



Connecticut DOT

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Bureau of Engineering and
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CONSTRUCTION DIRECTIVE

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Construction Administrator

Revisions to Construction Manual Appendix C List of Standard Correspondence

This Construction Directive officially releases a revision to the [Construction Manual Appendix C – List of Standard Correspondence](#). This revision strives to meet the following goals:

- Provide a consolidated list of standard correspondence used on most construction projects,
- list documents in a project's chronological order to improve the value of the table as a reference,
- identify minimum level for the Signature/Approval of correspondence while giving individual units flexibility over internal workflows,
- update of correspondence types to match those currently used since the implementation of eConstruction, and
- improve consistency across units.

The implementation of the guidance outlined in the revised Appendix C shall be effective immediately, however it will not be incorporated into the Construction Manual until the next major update.

Summary of Changes

1. Elimination of the Form CON-100. CC/BCC recipients on the current Approved Form CON-100 are included in the suggested [Notice to Proceed](#) and [Notice of Substantial Completion](#) letter templates.
2. [Preconstruction Meeting Notice](#) (letter to the Contractor) shall now be transmitted via Outlook Invite to all participants. This eliminates the requirement for separate letters to be transmitted to Towns/Cities, and other stakeholders, as well as the need to send both an Outlook invite and Letter separately to the Contractor.
3. Various minor adjustments to document names and Signature/Approval levels.