Driven by Programming, Code, Omissions, Hidden Conditions, Claims, Unforeseen conditions, and preferences, can prompt a modification, and can be initiated by either Owner, Designer, or Contractor.

**CPCA**
Construction Administration instructs Designer to request proposal

**CPCA**
Construction Administration logs & tracks RFPs, reviews proposals, confers w/ Campus and Designer on appropriateness, confers w/ Project Manager if a scope issue, generates Change Modification (Change Order)

**AVP Campus Planning**
signs Change Order

**Business Office**
makes appropriate accounting entries

**CPCA Support**
routes executed Change Order and files

**Business Office**
makes appropriate accounting entries

**Designer**
issues Request for Proposal (RFP)

**Contractor**
generates and submits proposal

**Designer**
refers proposal to Owner with recommendation, and confers on appropriateness

**CPCA Construction Administration**
logs & tracks RFPs, reviews proposals, confers w/ Campus and Designer on appropriateness, confers w/ Project Manager if a scope issue, generates Change Modification (Change Order)

**AVP Campus Planning**
signs Change Order

**Business Office**
makes appropriate accounting entries

**CPCA Support**
routes executed Change Order and files

**Business Office**
makes appropriate accounting entries

**Progress Meeting**

**Designer**
signs/executes 4 counterparts & keeps 1

**Contractor**
signs/executes 4 counterparts & keeps 1

Construction Contract Modifications Flowchart
1 December 2017