|  |  |
| --- | --- |
| **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:** | Consultant’s Notice To Proceed to Construction 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 determined that the Preconstruction Phases of the above noted project are complete.  In accordance with the Standard Fixed Fee Contract and the Terms and Conditions of the Contract for the captioned project dated Insert Contract Date , you are hereby authorized to proceed to the Construction Administration Phase.  The **Total Construction Budget** per the terms of your Contract is $ Insert Dollar Amount. | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| Sincerely, | | | | | |
|  | Insert PM Name |  |  | |  |
|  | *DAS/CS Project Manager Name* |  | *Signature* | |  |
|  |  | | |  | |
| Enclosures: Insert Enclosures or state "None" | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |  |  |  |