

## SECTION 01255 - REQUEST FOR INFORMATION

## PART 1 - GENERAL

## 1.1 SUMMARY

- A. Section Includes:
1. Requests for Information (RFI) procedures.

## 1.2 DEFINITION

- A. Requests for Information: A formal online process used during the construction phase to facilitate communication between the Contractor, the Walmart Construction Manager, and the Professional of Record with regard to requests for additional information and clarification of the intent of the Contract Documents (Drawings and Specifications).
- B. Professional of Record: The Architect of Record (AOR).
- C. Architect of Record (AOR): The prime consultant in charge of overall design and coordination of the project. The AOR will be the administrator for all construction RFIs classified as "BLDG".

## 1.3 REQUEST FOR INFORMATION SUBMITTAL

- A. Submit requests for information for conditions requiring clarification of the Contract Documents on Walmart Construction RFI website as designated by Walmart. ([www.bldgportal.com](http://www.bldgportal.com), enter username and password, select Construction RFI). Professional of Record will not respond to requests for information unless this format is utilized and all appropriate information is provided. Faxed or e-mailed RFIs will not be reviewed.
- B. Do not use Request for Information process during bidding phase. For questions during bidding phase, refer to Invitation to Bid issued by Walmart Contract Administrator.
- C. Submit in accordance with procedure as follows: (See Process Flow Chart at the end of this Section)
1. Subcontractors, manufacturers, and suppliers shall submit request for additional information and clarification to Contractor.
  2. Contractor shall contact Walmart Construction Manager with requests for additional information or clarification. Walmart Construction Manager will not accept requests for information or clarification submitted directly from subcontractors, manufacturers, or suppliers.
  3. Walmart Construction Manager will provide response to Contractor or will direct Contractor to submit a formal Request for Information.
    - a. Submit a formal RFI only if authorized by the Walmart Construction Manager. Submittal to Construction RFI website signifies authorization has been given.
    - b. Generate Requests for Information by one source per project.
    - c. Submit one request for information per website entry.
  4. Professional of Record will review formal requests from Contractor and provide response within 2 working days.
  5. Professional of Record's response shall not be considered as a Change Order or Change Directive, nor does it authorize changes in the Contract Sum or Contract Time.
- D. Submit HVAC, Refrigeration, and EMS requests for information in accordance with procedure as follows: (See HVAC/Refrigeration/EMS Process Flow Chart at the end of this Section).
1. Subcontractors, manufacturers, and suppliers shall submit request for additional information and clarification to Contractor.
  2. Contractor shall contact Walmart Mechanical Services Construction Manager with requests for additional information or clarification. Walmart Mechanical Services Construction Manager will not accept requests for information or clarification submitted directly from subcontractors, manufacturers, or suppliers.

3. Walmart Mechanical Services Construction Manager will provide response to Contractor or will direct Contractor to submit a formal Request for Information.
  - a. Submit a formal RFI only if authorized by the Walmart Mechanical Services Construction Manager. Submittal to Construction RFI website signifies authorization has been given.
  - b. Generate Requests for Information by one source per project.
  - c. Submit one request for information per website entry.
4. Professional of Record will review formal requests from Contractor and provide response within 2 working days.
5. Professional of Record's response shall not be considered as a Change Order or Change Directive, nor does it authorize changes in the Contract Sum or Contract Time.

E. Scheduling, Costing, and Owner Provided Equipment Coordination: Direct to the Owner's Construction Manager.

#### 1.4 PENALTY FOR FAILURE TO FOLLOW PROCEDURE

- A. A \$250 administrative cost will be assessed to the Contractor for each Request for Information submitted which does not follow the procedure specified above.

#### 1.5 REIMBURSEMENT FOR ARCHITECTURAL AND ENGINEERING FEES

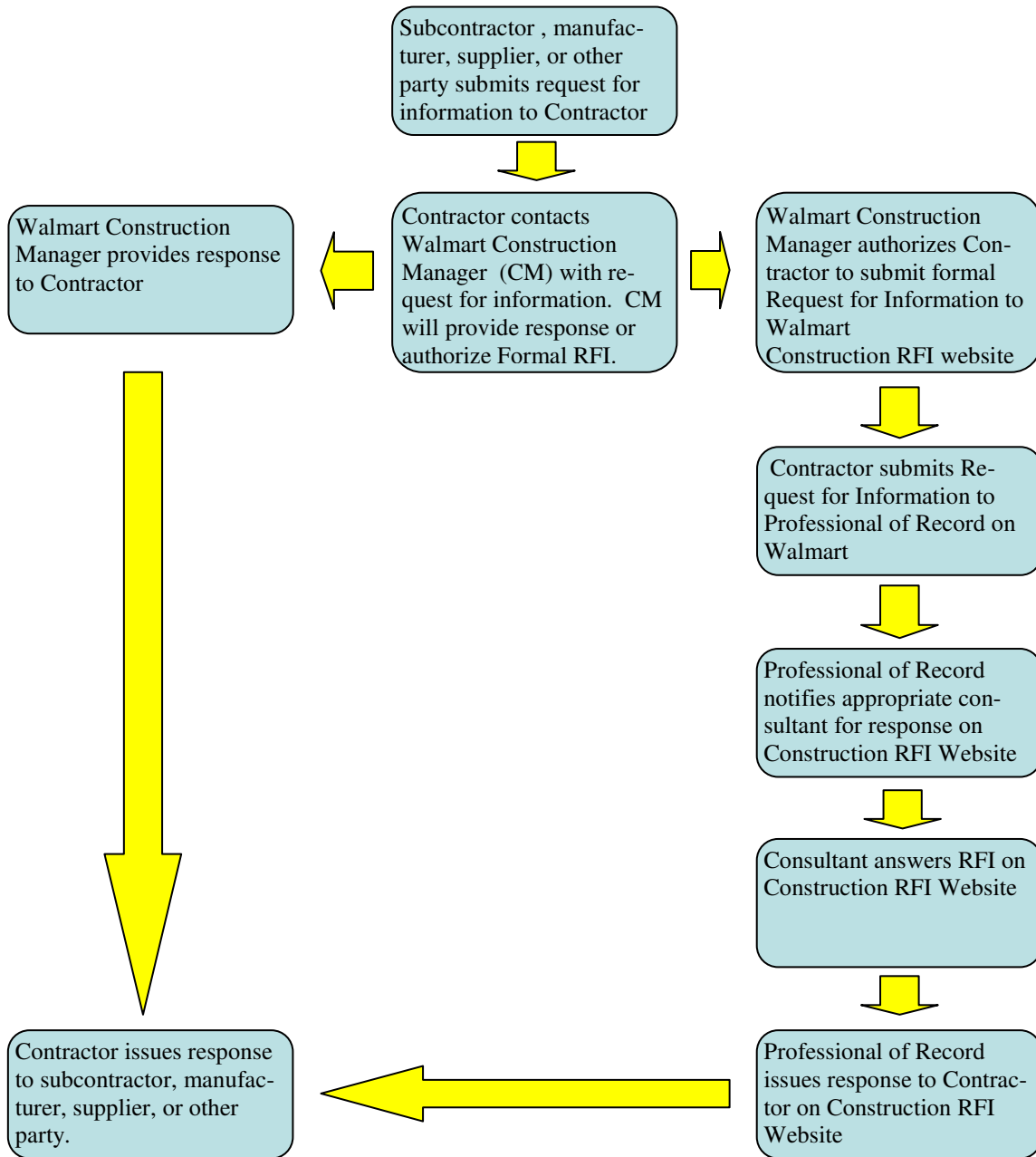
- A. The Contractor shall be charged administrative costs and professional fees incurred by Walmart for additional Architectural and Engineering services associated with the correction of completed Work which is not in accordance with the Contract Documents. Refer to Paragraph 8.7 of the r Construction Contract between Walmart and Contractor for provisions relating to correction of Work.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION

**REQUEST FOR INFORMATION  
PROCESS FLOW CHART  
WALMART  
STORES, SUPERCENTER, SAM'S CLUB,  
NEIGHBORHOOD MARKET**



**HVAC/REFRIGERATION/EMS  
REQUEST FOR INFORMATION  
PROCESS FLOW CHART  
WALMART  
STORES, SUPERCENTER, SAM'S CLUB.**

