and software. It's like trying to dance to different beats – they rarely sync up seamlessly.

Before, a contractor would need clarity from an architect (ex: an RFI), they would normally have to prepare their question, send it through email (often through an intermediary like a project manager), and wait for the architect's answer before completing the task at hand.

It isn't just about the chance that these important emails might get lost in the chaos, buried under a pile of other urgent stuff. It also meant delays in the project, and you know how that can mess with the bottom line.

The risk of error in document workflows increased even more as the many stakeholder groups were often times working in different platforms that didn't talk to each other.

And hey, let's not undercut the power of teamwork in this whole mix. Lack of visibility and access to information is like a giant roadblock, making it a real pain to collaborate smoothly during the design and construction review phase.

It's no wonder that many in the AECO industry are hesitant to embrace new collaboration tools: it's hard enough already, they don't want to risk even more complications with needing to learn a new tool!
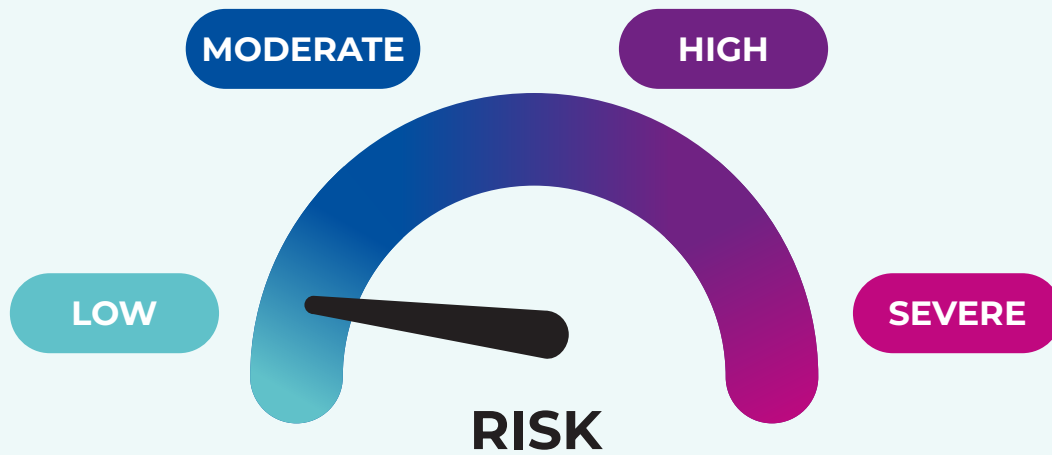
Figuring out what documents to share, how to share them, and handling comments and design tweaks across all parties? That's the secret sauce for a successful project. So, finding a tool with a low learning curve needs to be a priority!

But you aren't alone.

> **A recent study from Autodesk found that 72% of AECO professionals have made digital transformation a priority moving forward.**

Competitive firms are ensuring they retain their competitive edge within the market by seeking out the right digital tools to help streamline their workflows and coordination.

Centralized project information management platforms are helping to pioneer this push into the future. It acts like a trusty sidekick, helping them tackle these tasks smoothly and keeping everyone in the loop.

IDC InfoBrief, Autodesk (2020), Digital Transformation: The Future of Connected Construction [White Paper]

Developing a Project Record & Mitigating Risk

Making sure you've got the full picture of every request, and the follow-up action is key to getting a robust and complete project record.

This isn't just a big deal when you're firing off important questions to different stakeholders in different platforms in pre-construction. Having a robust and complete project record is like having a secret weapon when the project wraps up – especially if there's the dreaded threat of litigation.

If you don't tackle RFIs and submittals swiftly, projects can hit some serious bumps that can spell rework, safety headaches, a bigger bill, and delivery delays. And you know what comes next – the blame game kicks in, trust takes a hit, and project coordination teamwork starts feeling the strain.

To steer clear of those wallet-draining mishaps, tools like Newforma Konekt, with their easy to learn and use interface empower teams to automate the contract admin process, cutting down on human error and speeding up those review times big time.

Newforma Konekt is right there saving you from digging out from a myriad of emails. It files emails directly from Microsoft Outlook as a Submittal or RFI. Just slide those important emails straight from your Microsoft Outlook into the Submittal or RFI folder. It's like magic – the tool grabs all the details, attachments and all and adds the information to the project record.

After setting things up, it's all streamlined. You send those Submittals or RFIs to the review team, and thanks to Newforma Konekt, everyone gets a heads-up through email with a convenient link straight to the details. Review teams can then easily access attachments and provide their input directly on the platform, keeping all the information centralized; keeping the information in-house.

And if ever there's a need to unravel the project history, Newforma Konekt has your back. You can check out the entire journey and background of each Submittal or RFI hassle-free, thanks to the very powerful aggregate search and filtering features.

No more creating and then digging through duplicate data – it's like your personal information management time machine. Everything gets neatly recorded and added to a complete, trustworthy project record. So, no more headaches locating the right information quickly.

Taking your Construction Administration on the Go

Improving communication between the construction and design teams can sometimes be a challenge, especially when you're on the go or in the field.

A clear example of a gap is when you're out in the field, jotting down project notes, and trying to share what you've seen with the right people. Well, sometimes there's a hiccup in the process. It's like when you're trying to keep everyone in the loop, but things don't quite sync up the way they should.

In the past, spotting an issue meant taking notes and moving on with the inspection. It wasn't until hours later back at the office that the RFI would be written up and logged—relying on memory and scattered notes to describe the problem. The architect, who authored the sheet would, in turn, process the request and give a definitive answer.

It does sound a bit old-school, doesn't it? These days, we've all got a phone in our pockets, and communication needs to be lightning-fast— whether you're out in the field, at the office, or even on the move. Time is money, especially when it comes to juggling construction admin workflows, and any slowdown in communications can throw a wrench into that seamless project collaboration we're all aiming for.

Newforma Konekt's mobile app was designed with these issues in mind. Right from the field – even when offline – using your phone, you've got an easier, less time-intensive way to resolve these sorts of contract administration workflow pains and reduce the risk of human error!

The mobile app connects to your Newforma Konekt account and allows instant notification on the status of issues and action items, RFIs, and Submittals and act on them instantly; saving you the chore of having to go back to your desk to respond or confirm the information.

While in the field, you can attach pictures to an RFI or Submittal by simply snapping a picture on your phone and adding it to the communication.
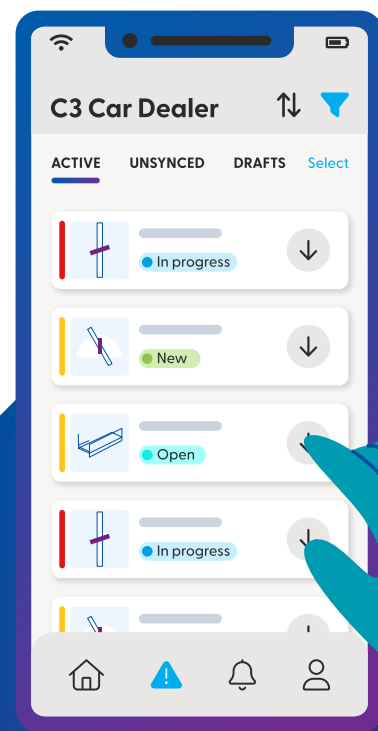
Imagine how much time you could save if you had the power to log as you go? The otherwise lost hours travelling between the job site and the office are now reincorporated in your workflow.

Newforma Konekt Mobile also lets you view your notifications in real-time and from anywhere.

So, let's say you've recently logged and sent off a Submittal for specific building materials. With Newforma Konekt Mobile, the intended stakeholder group can be notified of an upcoming due date for that Submittal on their mobile.

If you need to take immediate action on a Submittal or an RFI, you can quickly execute your task and send off additional information with just a few clicks right from your phone.

Giving users the ability to receive, review and act on their construction administration workflows opens up a new level of flexibility, collaboration and convenience; keeping information flowing to stay on top of those project deadlines.

Newforma Keeps You Connected

Whether you're a contractor hustling to file RFIs and looking to get quick answers on open action items, or if you're an engineer providing vital information to keep the project rolling as per your design, all stakeholders will appreciate having access to modern tools.

Some stakeholders in the industry use construction management applications such as Procore to speed up their construction administration workflows.

So, in this particular case you can picture this: the general contractor is using Procore for submittals and RFIs, while the architect or engineer has their own system for the review and response process. Not entirely smooth.

And if all stakeholders need to use the general contractor's system, then they'll likely need to download and re-enter information across systems for their own records, which introduces delays, data duplication and increases the likelihood of human error.

It's like a tug of war between different groups, each pulling to use their favorite tools on the project. Nobody wants to budge and learn a new platform for just one project, right? It sparks unnecessary tension. And that's exactly why modern construction administration needs a level of connectivity that only a select few in the AECO world can truly deliver.

One such platform is Newforma Konekt. Newforma's vision is to connect the previously unconnected. It doesn't aim to replace any point solution but to enable communication, collaboration regardless of where the information of communication lives. It organizes emails and files, manages RFIs and Submittals and keeps a complete project record all while allowing everyone to work in their preferred platform and workflow. Newforma stands out thanks to its integration ecosystem. This allows easy access to third-party data and seamless interoperability with major AECO software system. With these integrations, organizations can import essential data elements, foster collaboration across companies and departments, automate workflows, and effectively manage data – all within the Newforma solution interface.

As an example, Newforma Konekt's Procore connector allows RFIs and Submittals from Procore to automatically flow into Newforma Konekt, simplifying the review process by removing the need to re-create those items from Procore in Newforma Konekt.

When the design team completes their review, the RFI is then returned directly to the Procore user in their tool of choice i.e. Procore, allowing construction and design teams to work where they are most comfortable.

Thanks to Newforma Konekt's impressive data transfer speed, it takes just a few minutes to fully sync data with Procore and allow for cross-platform accessibility that creates an open and direct channel of communication between design and review teams.

So, if one team works directly in Procore and other stakeholders have access to Newforma Konekt, they can easily trade important project info. It's like they're speaking the same language, making collaboration a breeze.
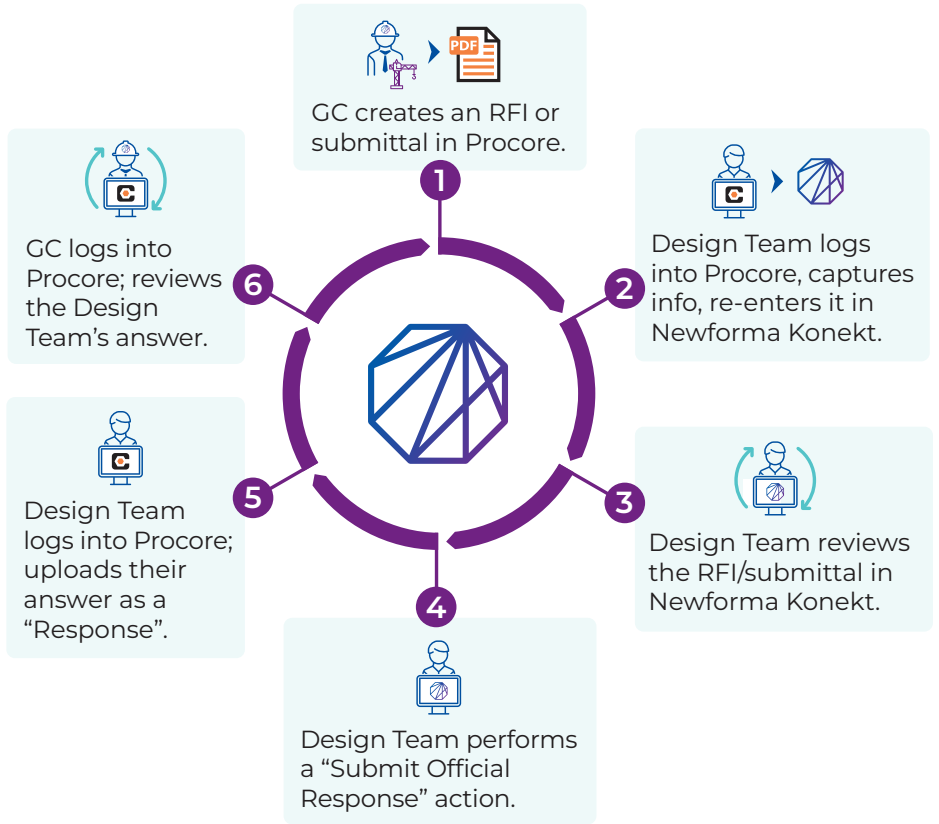
In fact, by using the Procore connector within Newforma Konekt, you can save 12 minutes every time you receive or respond to an RFI or Submittal, without sacrificing security, project integrity or protocol.

As an example, Moseley Architects had 28 projects that were leveraging the Procore Connector, processing over 3000 submittals in total. They were able to save nearly 600 hours and approximately $30,000 for the firm thanks to the automated data transfer.
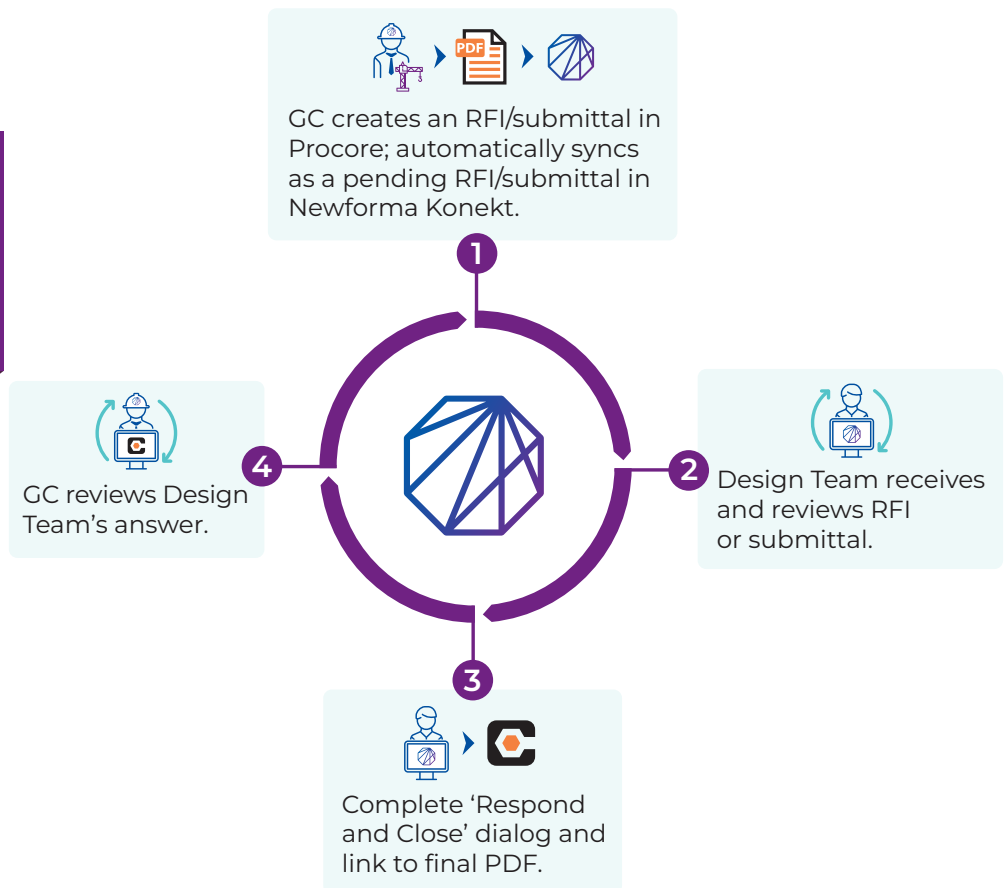
Think of what you can do with an extra $30,000!

WORKFLOW **BEFORE** THE CONNECTOR

Newforma Konekt Procore Connector for General Contractors

1 GC creates an RFI or submittal in Procore.

2 Design Team logs into Procore, captures info, re-enters it in Newforma Konekt.

3 Design Team reviews the RFI/submittal in Newforma Konekt.

4 Design Team performs a "Submit Official Response" action.

5 Design Team logs into Procore; uploads their answer as a "Response".

6 GC logs into Procore; reviews the Design Team's answer.

WORKFLOW **AFTER** THE CONNECTOR

1 GC creates an RFI/submittal in Procore; automatically syncs as a pending RFI/submittal in Newforma Konekt.

2 Design Team receives and reviews RFI or submittal.

3 Complete 'Respond and Close' dialog and link to final PDF.

4 GC reviews Design Team's answer.

Experience The Full Power of Newforma Konekt

1

Seamless Collaboration: Adopt tools that streamline workflows and improve information flow.

2

Total Connectivity: Embrace Newforma Konekt's ecosystem with effortless interoperability across major AECO software systems.

3

Field Management: Utilize Newforma Konekt's mobile app for instant notifications, real-time updates, and quick action.

4

Improved Coordination: Harmonize diverse workflows with a central hub of project information that's also compatible with various tools.

5

Streamlined Communication: Implement solutions that minimize communication delays and reduce the risk of errors.

6

Complete Visibility: Benefit from using centralized PIM platforms to gain easy access to essential project data exactly when you need it.

7

Digital Transformation: Engaging digital transformation, emphasizing tools that optimize workflows and coordination.

8

Easy Adoption: Leveraging powerful tools with low learning curves to facilitate easy adoption.

9

Competitive Edge: Gain and maintain a competitive edge by adopting modern digital tools like Newforma Konekt for improved workflow efficiency.

Being the industry's premier web-based, cloud-hosted Information Management platform designed by and for AECO professionals, Newforma Konekt provides access from a central location for all project information wherever that information resides.

AECO project teams worldwide leverage Newforma Konekt to gain access to their complete project data; as it unifies conversations, project files, action items, and contractual workflows into a single cloud-hosted platform.

By organizing and maintaining all the project data you may need, users can track project decisions and documentation even years after it was delivered, or even if members of their or another firm have moved on to other projects or companies.

To learn more about how Newforma Konekt can alleviate your AECO workflow headaches in the world of Contract Administration, document workflows, schedule a demo today!

NEWFORMA
KONEKT

From Chaos to Clarity.

Connect your people to the information
they need to deliver excellent projects.

**Book your
demo today!**

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