

These signing methods shall be used, effective immediately, in accordance with the Department's e-Construction initiative.

For any questions, or to request training, please contact the Office of Construction – Technology Section: Christopher Angelotti (860-594-2672), Nelio Rodrigues (860-594-2658), or Douglas Harz (860-594-2681).

Appendix C - List of Standard Correspondence

C-101 List of Standard Correspondence

Table C-1 List of Standard Correspondence

<u>CM CHPT</u>	<u>Reference</u>	<u>Description of Subject</u>	<u>Addressee</u>	<u>Preparer</u>	<u>Reviewer</u>	<u>Signer/ Approver</u>	<u>Signature Type (Digital/Electronic)</u>
1-1	Work Schedule	Work Schedule Change	Proj. Inspector	TE3	TSE	ADE	Electronic
1-1	Hazardous Duty	Hazardous Duty Request Form	DE	TE3	TSE	ADE	Electronic
1-1 & 2	Contract Start	Installation of Const. Field Office	Contractor	Chief	TE3	TSE	Electronic
1-1 & 7	Design Review	Design Review Comments	Prin. Design Eng.	PE	TSE	ADE	Electronic
1-1 & 20	Press Release	Press Release	Const. Div. Chief	Chief	TE3	TSE	Electronic
1-1 & 2-3	Safety & Blasting Meeting	Safety & Blasting Meeting Notice	Contractor/Utility	Chief	N/A	TE3	Electronic
1-2	Pre-Con Notice	Pre-Construction Meeting Notice	Contractor	Chief	TE3	TSE	Electronic
1-2 & 22	Contract Start	Letter to Contractor - Notice to Proceed	Contractor	Chief	TE3	DE	Electronic
1-2& 22	Contract Start	Notice to Proceed (CON-100)	Chief/TE3	Chief	TE3	TSE/ADE	Electronic
1-2 & 22	Contract Start	Notice to Proceed	Utility Company	Chief	TE3	DE	Digital
1-3	Transmittal Memo	Working Drawings	Design	TE3	N/A	TE3	Electronic
1-3	Transmittal Letter	Working Drawings Comments	Contractor	TE3	TE3	TSE	Electronic
1-3	ECM	Design Question (No Contract Changes)	Design	Chief	TE3	Chief/TE3	Electronic
1-3	ECM Answer	Answer to Design Question (No Contract Changes)	Chief/TE3	Design	N/A	Designer	Electronic
1-3	RFI	Design Question (No Contract Changes)	Chief/TE3	Contractor	N/A	Contractor	Electronic
1-3	RFI Answer	Answer to Design Question (No Contract Changes)	Contractor	Chief/TE3	TE3	Chief/TE3	Electronic
1-3	RFC	Request to change Contract	ADE	Contractor	N/A	Contractor	Electronic
1-3	RFC Answer	Response to request to change Contract	Contractor	Chief	TE-3	SE (no \$) /ADE (\$)	Electronic

Construction Division Procedures for the Use of Electronic and Digital Signatures

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1-3	Field Directive	Direction to Contractor	Contractor	Chief	N/A	Chief	Electronic
1-3 & 6	Request for Price	Extra Work Price Request	Contractor	Chief	TE3	TSE	Electronic
1-3 & 16	Interoffice Memo	Design Issue (Routine)	Design	TE3	TSE	TSE	Electronic
1-3 & 2-1	Env. Monthly Reports Env. Start/Stop	Letter for all other Interdepartmental Form STO-201 (DEP)	Regulatory Agency	Env. Coord.	N/A	DE	Digital
1-4	Testing (Memo)	Insufficient Test Coverage or Rejected Material	Rocky Hill Lab	Chief	TSE/TE3	ADE	Electronic
1-5	Price Adjustment	Minor Item Adjustment	Contractor	TE3	TSE	ADE	Electronic
1-5	Price Adjustment	Major Item Adjustment	Contractor	TE3	TSE/ADE	DE	Digital
1-6	Price	Agreed Price Approval	Contractor	Chief/PE*	TE3/TSE	ADE	Electronic
1-7	Time Extension	Time Extension Analysis	ADE	Chief & TE3*	TE3	TSE	Electronic
1-7	Time Extension	Letter to Contractor	Contractor	TE3	TSE/ADE	ADE	Electronic
1-8	Construction Orders Processed Unsigned	Construction Orders Processed Unsigned	Contractor	Office	N/A	TSE (Office)	Electronic
1-9 & 2-10	Repair Guiderail	Section of guiderail considered complete and functional	Contractor	Inspector	TE3	TE3	Electronic
1-10	Evaluations – Contractor	Contractor Performance Evaluation Rating Form	Const. Division Chief	Inspector	TE3	TSE/ADE/DE	Electronic
		Letter to Contractor			TSE	TE3	Electronic
1-10	Inspection Notice (Semifinal)	Semifinal Inspection Notice (inc. Partial)	Contr./Town/Utility	TE3	N/A	TSE	Electronic
1-10	Inspection Results (Semifinal)	Semifinal Inspection Results	Contractor	TE3	N/A	TSE	Electronic
1-10	Inspection Results (Final)	Final Inspection Results Memo	DE	TSE/Princ.*	N/A	ADE	Electronic
1-10	Project Closeout (1 st)	Final Project Closeout – (enclosures)	Contractor	Chief	N/A	TE3 (Finals Chief)	Electronic
1-10	Project Closeout (2 nd)	Final Project Closeout – (2 nd Request)	Contractor	TE3	N/A	TSE	Electronic
1-10	Project Closeout (3 rd)	Final Project Closeout (3 rd Request)	Contractor	TE3	TSE	ADE	Electronic

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1-10	CON-100	Notice of Substantial Completion of Construction Work	Various	Chief	TE3	SE	Electronic
1-10	Substantial Completion	Letter Stopping Time	Contractor	TE3	TSE	ADE	Electronic
1-10	Return of Maint. to Municipality		Municipality	TE3	TSE	DE	Digital
1-10	(Partial Relief of Responsibility)	Partial Relief of Responsibility - (with exceptions)	Contractor	TE3	TSE	ADE	Electronic
1-10	(Relief of Responsibility)	Relief of Responsibility (agree with CON-500)	Contractor	TE3	TSE	ADE	Electronic
						Division Chief	Digital
1-10	Final – Construction Report	Construction Report	OOC	Chief	TE3	ADE	Electronic
1-10	Final – Req. for Form FHWA-47	Request for Form FHWA-47	Contractor	Chief	N/A	TE3	Electronic
1-10	Final – Acceptance w/Docs. Pending	Acceptance of Project with Documents Pending	Const. Admin.	Chief	ADE	DE	Electronic
1-10	Final Acceptance	Final Acceptance (CON-501)	Contractor /Town	Chief	TSE	ADE/DE	Electronic
						Division Chief	Digital
1-10 & 11	Final Audit Request for...(List Item)	Final Audit Request for “...”(List Item)	AUDITS	FINALS	N/A	TE3	Electronic
1-10 & 11	Final Audit Request	Final Audit Request	AUDITS	FINALS	TSE	ADE	Electronic
1-11	District’s Response to Headquarters’ Final Review		OOC	Chief	TE3	ADE	Electronic
1-12	Prompt Payment 1, 2		Contractor	Admin. Asst.	N/A	DE	Electronic
1-12	Prompt Payment 3		Contractor	Admin. Asst.	N/A	Const. Div. Chief	Electronic
1-12	Prevailing Wage Referral Form	Prevailing Wage Discrepancy	Department of Labor	EEO Coordinator	TE3	TSE (Office)	Electronic
1-13	Utility – Contract Start	Start Relocation (with permit)	Utility	Util. Coord.	TSE	DE	Digital
1-13	Utility – Contract Start	Notice to Commence Operations	Railroad	Util. Coord.	TSE	DE	Digital

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1-13	Utility – Change in Scope	Authorization of Change in Scope	Utility	Util. Coord.	TSE	DE	Digital
1-13	Utility – Final Audit Request	Final Audit Request – Utility	Audits	Finals	N/A	TE3	Electronic
1-13	Utility – Final	Final Audit Payment – State Reimbursement	Town	Util. Coord.	TSE	DE	Digital
1-13	Utility – Final	Final Audit Payment – State Reimbursement	Accts. Receivable	Util. Coord.	N/A	TE3	Electronic
1-13	Utility – Final	Final Audit Payment – Final Payment Invoice	Town	Util. Coord.	N/A	TE3	Electronic
1-13	Utility – Final Audit Payment	Final Audit Payment – Final Payment Invoice	Audits	Util. Coord.	N/A	TE3	Electronic
1-13	Utility/Railroad Force Account	Activate (Deactivate) Force Account	Utility	Util. Coord.	N/A	TE3	Electronic
1-15	Insurance Claim	Insurance Claim	Contractor	Office	N/A	DE	Electronic
1-15	Insurance Claim	Insurance Claim	Claimant	Office	N/A	DE	Electronic
1-17	Consultant – Certification	Subconsultant Scope and DBE Approval	Negotiations	TE3	TSE	ADE	Electronic
1-17	Consultant – Contract Start	Notice to Proceed (Newington Letterhead)	Consultant	TE3	DE	Chief Engr.	Digital
1-17	Consultant – Fee Proposal	Fee Proposal	Negotiations	TE3	TSE	ADE	Electronic
1-17	Consultant Personnel Assignment	Personnel Assignment	Consultant	TE3	TSE	DE	Electronic
1-17	Consultant Personnel – Pay Increase	Pay Increases	Consultant	TE3	TSE	DE	Electronic
1-17	Consultant – Invoice Adjustment	Invoice Adjustments	Consultant	TE3	N/A	ADE/DE	Electronic
1-17	Consultant – Extra Work Claim	Extra Work Claim	DE	TE3	TSE	DE	Electronic
1-17	Consultant – Evaluations	Consultant Evaluation Letter	Const. Div. Chief	TE3	N/A	TSE	Electronic
1-17	Consultant – Insurance – Expiration	Certificate of Insurance	Consultant	Office	N/A	TE3	Electronic
1-17	Consultant – Final	Final Audit Request	Audits	TE3	TSE	ADE	Electronic
1-17	Consultant – Final	Final Audit Payment – State Reimbursement	Consultant	TE3	TSE	ADE	Electronic

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1-17	Consultant – Final	Final Audit Payment - Final Payment Invoice	Consultant	TE3	TSE	ADE	Electronic
1-17	Consultant – Completion Date	Revision to Supplemental Agreement	DE	TE3	TSE	ADE	Electronic
1-17	Consultant – Semi-Final Invoice	Request for Semi- Final Invoice	Consultant	TE3	TSE	DE	Electronic
1-17	Consultant – NTP		Consultant			DE	Digital
1-17	Consultant – Contract Completion		Consultant			DE	Digital
1-19	Insurance Expiration (Contractor)	Notice of Insurance Expiration	Contractor	Office Staff	N/A	Office TSE	Electronic
1-19	Contract Revision/ Performance Bond	Bond No. xxx (Revision, rider enclosed)	Contractor	Office	TSE/TE3	TSE (Office)	Electronic
N/A	Test – 30 day (Begin) – Signals	Commencement of 30-Day Test Period	Contractor/ Town	Chief	N/A	TE3	Electronic
N/A	Test – 30 Day (End) – Signals	Completion of 30- Day Test Period	Contractor/ Town	TE3	TSE	ADE	Electronic