



Dear Members of the University Design and Construction Community:

These past several weeks have presented all of us with unique and difficult challenges related to the Coronavirus outbreak (COVID-19). We all share an understanding of the need for flexibility and collaboration during this extraordinary time.

We understand that there are many questions and concerns as we navigate multiple issues. We remain committed to sharing information as we have it. The safety of our community, including our students and business partners, is a top priority. As you most likely are aware, the university has suspended in-person classes and has asked all undergraduate students who are not in family housing to return to their homes by March 22. University employees have been instructed to work remotely as much as possible.

We are aware that your business also is making significant adjustments to minimize the COVID-19 outbreak. The university is moving forward with the understanding that many design and construction agreements will be affected by cost and schedule changes. The university identifies the outbreak as an epidemic and within the meaning of all design and construction agreements for which appropriate time extensions will be granted (please refer to Article 9.7.1.3 of the AE Standard Terms and Conditions; refer to Article 8.6.1 of all General Conditions).

In the interests of working in partnership with our design and construction community, the university will address cost increases directly resulting from this situation. We intend to evaluate proposals for cost increases on a case-by-case basis and in accordance with the modifications provisions of our agreements. We ask that you follow, as closely as reasonably possible, the modifications terms. Please provide as much detail about time and cost impacts as feasible to assist in our ability to understand the requested change and mitigate impacts where possible. For any proposed modification resulting from the epidemic, please include the code COVID-19 in your proposal(s).

We understand it may be impractical to predict specific cost and schedule impacts as this situation is rapidly changing. We understand that your time is not well spent notifying the university that an unknown, unpredictable impact is likely to occur. Please do your best to notify the university of specific time or cost impacts attributable to the outbreak as you identify them, along with reasonable recommendations you are able to offer to minimize those impacts. The university is committed to working with you to manage schedule changes during this challenging time.

You may check the Design and Construction website fod.osu.edu/about/design-and-construction for updates. Also, you may check the university's website for updates specific to the university community.

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