



Connecticut DOT

Number: ED-2023-2

Bureau of Engineering and Construction

Date: February 22, 2023

ENGINEERING DIRECTIVE

Engineering Administrator

Negotiations Fee/Proposal Request Form

The following form needs to be completed for the DOT Negotiations unit to initiate the Negotiations and Fee Proposal process. After filling the entire form out, please email this request form with all supporting documents to the Negotiations Unit mailbox, DOT.Negotiations@ct.gov.

In the subject line of the email, please make sure to include the following:

- Consultant name,
- DOT project number,
- CORE contract number,
- The work task/assignment number (if applicable)

The supporting documents shall be included with the email as separate attachments to the email. The documents include:

- Fee Proposal(s) (excel document)
- Scope
- Certified Payroll (if applicable)
- Other fee proposal-specific documents

Requests **will not be** processed unless the attached form is completed in full, signed, and attached with all the applicable documents. If any information is not relevant to the submission, please enter N/A.

The request form will be maintained on the Office of Engineering SharePoint Templates site. [Negotiations Fee Proposal Request Form.pdf](#)