



Connecticut DOT

Bureau of Engineering and Construction

Number: ECD-2023-7

Date: July 21, 2023

ENGINEERING & CONSTRUCTION DIRECTIVE

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DIRECTIVES FOR MANAGING CONSULTANT AGREEMENTS

Policy EX.O-13 allows for the initiating unit of an agreement to make adjustments to funding allocation within the agreement to expedite service. There are several agreement adjustments that are currently processed through the Negotiations Committee that will now be handled administratively by the initiating unit by communicating directly with the Consultant.

All funding adjustment must be for activities within the existing scope of the assignment and reallocating funding cannot be used as a mechanism to avoid negotiating Extra Work. Extra Work is determined by a change in scope, and it *must* be negotiated regardless of value.

The following changes do not increase the value of the assignment:

- Direct Cost additional item [Agreements to modify language to approve all eligible directs costs to firms as outlined in their respective audits.]
- Adding employee classifications
- Adding subconsultants by reallocating funds
- Reallocating funds among consultants

Some administrative changes may increase the value of the contract. This includes:

- Direct cost value increase
- BFO and Audit adjustments - **These will be handled by the Bureau of Finance and Administration**

[Link to sample letters](#) - [Negotiations and Agreements](#)

For Task Orders – Financial Management and Support will increase the P.O. for that assignment against the project.

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For Multi-phase and CEI – Financial Management and Support will increase the P.O. against the Extra-Work in the agreement.

For the described administrative changes, the Principal or Assistant District Engineer shall submit a package to the Division Chief or District Engineer that contains 1) consultant request, 2) supporting documentation for the change, 3) proof of sufficient project funding, 4) letter to CE for approval. Once approved, the consultant will be notified and copies of the correspondence shall be submitted to Fiscal Management and Support, External Audits, and Negotiations and Agreements. This correspondence will supersede the original Fee Letter and/or previous administrative changes.