

**To the extent the DGS design contract suspension needs clarity, please note the following:**

\*DGS Design contract - means any contract, work order or amendment the design firm signed with DGS, regardless of the project site or Client Agency; the term also covers delegated projects.

\*DGS project – means any DGS Public Works project with a DGS Design Contract, regardless of the project site or Client Agency; the term also covers delegated projects.

1. If a firm is set up to design DGS projects remotely, they may continue to do so.
  - a. In staying with the Governor's recommendations, DGS does not want to increase or create any risks by allowing or encouraging travel to and from design offices or project sites on DGS projects, so "remotely" means exclusively by teleworking.
    - i. Travel to projects sites is not permitted.
    - ii. Travel for face-to-face meetings is not permitted.
    - iii. Skype or teleconferencing is permitted.
2. If a firm needs its employees to travel to work at their office to design DGS projects, that work is suspended.
  - a. In staying with the Governor's recommendations, DGS does not want to increase or create any risks by allowing or encouraging travel to and from design offices or project sites, so traveling to an office to design DGS projects, even if social distancing would be possible once in the office, is not permitted.
3. Any design work on DGS projects that relies upon traveling to or authorizing others to travel in order to conduct site work (geotechnical, haz. mat, existing verification of current conditions in a building, etc.) is suspended.
4. To the extent a design on DGS projects requires submission, review, discussion and approvals by third parties such as local zoning, land development, conservation districts and State L&I permitting, these services are, to a large extent, unavailable for the time being. If the project design in paragraph 1 progresses to the point where it depends upon third party approval, the design would be suspended at that point.
5. DGS Design Project Managers are authorized to process invoices in the eBuilder system for payment. Design firms are encouraged to use the two weeks to review work performed to date and submit invoices.
6. If you have any questions, please contact the DGS Design Project Manager assigned to the DGS project.

We're aware of the impact of this decision and will continue to monitor the situation and take action to return to our normal processes and procedures as soon as we can. Thank you for your patience, understanding and cooperation as we continue to work through the challenges all of us are currently facing as we strive toward our mission of safely delivering exceptional projects to our clients.