

Task	Responsibility and Information Flow	Notes
If a change to design, architect, in consultation with consultants, determines additional fee and time budget for evaluating change to design, advises client and copies contractor. The client is asked to approve the fee and time budget	Architect and consultants to owner and general contractor	<p>The construction agreement generally provides for the client recovering additional service costs from the contractor, for the consultants.</p> <p>The fee budget should include the architect's coordination fee.</p> <p>At this stage, many proposals are abandoned when the costs and time associated with a change to design have been identified.</p>
If and only if the client approves the fee and time budget, the architect and/or consultants undertake the change to design analysis	Owner to architect and consultants	This may involve: identification of any planning or building permission impacts, costs and timing; revisions to contract documents associated with material and system interfaces, etc.
If the client does <i>not</i> approve the fee and time budget, the architect returns the submittal marked as rejected	Architect to general contractor	
If the architect and/or consultants identify that the proposal is feasible, they so advise the client and contractor, as well as budgets for completing necessary contract document adjustments	Architect and consultants to owner and general contractor	This step may involve additional budgeting for actually revising contract documents and obtaining regulatory permission.
Architect and/or consultants undertake the changes to design if the client agrees to the changes to design and associated time and fee budgets	Owner to architect and consultants	
Architect communicates to contractor submittal review together with associated changes to design, when completed and copies forwarded to client	Architect to general contractor	
Architect prepares a change order reflecting the alternative/substitution	Architect	
Architect and/or consultants identify changes to design on subsequent invoices to client	Architect and consultants to owner	Client can recover consultant costs for contractor-initiated changes from the contractor.