

**ADVERTISING PROCEDURES  
FOR  
CONSTRUCTION CONTRACTS ADMINISTERED BY MUNICIPALITIES**  
Revised September 2025

- 1) Municipality forwards to CTDOT: \*
  - a) Electronic copies (pdf) of completed plans including utility relocation plan sheets, if appropriate.
  - b) Electronic copy of contract documents.
  - c) Electronic copy of Engineer's Construction Cost Estimate separating Federal and State participating items from non-participating contract items.
- 2) CTDOT reviews submittals and requests Federal Highway Administration approval for construction funding.
- 3) Municipality authorized to advertise in writing by CTDOT. Municipality submits draft legal notice to CTDOT for review.

**NOTE:** Prior to the authorization to advertise, the following must be completed:

- a) All required rights of way acquired.
  - b) All necessary permits issued.
  - c) The Project Authorization Letter (PAL) executed (construction agreement).
  - d) All required demand deposits paid by the Municipality.
- 4) Municipality publishes legal notices and notifies CTDOT of bid opening (date, time and place). A 21-day minimum advertising period is required.

**NOTE:** Prior to issuance of any addenda, CTDOT review and approval is required.

- 5) Municipality publicly opens and announces bids.
- 6) Municipality audits all bid computations and forwards the following to DOT: \*/\*\*
  - a) Statement of correctness of bids.
  - b) Detailed bid breakdown by items of the lowest three bids with names of bidders.
  - c) List of all bidders with names of bidders and total bid amounts.
  - d) Justification if lowest responsible bid is:
    - 20 percent less than Engineer's Construction Cost Estimate, or
    - 10 percent greater than the Engineer's Construction Cost Estimate
  - e) \*\*Contractor's Proposed Progress Chart – Highway Construction Bar Chart.
  - f) \*\*Certificate of Compliance with Connecticut General Statute Section 31-57b.
  - g) \*\*Disadvantaged Business Enterprise (DBE) Participation Approval Request form (including the use of a DBE as a material supplier) verifying that specified goals have been satisfied (if applicable).

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6) (continued)

- h) \*\*Anticipated Source of Material form (CON-83).
  - i) \*\*Certificate of Insurance (ACORD form)
  - j) Municipality's recommendation to award contract.
- 7) CTDOT reviews items in number 6) above and obtains final funding approval.
- 8) Municipality authorized in writing by CTDOT to award contract.
- 9) Municipality awards and executes contract and establishes location, date and time of Pre-construction Meeting.
- 10) Municipality submits the following to CTDOT: \*
  - a) Two copies of the letter awarding the contract (One copy to CTDOT District Construction Office (District), one copy to this office).
  - b) Two copies of executed contract (One copy to District, one copy to this office).
  - c) A completed CON-100M form to the District.
  - d) Notice of Pre-construction Meeting.
- 11) Municipality holds Pre-construction Meeting in accordance with the Connecticut Department of Transportation "Municipal Manual" and construction commences. The "Municipal Manual" is available on the CTDOT website at the following link:  
[MSAT Manual November 2013](#)
- 12) Municipality pays contractor's invoices and requests reimbursement from CTDOT Office of Construction in accordance with the "Municipal Manual".

**NOTE:** Field changes, contract time extensions, changes in liquidated damages or other actions which will increase the State and/or Federal project cost must receive advance approval in writing from CTDOT.

\* Address to: Michael S. Cherpak, P.E.  
Principal Engineer – Local Roads  
Connecticut Department of Transportation  
P.O. Box 317546  
Newington, CT 06131-7546

\*\* to be completed by the apparent low bidder