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|  |  |
| **To:** | DAS/CS Project Manager | **, DAS/CS Project Manager** |
|  |  |  |
|  | **Department of Administrative Services, Construction Services (DAS/CS)****450 Columbus Blvd, Suite 1201****Hartford, CT 06103** |
|  |  |
| **From:** | CMR Name | **, Construction Manager at Risk (CMR)** |
|  |  |  |  |
| **Subject:** | **DAS/CS Project Number:** | DAS Project Number |  |
|  |  |  |
|  | **DAS/CS Project Name:** | DAS Project Name |  |
|  |  |  |
|  | **Reduction of Retainage for** | Subcontractor Name |  **at** | ## |  **% Project Completion** |
|  |  |  |
| **Date:** | Insert Date |  |
|  |  |  |

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| --- |
| In accordance with the General Conditions, Article 28 Progress Payments, |
|  |  |
|  | CMR Name | hereby requests a reduction of retainage on behalf of their  |
|  |  |  |  |  |
| subcontractor, | Subcontractor Name | , from  | ##.# | **%** to | ##.# | **%**. |
|  |  |  |  |  |  |  |
| The following list of items required under the General Conditions is in compliance with the terms of the contract and has been verified by the Construction Manager at Risk (CMR): |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |[ ]  DAS Construction Services Contractor Performance Evaluation Score is a minimum of **Sixty (60%) Percent.** |
|  |[ ]  Timely submission of an appropriate and complete CPM Schedule and Schedule of Values, in compliance with the Contract requirements and the prompt resolution of the Owner’s and/or A/E’s comments on the submitted material resulting in an appropriate basis for progress of the Work. |
|  |[ ]  Timely and proper submission of all required Contract Document submissions including but not limited to Shop Drawings, material certificates, material samples and the prompt resolution of the Owner’s and/or A/E’s comments on the submitted material resulting in an appropriate progress of the Work. |
|  |[ ]  Proper and adequate supervision and home office support of the Project. |
|  |[ ]  The Work completed to date has been installed or finished in a manner acceptable to the Owner. |
|  |[ ]  The progress of the Work is consistent with the approved CPM Schedule. |
|  |[ ]  All approved credit Change Orders have been invoiced. |
|  |[ ]  All Change Order requests for pricing are current. |
|  |[ ]  The CMR has and is maintaining a clean worksite in accordance with the Contract Documents. |
|  |[ ]  All Subcontractor payments are current at the time of reduction request. |
|  |[ ]  CMR is compliant with set-aside provisions of the contract. |
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|  |  |  |  |  |  |  |  |
| **CMR Certification:** |  |  |  |  |  |  |
|  |  | *(Written Name)* |  | *(Signature)* |  | *(Date)* |  |
|  |  |  |  |  |  |  |  |
| **Project Manager Recommendation:** |  |  |  |  |  |  |
|  |  | *(Written Name)* |  | *(Signature)* |  | *(Date)* |  |
|  |  |  |  |  |  |  |
| **ADPM Approval:** |  |  |  |  |  |  |
|  |  | *(Written Name)* |  | *(Signature)* |  | *(Date)* |  |
|  |  |  |  |  |  |  |  |

***END***