



Connecticut DOT

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Division of Construction
Operations

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CONSTRUCTION BULLETIN

DCO Division Chief

Change Orders and CEI Solicitation Requests to DCO

This Construction Bulletin provides enhanced guidance on submitting Change Orders and CEI Solicitation Requests to DCO.

Change Orders

Change Orders requiring DCO Division Chief Approval should be submitted to the TE-III of the Claims Section through Compass with the naming convention of 0000-0000 Change Order 000. Please refer to Chapter 8 of the Construction Manual for change order criteria.

The package should include the change order report from either Site Manager or AASHTOWARE along with a routing slip and all pertinent backup documentation. The package should be reviewed and the routing slip signed by the ADE prior to submitting to DCO.

A [Construction Issue Form](#) may also be submitted with a change order if it meets the criteria outlined in Chapter 16 of the Construction Manual.

Please allow up to a week for DCO to review and provide feedback.

CEI Solicitation Requests

All [CEI Solicitation Request](#) forms should be submitted to the TE-III of the Claims Section through Compass with the naming convention of 0000-0000 CEI Solicitation Request. Please ensure the form is filled out accurately. The request to retain CEI services memo will be processed after the steering committee approves the DBE/SBE goal, which can take up to two weeks.