

Any intra-Department correspondence not listed may be signed using an electronic signature. For external correspondence not listed, staff should consult with the Assistant District Engineer or District Engineer to determine the appropriate type of signature. Any correspondence not addressed by this directive should be brought to the attention of the Office of Construction - Technology Section for evaluation.

For correspondence requiring digital signatures, Department staff will use DocuSign or other third party verified digital signature solutions approved by the Construction Administrator. For correspondence that can be signed using an electronic signature, personnel are required to follow the procedures established in the “Electronic Signature Guide for Internal Documents” located in ProjectWise within the 04.1 – Construction Libraries > 04.100 – Manuals, Guides and Training Videos folder.

For any questions, or to request training, please contact the Office of Construction – Technology Section: Christopher Angelotti (860-594-2672), Nelio Rodrigues (860-594-2658), or Douglas Harz (860-594-2681).

Appendix C - List of Standard Correspondence

C-101 List of Standard Correspondence

Table C-1 List of Standard Correspondence (Rev. 12/13/17)

<u>CM CHPT</u>	<u>Reference</u>	<u>Description of Subject</u>	<u>Addressee</u>	<u>Preparer</u>	<u>Reviewer</u>	<u>Signer/ Approver</u>	<u>Signature Type (Digital/Electronic)¹</u>
1-1	Work Schedule	Work Schedule Change	Proj. Inspector	TE3	TSE	ADE	Electronic
1-1	Hazardous Duty	Hazardous Duty Request Form	DE	TE3	TSE	ADE	Electronic
1-1 & 2	Contract Start	Installation of Const. Field Office	Contractor	Chief	TE3	TSE	Electronic
1-1 & 7	Design Review	Design Review Comments	Prin. Design Eng.	PE	TSE	ADE	Electronic
1-1 & 20	Press Release	Press Release	Const. Div. Chief	Chief	TE3	TSE	Electronic
1-1 & 2-3	Safety & Blasting Meeting	Safety & Blasting Meeting Notice	Contractor/Utility	Chief	N/A	TE3	Electronic
1-2	Pre-Con Notice	Pre-Construction Meeting Notice	Contractor	Chief	TE3	TSE	Electronic
1-2 & 22	Contract Start	Letter to Contractor - Notice to Proceed	Contractor	Chief	TE3	DE	Electronic
1-2& 22	Contract Start	Notice to Proceed (CON-100)	Chief/TE3	Chief	TE3	TSE/ADE	Electronic
1-2 & 22	Contract Start	Notice to Proceed	Utility Company	Chief	TE3	DE	Digital
1-3	Transmittal Memo	Working Drawings	Design	TE3	N/A	TE3	Electronic
1-3	Transmittal Letter	Working Drawings Comments	Contractor	TE3	TE3	TSE	Electronic
1-3	ECM	Design Question (No Contract Changes)	Design	Chief	TE3	Chief/TE3	Electronic
1-3	ECM Answer	Answer to Design Question (No Contract Changes)	Chief/TE3	Design	N/A	Designer	Electronic
1-3	RFI	Design Question (No Contract Changes)	Chief/TE3	Contractor	N/A	Contractor	Electronic
1-3	RFI Answer	Answer to Design Question (No Contract Changes)	Contractor	Chief/TE3	TE3	Chief/TE3	Electronic
1-3	RFC	Request to change Contract	ADE	Contractor	N/A	Contractor	Electronic
1-3	RFC Answer	Response to request to change Contract	Contractor	Chief	TE-3	SE (no \$) /ADE (\$)	Electronic
1-3	Field Directive	Direction to Contractor	Contractor	Chief	N/A	Chief	Electronic
1-3 & 6	Request for Price	Extra Work Price Request	Contractor	Chief	TE3	TSE	Electronic
1-3 & 16	Interoffice Memo	Design Issue (Routine)	Design	TE3	TSE	TSE	Electronic
1-3 & 2-1	Env. Monthly Reports Env. Start/Stop	Letter for all other Interdepartmental Form STO-201 (DEP)	Regulatory Agency	Env. Coord.	N/A	DE	Digital

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1-4	Testing (Memo)	Insufficient Test Coverage or Rejected Material	Rocky Hill Lab	Chief	TSE/TE3	ADE	Electronic
1-5	Price Adjustment	Minor Item Adjustment	Contractor	TE3	TSE	ADE	Electronic
1-5	Price Adjustment	Major Item Adjustment	Contractor	TE3	TSE/ADE	DE	Digital
1-6	Price	Agreed Price Approval	Contractor	Chief/PE*	TE3/TSE	ADE	Electronic
1-7	Time Extension	Time Extension Analysis	ADE	Chief & TE3*	TE3	TSE	Electronic
1-7	Time Extension	Letter to Contractor	Contractor	TE3	TSE/ADE	ADE	Electronic
1-8	Construction Orders Processed Unsigned	Construction Orders Processed Unsigned	Contractor	Office	N/A	TSE (Office)	Electronic
1-9 & 2-10	Repair Guiderail	Section of guiderail considered complete and functional	Contractor	Inspector	TE3	TE3	Electronic
1-10	Evaluations – Contractor	Contractor Performance Evaluation Rating Form	Const. Division Chief	Inspector	TE3	TSE/ADE/ DE	Electronic
		Letter to Contractor			TSE	TE3	Electronic
1-10	Inspection Notice (Semifinal)	Semifinal Inspection Notice (inc. Partial)	Contr./Town/ Utility	TE3	N/A	TSE	Electronic
1-10	Inspection Results (Semifinal)	Semifinal Inspection Results	Contractor	TE3	N/A	TSE	Electronic
1-10	Inspection Results (Final)	Final Inspection Results Memo	DE	TSE/Princ .*	N/A	ADE	Electronic
1-10	Project Closeout (1 st)	Final Project Closeout – (enclosures)	Contractor	Chief	N/A	TE3 (Finals Chief)	Electronic
1-10	Project Closeout (2 nd)	Final Project Closeout – (2 nd Request)	Contractor	TE3	N/A	TSE	Electronic
1-10	Project Closeout (3 rd)	Final Project Closeout (3 rd Request)	Contractor	TE3	TSE	ADE	Electronic
1-10	CON-100	Notice of Substantial Completion of Construction Work	Various	Chief	TE3	SE	Electronic
1-10	Substantial Completion	Letter Stopping Time	Contractor	TE3	TSE	ADE	Electronic
1-10	Return of Maint. to Municipality		Municipality	TE3	TSE	DE	Digital
1-10	(Partial Relief of Responsibility)	Partial Relief of Responsibility - (with exceptions)	Contractor	TE3	TSE	ADE	Electronic

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1-10	(Relief of Responsibility)	Relief of Responsibility (agree with CON- 500)	Contractor	TE3	TSE	ADE	Electronic
						Division Chief	Digital
1-10	Final – Construction Report	Construction Report	OOC	Chief	TE3	ADE	Electronic
1-10	Final – Req. for Form FHWA-47	Request for Form FHWA-47	Contractor	Chief	N/A	TE3	Electronic
1-10	Final – Acceptance w/Docs. Pending	Acceptance of Project with Documents Pending	Const. Admin.	Chief	ADE	DE	Electronic
1-10	Final Acceptance	Final Acceptance (CON-501)	Contractor /Town	Chief	TSE	ADE/DE	Electronic
						Division Chief	Digital
1-10 & 11	Final Audit Request for...(List Item)	Final Audit Request for “...”(List Item)	AUDITS	FINALS	N/A	TE3	Electronic
1-10 & 11	Final Audit Request	Final Audit Request	AUDITS	FINALS	TSE	ADE	Electronic
1-11	District’s Response to Headquarters’ Final Review		OOC	Chief	TE3	ADE	Electronic
1-12	Prompt Payment 1, 2		Contractor	Admin. Asst.	N/A	DE	Electronic
1-12	Prompt Payment 3		Contractor	Admin. Asst.	N/A	Const. Div. Chief	Electronic
1-12	Prevailing Wage Referral Form	Prevailing Wage Discrepancy	Department of Labor	EEO Coordinat or	TE3	TSE (Office)	Electronic
1-13	Utility – Contract Start	Start Relocation (with permit)	Utility	Util. Coord.	TSE	DE	Digital
1-13	Utility – Contract Start	Notice to Commence Operations	Railroad	Util. Coord.	TSE	DE	Digital
1-13	Utility – Change in Scope	Authorization of Change in Scope	Utility	Util. Coord.	TSE	DE	Digital
1-13	Utility – Final Audit Request	Final Audit Request – Utility	Audits	Finals	N/A	TE3	Electronic
1-13	Utility – Final	Final Audit Payment – State Reimbursement	Town	Util. Coord.	TSE	DE	Digital
1-13	Utility – Final	Final Audit Payment – State Reimbursement	Accts. Receivable	Util. Coord.	N/A	TE3	Electronic
1-13	Utility – Final	Final Audit Payment – Final Payment Invoice	Town	Util. Coord.	N/A	TE3	Electronic
1-13	Utility – Final Audit Payment	Final Audit Payment – Final Payment Invoice	Audits	Util. Coord.	N/A	TE3	Electronic

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1-13	Utility/Railroad Force Account	Activate (Deactivate) Force Account	Utility	Util. Coord.	N/A	TE3	Electronic
1-15	Insurance Claim	Insurance Claim	Contractor	Office	N/A	DE	Electronic
1-15	Insurance Claim	Insurance Claim	Claimant	Office	N/A	DE	Electronic
1-17	Consultant – Certification	Subconsultant Scope and DBE Approval	Negotiations	TE3	TSE	ADE	Electronic
1-17	Consultant – Contract Start	Notice to Proceed (Newington Letterhead)	Consultant	TE3	DE	Chief Engr.	Digital
1-17	Consultant – Fee Proposal	Fee Proposal	Negotiations	TE3	TSE	ADE	Electronic
1-17	Consultant Personnel Assignment	Personnel Assignment	Consultant	TE3	TSE	DE	Electronic
1-17	Consultant Personnel – Pay Increase	Pay Increases	Consultant	TE3	TSE	DE	Electronic
1-17	Consultant – Invoice Adjustment	Invoice Adjustments	Consultant	TE3	N/A	ADE/DE	Electronic
1-17	Consultant – Extra Work Claim	Extra Work Claim	DE	TE3	TSE	DE	Electronic
1-17	Consultant – Evaluations	Consultant Evaluation Letter	Const. Div. Chief	TE3	N/A	TSE	Electronic
1-17	Consultant – Insurance – Expiration	Certificate of Insurance	Consultant	Office	N/A	TE3	Electronic
1-17	Consultant – Final	Final Audit Request	Audits	TE3	TSE	ADE	Electronic
1-17	Consultant – Final	Final Audit Payment – State Reimbursement	Consultant	TE3	TSE	ADE	Electronic
1-17	Consultant – Final	Final Audit Payment - Final Payment Invoice	Consultant	TE3	TSE	ADE	Electronic
1-17	Consultant – Completion Date	Revision to Supplemental Agreement	DE	TE3	TSE	ADE	Electronic
1-17	Consultant – Semi-Final Invoice	Request for Semi- Final Invoice	Consultant	TE3	TSE	DE	Electronic
1-17	Consultant – NTP		Consultant			DE	Digital
1-17	Consultant – Contract Completion		Consultant			DE	Digital
1-19	Insurance Expiration (Contractor)	Notice of Insurance Expiration	Contractor	Office Staff	N/A	Office TSE	Electronic

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1-19	Contract Revision/ Performance Bond	Bond No. xxx (Revision, rider enclosed)	Contractor	Office	TSE/TE3	TSE (Office)	Electronic
N/A	Test – 30 day (Begin) – Signals	Commencement of 30-Day Test Period	Contractor/ Town	Chief	N/A	TE3	Electronic
N/A	Test – 30 Day (End) – Signals	Completion of 30- Day Test Period	Contractor/ Town	TE3	TSE	ADE	Electronic

1 - The use of handwritten signatures may be substituted when circumstances make the use of electronic or digital signatures difficult or impossible.