

SOUND TRANSIT OCIP MANUAL REVISIONS

Revision 1 – May 24, 2001

- ◆ **III. DEFINITIONS:** broadens the definition of Professional Services to include a variety of professional classifications in addition to architects and engineers.
- ◆ **OCIP Enrollment Form:** amends the contract or subcontract information section to ask for Sound Transit Contract Number (previously asked only for Contract Number).

Revision 2 – June 26, 2001

- ◆ • Changes are superseded by Revision 3

Revision 3 – October 31, 2001

- ◆ **Section XIII. OCIP MANUAL REVISIONS:** is added to the Table of Contents, and establishes this section of the manual.
- ◆ **II. DIRECTORY:** amends Sound Transit contacts to include Michael Bailey as Risk Manager & Sam Naylor as Link Light Rail Safety & Security Officer.
- ◆ **IV. OCIP COVERAGE SUMMARY:** amends the Contractors Pollution Limit to show \$50,000,000 per occurrence & \$50,000,000 policy aggregate.
- ◆ **IV. OCIP COVERAGE SUMMARY:** amends the Pollution Liability Limit to \$50,000,000 per occurrence & \$50,000,000 policy aggregate. And amends the limits for Professional Liability to 50,000,000 per claim & \$50,000,000 policy aggregate.
- ◆ **IV. OCIP COVERAGE SUMMARY:** amends the policy limit for Builder's Risk to show: "current Total Insured Values (TIV) covered on a replacement cost basis, with Earthquake and Flood Insurance up to the lesser of the TIV or \$100,000,000."
- ◆ **VI. PARTICIPANTS' RESPONSIBILITIES:** amends this section by removing the paragraph that stated Participants are required to maintain separate payroll records for all Sound Move Projects and retain them for three (3) years after final completion of its Work.

Revision 4 – August 1, 2002

- ◆ Deleted the introductory Sound Transit safety letter signed by Joni Earl, then Acting Executive Director.
- ◆ **II. DIRECTORY:** Michael Bailey's fax changed to 206/689-3301.
- ◆ **II. DIRECTORY:** Sam Naylor – DELETED 253 Tacoma phone number and changed Sam's fax to 206/398-5218.
- ◆ **II. DIRECTORY:** Effective May 27, 2002, David Hatem's office was moved:
Donovan Hatem LLP
Two Seaport Lane
Boston, MA 02110
Telephone: 617/406-4500
Fax: 617/406-4501
E-mail: dhatem@dhboston.com

OCIP ENROLLMENT - CERTIFICATION: changed the 2001 above the signature lines to read 2002.

Revision 5 – August 8, 2002

- ◆ **•II. DIRECTORY:** DELETED Mike James listing as Sound Transit Contracts Division contact.
- ◆ **II. DIRECTORY:** ADDED Diane Cognetta listing as Sound Transit Contracts Division contact.

Revision 6 – August 12, 2002

- ◆ **II. DIRECTORY:** All Marsh, Inc. contact listings changes are superseded by Revision 8, listing Willis of Seattle, Inc. as the Sound Transit OCIP Insurance Broker.

Revision 7 – September 18, 2002

- ◆ **II. DIRECTORY:** DELETED James Jeter listing as Sound Transit Contracts Division contact.
- ◆ **II. DIRECTORY:** All Marsh, Inc. contact listings changes are superseded by Revision 8, listing Willis of Seattle, Inc. as the Sound Transit OCIP Insurance Broker.

Revision 8 – December 31, 2002

- ◆ **II. DIRECTORY:** ADD Willis of Seattle, Inc. contact listings.
- ◆ **III. DEFINITIONS:** DELETES the definition “OCIP Manager: MARSH USA Inc. because, effective December 31, 2002, MARSH USA, Inc. is no longer the insurance broker handling Sound Transit’s OCIP.
- ◆ **III. DEFINITIONS:** ADDS the definition “OCIP Insurance Broker: Willis of Seattle, Inc., 505 Fifth Avenue South, Suite 200, Seattle, WA 98104; P.O. Box 34201, Seattle, WA 98124” because effective December 31, 2002, Willis is the insurance broker handling the Sound Transit OCIP.
- ◆ **III. DEFINITIONS:** amended the “OCIP Insurance Companies” definition to delete the AIG subsidiary names, and added the 2 non-AIG insurance companies, Steadfast Insurance and Factory Mutual Insurance.
- ◆ **III. DEFINITIONS:** put in the original definition “Professional Services” (removed in error from previous version).
- ◆ Throughout OCIP Manual, replaced “MARSH USA, Inc.” and/or “Marsh” with “Willis of Seattle, Inc.” and/or “Willis.”
- ◆ **VIII. OCIP ADMINISTRATION:** changed and simplified this section to reflect the actual OCIP enrollment process. The previous versions outlined a more complicated enrollment procedure, via Marsh USA, which was never implemented. And deleted the never-implemented Contract Completion requirement to notify Marsh as each OCIP covered contract was closed.
- ◆ **•PARTICIPANT ENROLLMENT Flowchart:** added entry to show online enrollment and online download of OCIP Manual.

- ◆ **OCIP ENROLLMENT - CERTIFICATION:** changed the 2002 above the signature lines to read 20____.
- ◆ **•XIII. OCIP MANUAL REVISIONS:** DELETED this as a section in the OCIP Manual. Effective December 31, 2002, this will be a separate file named OCIP MANUAL REVISIONS.

Revision 8a – December 31, 2002

- ◆ **II. DIRECTORY:** CORRECT Donovan Hatem zip code to 02210 and ADD ,PS after David Hatem’s name.
- ◆ **II. DIRECTORY:** CORRECT Sound Transit’s Construction Management listings to list Sam Naylor under subheading **Link Light Rail**, and list Rob Huyck under subheading **REX/Sounder**; and add Rob Huyck’s title of Safety Officer.

Revision 9 – June, 2003

- ◆ **IV. OCIP COVERAGE SUMMARY:** under Builder’s Risk, added the following, which is now the last paragraph under Builder’s Risk: “Consultant’s, Subconsultant’s, Contractor’s and Subcontractor’s of all tiers will be responsible for damage to or destruction of the work caused by their accidental or negligent acts, subject to a limit of \$10,000 each incident.”
- ◆ **X. OCIP CLAIM PROCEDURES:** added the following introductory paragraph: “**Immediately and No Later Than 30 days**, report all damage or injury incidents to Sound Transit Risk Management, regardless of cause or fault, for: **a)** incidents involving injuries to any person including third-parties; **b)** damage or destruction to the Work, real or personal property, including property of third-parties.”

Revision 10 – October, 2003

- ◆ **TABLE OF CONTENTS:** changed format – subheadings now show on TOC.
- ◆ **III. DEFINITIONS:** amended the “OCIP Insurance Companies” definition to delete “Factory Mutual Insurance” from list of insurers providing Sound Transit OCIP.
- ◆ **IV. OCIP COVERAGE SUMMARY:** amends the Umbrella and Excess Liability limits to be: Not less than \$98,000,000 per occurrence, inclusive of Primary limits & \$98,000,000 annual aggregate, inclusive of Primary limits.
- ◆ **IV. OCIP COVERAGE SUMMARY:** under Builder’s Risk, deleted the 2nd paragraph that begins “Coverage is provided on...” and inserted the following as the 2nd paragraph: “Coverage is provided on an “all-risk” policy form, and names as insureds Sound Transit and its OCIP Participants of every tier as their interests appear. Policy limits are the current Total Insured Values (TIV) covered on a replacement cost basis, with Earthquake and Flood insurance; Materials and Equipment to be incorporated into the Work, based upon actual repair and/or replacement cost including coverage for Earthquake and Flood sub-limits, if any.”
- ◆ **VIII. OCIP ADMINISTRATION:** deleted the 1st section Request for Proposal and Invitation for Bid – there is no OCIP process prior to Contract Award. And changed the text under Contract Completion to indicate that the OCIP records

would be subject to the audit provisions in the Sound Transit contract (the prior language said the OCIP Insurers might request an audit in accordance with the OCIP insurance policies – the audit of contractors is not part of Sound Transit’s OCIP policies.)

- ◆ **OCIP ENROLLMENT FORM – FORM A:** is now an attachment to the OCIP Manual and will have its own effective date, based upon whether this specific form has been changed. Form A – OCIP ENROLLMENT is effective October 2003.
- ◆ **SUPERVISORS INCIDENT INVESTIGATION REPORT – FORM B:** is now an attachment to the OCIP Manual and will have its own effective date, based upon whether this specific form has been changed. Form B – SUPERVISORS INCIDENT INVESTIGATION REPORT is effective June 2003.

Revision 10a – November, 2003

- ◆ **OCIP ENROLLMENT FORM:** deleted the term **FORM A** - OCIP ENROLLMENT FORM is effective November 2003, and is an attachment to the current OCIP Manual.
- ◆ **SUPERVISORS INCIDENT INVESTIGATION REPORT – FORM B:** deleted this form, replaced with **OCIP CLAIM REPORT FORM:** OCIP CLAIM REPORT FORM is effective November 2003, and is an attachment to the OCIP Manual. **OCIP MANUAL:** deleted the term “FORM A.” Deleted the terms “SUPERVISORS INCIDENT INVESTIGATION REPORT” and “FORM B” and replaced the terms with “OCIP CLAIM REPORT FORM.”

Revision 10B – October, 2004

- ◆ **TABLE OF CONTENTS:** because Manual revision is dated October 2004, CHANGED listings for forms to show that November 2003 is the current Revision Date for the forms: OCIP Enrollment Form (November 2003) and OCIP Claim Report Form (November 2003)
- ◆ **I. INTRODUCTION:** Add 2nd easier URL to use to get to Link to Sound Transit’s OCIP webpage, ADD: soundtransit.ebidsystems.com
- ◆ **II. DIRECTORY:** CORRECT Sound Transit Mike Bailey’s fax to: 206/689-3301.
- ◆ **II. DIRECTORY:** Sound Transit’s Construction Management listing, under subheading **Link Light Rail**, CORRECT by deletion of Sam Naylor’s listing, and ADD Bernardo Ozuna, Construction Safety Specialist listing.
- ◆ **II. DIRECTORY:** Sound Transit’s Construction Management listing, under subheading **Rex/Souder**, CORRECT Rob Huyck’s fax to: 206/398-5213.
- ◆ **II. DIRECTORY:** Willis under subheading **Enrollment**, CORRECT by deletion of Theresa Howard-Braun’s listing and ADD Conni Scott’s listing.

Revision 11– December 2004

Sound Transit website was re-designed, this changed the path to the OCIP site. The new path is <http://www.soundtransit.org/working/contracts>. The path is mentioned in the Introduction & on the OCIP Claim Form Instructions.

- ◆ **TABLE OF CONTENTS:** CHANGED Revision listing for OCIP Claim Report Form (December 2004)

- ◆ **INTRODUCTION:** CHANGED the path for the OCIP link on Sound Transit's website to the new path: <http://www.soundtransit.org/working/contracts>.
- ◆ **XII. OCIP ADMINISTRATIVE FORMS:** CHANGED Revision date for OCIP Claim Form to December 2004.
- ◆ **OCIP CLAIM REPORT FORM:** CHANGED first arrow under number 2. to say Working with Us (to reflect change on Sound Transit's redesigned website). Revised to show Revision December 2004

Revision 12– October 2006

- ◆ **TABLE OF CONTENTS:** because OCIP claim Form was revised October 2006, UPDATED Table of Contents to list: OCIP Claim Report Form (October 2006)
- ◆ **II. DIRECTORY: Sound Transit Risk Manager –** DELETE Mike Bailey name & email, and REPLACE with David Grenier name & email.
- ◆ **II. DIRECTORY: Sound Transit Construction Management** listing, under **Link Light Rail**, DELETE Bernardo Ozuno's listing, and REPLACE with Jay Campbell, Construction Safety Specialist listing.
- ◆ **II. DIRECTORY: Sound Transit Construction Management** listing, DELETE subheading **Rex/Souder** and REPLACE with subheading **Capital Projects**, then DELETE Rob Huyck listing and REPLACE with Selena Ngo listing.
- ◆ **II. DIRECTORY: Willis** under **Primary Contact**, DELETE Angela Terry listing and REPLACE with Han Christenson listing; under **Claims**, DELETE Elaine Peck listing and REPLACE with Phillip Gale listing.
- ◆ **XII. OCIP ADMINISTRATIVE FORMS:** CHANGED Revision date for OCIP Claim Form to October 2006.
- ◆ **OCIP CLAIM REPORT FORM:** ADDED Revision October 2006. Change is Page 1, Item 3., DELETED email (Baileym@SoundTransit.org) and REPLACED with email (GrenierD@SoundTranist.org)