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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 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 Next Preconstruction Phase | | |
| **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) has completed its review of the following Preconstruction Phase documents for the above noted project: | | | |
|  | **Preconstruction Phase** | |  |
|  |  | Pre-Design Phase Submittal Documents |  |
|  |  | Schematic Design Phase Submittal Documents |  |
|  |  | Design Development Phase Submittal Documents |  |
|  |  | Construction Document Phase Submittal Documents |  |
| Therefore, in accordance with the Standard Fixed Fee Contract and the Terms and Conditions of the Contract for the captioned project dated Insert Contract Date and with the understanding that you have coordinated all review comments and their responses with your complete Design Team and, also, contingent upon the design of this project conforming to the approved budget, you are hereby authorized to proceed to the following Phase: | | | |
|  | **Preconstruction Phase** | |  |
|  |  | Schematic Design Phase Submittal Documents |  |
|  |  | Design Development Phase Submittal Documents |  |
|  |  | Construction Document Phase Submittal Documents |  |
|  |  | Bidding Phase Submittal Documents |  |
| **IMPORTANT NOTE TO PM (delete after reading):** DO NOT SEND OUT THIS NOTICE if the Firm’s **latest Construction Cost Estimate is *greater* than the** **Total Construction Budget** in the sentence below. You must first meet with the Project’s ADPM to discuss the difference in values and explain the reasons for the difference. You should also be prepared to provide the Project’s ADPM with written assurance from the client agency that there is a source of funding for the additional cost.  The **Total Construction Budget** per the terms of your Contract is $ Insert Dollar Amount and authorization is based on your **latest Construction Cost Estimate** of $ Insert Dollar Amount.  **IMPORTANT NOTE TO PM (delete after reading):** Edit the *italicized* sentence below as applicable. The sentence may need to be modified if the change in the construction estimate was the result of a change in the Project’s Scope of Work.  *You will not receive any additional compensation due to the firm’s latest Construction Cost Estimate being greater than the Total Construction Budget.*  If the various review comments and responses, or your own plan review and quality assurance efforts have identified any significant project issues (code, architectural, engineering systems, or contract scope), DAS/CS must be notified of these issues within **ten (10) Calendar Days** of this approval to proceed. If required, your notice must define the system(s) or issue(s) involved and should include your recommended solution(s).  The Prime Design Professional is responsible for the coordination, integration and completeness of review submissions. Inappropriate and/or incomplete submissions may be returned without review. | | | |

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| **Stormwater Pollution Control Documents - Design Development Phase** | | | | | | |
| Prepare the documents indicated below and submit electronically to the DAS/CS Chief Architect for review and approval. See DAS/CS Form *3900 Stormwater and Flood Management Permitting Process* for additional instructions. Download DAS/CS forms from the DAS/CS Library (<https://portal.ct.gov/DASCSLibrary>). | | | | | | |
|  | | DEEP Flood Management Certification (projects in or affecting floodplains / projects that increase peak runoffs rates / projects that change the location and quantity of discharge). | | | | |
|  | | Site disturbance *less* than 1 acre: Soil Erosion and Sediment Control Plan. | | | | |
|  | | Site disturbance *greater* than (or equal to) 1 acre: DEEP General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities, Stormwater Pollution Control Plan, and DEEP License Transfer Form. | | | | |
|  | | | | | | |
| **Construction Document Submittal Table** | | | | | | |
| Prepare the DAS/CS forms indicated below and return the original and one copy with your Construction Document Phase Submittal Documents. Download DAS/CS forms from the DAS/CS Library (<https://portal.ct.gov/DASCSLibrary>). | | | | | | |
|  | | DAS/CS Form 3011 Building Information for Code Analyses ***(place Form 3011 information on the drawings).*** | | | | |
|  | | DAS/CS Form 3150 Certificate of Compliance - Part 1 Preconstruction Phase. | | | | |
|  | | DAS/CS Form 6005 Consultant Bid Data Statement. | | | | |
|  | | | | | | |
| DAS/CS shall expect the submittal of your Drawings, Specifications, and Construction Cost Estimate (format of submittals as stated in the Contract) to be delivered to this office on or before Insert Date.  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 |  | File For Project Number: | Insert Project Number |
|  |  | DAS/CS ADPM: | Insert Name |  |  |  |