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| **To:** | Insert Firm's Prime Contact Name/Title |
| Insert Firm's Name |
| Insert Firm's Address |
| **From:** | Insert PM Name – DAS/CS Project ManagerDepartment of Administrative Services, Construction ServicesOffice of Design and Construction, 450 Columbus Boulevard, Suite 1201 North, Hartford, CT 06103 |
| **Phone No.:** | Insert PM Phone Number |
| **Date:** | Insert Date |
| **Subject:** | Architect / Engineer Notice To Proceed to Contract Work |
| **Contract Number:** | Insert Contract Number |
| Project Number: | Insert Project Number |
| Project Title: | Insert Project Title |
| Project Address: | Insert Project Address |
| Dear Insert Name,The State of Connecticut Department of Administrative Services, Construction Services (DAS/CS) authorizes you to proceed to the initial Work stated in your Standard Fixed Fee Architect’s/Engineer’s Contract (dated Insert Contract Date) for the above referenced project.The **Total Construction Budget** per the terms of your contract is $ Insert Dollar Amount. The prime design professional is responsible for the coordination, integration and completeness of all contractual deliverables submitted. Inappropriate and/or incomplete submissions may be returned without review.***IMPORTANT:*** **Stormwater Pollution Control:** For projects with *one or more* total acres of site disturbance, the prime design professional is responsible for preparing, registering, and uploading the State of Connecticut Department of Energy and Environmental Protection (DEEP) *General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities* and associated *Stormwater Pollution Control Plan* (with signed “Contractor Certification Statement”) through the online DEEP ezFile portal. The prime design professional is also responsible for preparing and submitting the DEEP *License Transfer Form* as soon as the Contractor is under contract. See DAS/CS Form 3990 *Stormwater and Flood Management Permitting Process* for additional instructions. DAS/CS shall expect all of the contractual deliverables for the initial Work to be submitted to this office on or before Insert Date As Per Contract. |
|  |
| Sincerely, |
|  | Insert PM Name |  |  |  |
|  | *DAS/CS Project Manager Name* |  | *Signature* |  |
|  |  |  |
| Enclosures: Insert Enclosures or state "None" |

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| **Copies:** |
|  | **[x]**  | DAS Project Accounting: | G. Knapsack | **[x]**  | DAS/CS Project Manager: | Insert Name |
|  | **[x]**  | DAS/CS Chief Architect: | D. Barkin | **[x]**  | Client Agency Representative: | Insert Name |
|  | **[x]**  | DAS/CS DPM: | P. Simmons | **[x]**  | DAS/CS OLAPP: | R. Daigle |
|  | **[x]**  | DAS/CS ADPM: | Insert Name | **[x]**  | File For Project Number: | Insert Project Number |