Change Request Flowchart

1. Architect / Engineer Initiated
2. Owner Initiated
3. Contractor Proposed Change
4. Substitution Request

PCDR Form Prepared

Is additional information or detail required?

- Yes
- No

ISU Issues CR or CR # (T&M or RFP)

- Yes Has Contractor Priced?
- No

- Contractor Pricing
- ISU & A/E Review

Signed CR form or rejection letter returned to Contractor

- ISU Approve or Reject

A/E Recommendation

Revised Pricing Required?

- Yes
- No

Yes

No

Monday, October 15, 2001

Iowa State University - Construction Services