

Arizona Department of Transportation

Engineering Consultants Section

Insurance Guidelines and Submittals

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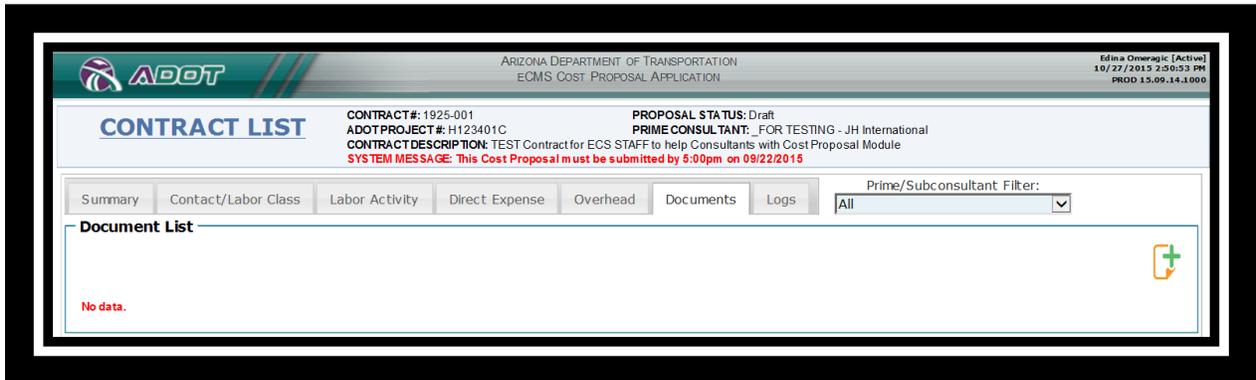
Insurance Guidelines

- ✦ There must be one insurance certificate submitted for each contract, with the contract number clearly listed on the certificate.
- ✦ The Consultant is responsible for monitoring the contract value as it increases and is required to purchase additional insurance to stay in compliance with the contract requirement if the contract value requires a higher limit of insurance.
- ✦ The contract language includes minimum insurance requirements with limits of liability for each insurance requirement that must be met.
- ✦ Aircraft Liability coverage is an insurance requirement and must be met if the contract Scope of Work requires use of an aircraft.
- ✦ For activities within ADOT Right-of-Way that present exposure to risk not anticipated in a contract, the consultant shall obtain an encroachment permit from the applicable ADOT District Office and may be requested to provide additional insurance for high-risk activities.
- ✦ The Consultant is required to provide Commercial General Liability, Business Automobile Liability, Workman's Compensation, Professional Liability, and Valuable Papers coverage based on the value of the ECS contract.
- ✦ The Consultant is responsible for ensuring and/or verifying that all Subconsultants have current, valid and collectable certificates of insurance that are consistent with the minimum requirements as required by the ECS contract. ADOT reserves the right to request that the Consultant provide proof that its Subconsultants have the required insurance coverage.
- ✦ The Commercial General Liability and Business Automobile Liability policies shall be endorsed to include the State of Arizona and the Arizona Department of Transportation as additional insureds, as required by the ECS contract.
- ✦ The certificates of insurance must include additional insured language as outlined in the contract boilerplate.
- ✦ The approved insurance and indemnification provisions in the contract shall not be changed without approval from ADOT.
- ✦ The Commercial General Liability, Business Automobile Liability and Worker's Compensation policies shall be endorsed to include a Waiver of Subrogation in favor of the State of Arizona and the Arizona Department of Transportation, as required by the ECS contract.
- ✦ If an Aircraft is utilized as part of the contract, then the Aircraft Liability policy shall be endorsed to include the State of Arizona and the Arizona Department of Transportation as additional insureds. A Waiver of Subrogation endorsement in favor of the State of Arizona and the Arizona Department of Transportation shall also be provided.

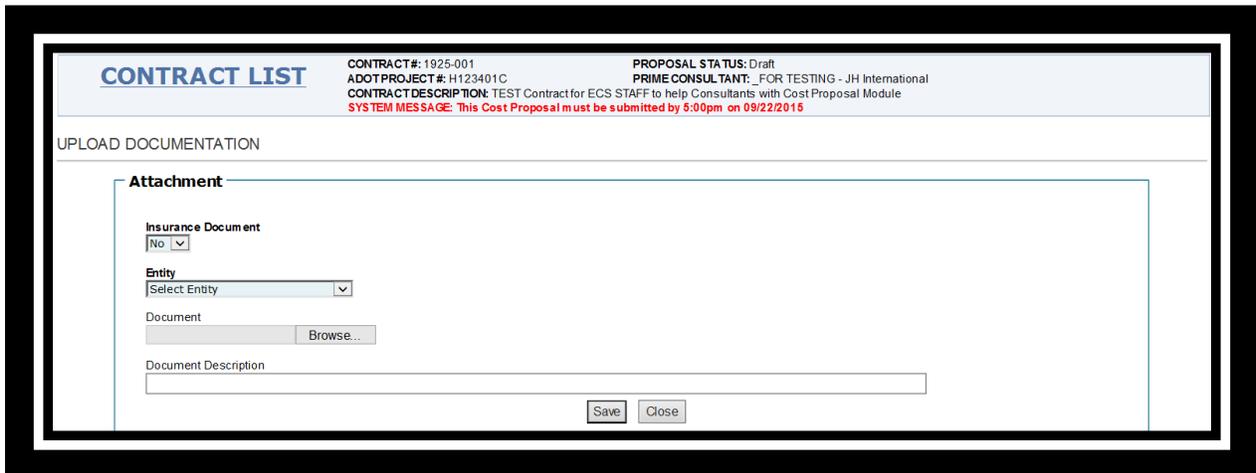
How To Submit Insurance Certificate for New Contracts

During ECS contract negotiations, the Consultant must provide a current insurance certificate for the contract under negotiation as part of its initial online cost proposal submittal in the electronic Contract Management System (eCMS system).

To submit the insurance certificate with the initial cost proposal, log on the online eCMS Cost Proposal module and navigate to the **“Documents”** tab.



Click on the **“Add Document”** and separate screen will open for you to upload documents. Select **“Yes”** in drop down list for Insurance Document.



New window containing insurance information will open.

ADOT eCMS COST PROPOSAL APPLICATION

CONTRACT LIST CONTRACT #: 1925-001 PROPOSAL STATUS: Draft
 ADOT PROJECT #: H123401C PRIME CONSULTANT: _FOR TESTING - JH International
 CONTRACT DESCRIPTION: TEST Contract for ECS STAFF to help Consultants with Cost Proposal Module
 SYSTEM MESSAGE: This Cost Proposal must be submitted by 5:00pm on 09/22/2015

UPLOAD DOCUMENTATION

Attachment

Insurance Document
 Yes

Insurance Producer

Certificate Effective Date

Insurance Contact

Insurance Contact Phone

Insurance Contact Email

Document

Document Description

[User Manual](#) | [Preparation Guidelines](#) | [Submittal Requirements Checklist](#) | [Forms](#)

Select **Producer** from the available Producer List. The Producer Name you provide must match with the name that is on the Certificate. Enter **Certificate Effective Date**. Enter **Insurance Contact, Insurance Contact Phone** number and **Insurance Contact Email** address.

Next upload Certificate of Insurance to Cost Proposal. Click **Browse** button to search for the file to upload from your computer. After document is attached enter detailed Document Description in field provided. Click **Save**.

NOTE: It is important user load this document differently than the method user used for other documents or else insurance data will not properly load into our Insurance System, and will not be processed. This could delay the final processing of the contract.

Insurance Review Process

The uploaded certificate of insurance will be reviewed by ADOT’s Risk Management Office. The Risk Management Office will contact the Consultant if insurance requirements are not met. If the insurance coverage provided is sufficient for the terms of the contract, Risk Management will advise the Consultant and ECS that the insurance requirements have been met. At the conclusion of contract negotiations, if all insurance requirements are met, ECS will execute a contract with the Consultant.

How to Submit Insurance Renewal Certificates for Existing Contracts

The Consultant is responsible for updating or renewing insurance certificates for each contract before the certificate expires, either quarterly, semi-annually, or annually, based on the term of the policy.

All renewal insurance certificates must be directly submitted by e-mail or fax to ADOT's Risk Management Office:

E-mail: ECS3@azdot.gov

Fax: 602-712-6545

Allowing insurance certificates to expire or failure to maintain insurance coverages and limits as required by the contract, or failure to provide evidence of renewal, is considered to be a material breach of the contract.

All insurance-related questions on ECS contracts should be directed to Risk Management's Insurance Analyst at 602-712-7327.