(*Company Letterhead*)

(*Date*)

(*Engineer Name*)

(*Address*)

(*City, State, ZIP*)

(*Project Identification*)

**RE: Suspension of Work Operations Due to the Effects of COVID-19**

Dear (*Engineer*):

Consistent with the April 1, 2020, *MDOT COVID-19 Construction Contract Administration Guidance,* and in accordance with subsection 104.07 of the Standard Specifications for Construction, consider this our notice that we are suspending work operations on the above referenced project due to the effects of the unprecedented COVID-19 crisis. The effective date/time of our suspension of work operations is (*date/time*).

(*Briefly, but concisely describe the effects of the COVID-19 crisis thats bringing you to this action.*)

As stated in the April 1, 2020, *MDOT COVID-19 Construction Contract Administration Guidance,* we understand that MDOT will consider this suspension of work operations as an excusable delay, such that an extension of time without the assessment of liquidated damages will be granted in accordance with subsections 108.08 and 108.08.C.5 of the Standard Specifications for Construction.

Prior to, and in preparation for the suspension of work, we are requesting:

* A job site “walk around” to document and agree on job site order (equipment and material storage, protection of work, etc.) such that it is in accordance with the Standard Specifications for Construction during the suspension of our work operations.
* A work zone “traffic control review” to document and agree on the work zone traffic control that will be maintained to provide safe public travel during the suspension of work in accordance with the Standard Specifications for Construction.

We also request that we verify our respective “on call” staff contact information to maintain active communications during the suspension of work, and to respond to emergency situations in accordance with the Standard Specifications for Construction.

When the project delay due to the effects of COVID-19 has ended, we will submit an updated progress schedule for your approval in accordance with subsection 108.05.A.3 of the Standard Specifications for Construction (*or an applicable Special Provision in your contract*).

When the project delay due to the effects of the COVID-19 has ended, we will also submit our request for an extension of contract time in accordance with subsection 108.09 of the Standard Specifications for Construction (*or an applicable Special Provision in your contract*).

If you have any questions related to this notice, please do not hesitate to contact us.

Sincerely,