



Connecticut DOT

Number: ECD-2020-2

Bureau of Engineering and Construction

Date: September 17, 2020

## ENGINEERING & CONSTRUCTION DIRECTIVE

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Bureau Chief

### **Advanced Authorization Directive**

This directive provides the steps necessary for authorizing Consultants to start work under existing agreements prior to negotiating. Advanced authorizations shall be limited to critical projects with approval from the Engineering/Construction Administrator or above and is not intended for routine use.

1. The Consultant shall submit a scope of work, blank fee proposal matrix, and [certified payroll](#) to the originating Department unit for approval.
  - a. The scope of work shall clearly differentiate the tasks anticipated to be done as part of the advanced authorization and the remaining tasks to be completed after negotiations.
2. The originating Department unit shall then approve the scope of work and certified payroll using the [Advanced Authorization Scope Approval Letter Template](#) and per the guidelines below:
  - a. The due date for fee proposals shall be established a maximum of 14 calendar days after the date of the scope approval letter.
  - b. The originating Department unit shall contact the Negotiations Committee (by email at [DOT.Negotiations@ct.gov](mailto:DOT.Negotiations@ct.gov)) requesting a negotiation meeting be scheduled for a date between 14 and 21 calendar days after the date fee proposals are due.
  - c. The originating Department unit shall review and approve the employees and classifications listed in the Consultant's certified payroll that are required to complete the advanced authorization tasks.
  - d. The originating Department unit shall establish a maximum upset limit not to exceed \$30,000 for payroll/BF&O/fixed fee and \$20,000 for [eligible direct cost items](#).
  - e. The originating Department unit shall verify with Financial Services that funds are available under the project number(s) to cover the proposed maximum upset limit.

3. The scope approval letter shall be sent to the appropriate party, as listed below, for signature and distribution.

Bureau of Engineering and Construction:	Engineering/Construction Administrator
Bureau of Finance & Administration:	Bureau Chief
Bureau of Highway Operations:	Bureau Chief
Bureau of Policy & Planning:	Bureau Chief
Bureau of Public Transportation:	Bureau Chief

4. The Consultant shall:

- a. Track all work done prior to negotiations separately from any other task.
- b. Provide the originating Department unit with weekly updates on progress and budget status.
- c. Not exceed the upset limit nor continue work past the scheduled negotiation meeting date provided in the scope approval letter.
- d. Provide a signed [Certification of Expenditures](#) at the scheduled negotiation meeting for approval and processing.

A fee letter shall be provided for the work done as part of the advanced authorization based on the certification of expenditures provided at the negotiation meeting. Therefore, it is important to differentiate the tasks in the scope of work to be done prior to and after negotiations. A separate fee letter shall be provided, as negotiated, for the remaining work to be completed after the negotiation meeting.