|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **To:** | | Insert Firm's Prime Contact Name/Title | | | | |
| Insert Firm's Name | | | | |
| Insert Firm's Address | | | | |
| **From:** | | Insert PM Name – DAS/CS Project Manager  Department of Administrative Services, Construction Services  Office 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:** | | | | | | |
|  |  | DAS Project Accounting: | G. Knapsack |  | DAS/CS Project Manager: | Insert Name |
|  |  | DAS/CS Chief Architect: | D. Barkin |  | Client Agency Representative: | Insert Name |
|  |  | DAS/CS DPM: | P. Simmons |  | DAS/CS OLAPP: | R. Daigle |
|  |  | DAS/CS ADPM: | Insert Name |  | File For Project Number: | Insert Project Number |