(*Company Letterhead*)

(*Date*)

(*Engineer Name*)

(*Address*)

(*City, State, ZIP*)

(*Project Identification*)

**RE: Critical Path/Progress Schedule Delay Due To COVID-19 Safety Measures Impacts**

Dear (*Engineer*):

Consistent with the April 1, 2020, MDOT COVID-19 Construction Contract Administration Guidance, we are notifying you that we are experiencing critical path/progress schedule impacts (delay) due to our reasonable efforts to implement COVID-19 safety measures on the above referenced project.

(*Briefly, but concisely, describe the schedule impacts you are experiencing due to your implementation of COVID-19 safety measures*)

As stated in the April 1, 2020, MDOT COVID-19 Construction Contract Administration Guidance*,* we understand that MDOT will consider these critical path/progress schedule delays as excusable, 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.

When the delay(s) due to our reasonable implementation of COVID-19 safety measures 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 delay(s) due to our reasonable implementation of COVID-19 safety measures 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,