



Rail OCIP Overview

- Package 'P' for the Dulles Corridor Metrorail Phase 2 construction project will be insured under an Owner Controlled Insurance Program (Rail OCIP).
- The Rail OCIP insures contractors and subcontractors for Work performed On-Site.
- Participation by contractors and subcontractors is mandatory.
- Enrollment must occur before performing Work On-Site.
- Notify your insurer(s) to endorse your coverage to be excess and contingent over the Rail OCIP coverage for On-Site activities.
- Exclude from your bid price and requests for payment the cost of insurance coverages provided by the Rail OCIP.
- Contractors and subcontractors must purchase their own insurance for off-site activities and exposures not covered by the Rail OCIP.



Summary Description of Rail OCIP Coverage

Airports Authority provides the following coverages through Rail OCIP:

- General Liability, including terrorism
 - \$2,000,000 each occurrence limit
- Excess Liability, including terrorism
 - \$298,000,000 combined single limit
- Contractor's Pollution Liability
 - \$25,000,000 each occurrence limit
- Railroad Protective Liability
 - \$5,000,000 each occurrence limit



Contractor Required Coverage

(refer to Rail OCIP Addendum for Package 'P')

- Professional Liability (Enrolled and Excluded)
 - \$10,000,000 limit
- Automobile Liability (Enrolled and Excluded)
 - Applies for both On-Site and off-site activities.
 - \$1,000,000 combined single limit
- Workers Comp/Employers Liability (Enrolled and Excluded)
 - Commonwealth of Virginia Statutory Limit
 - Employers Liability at \$1,000,000 Bodily Injury by Accident, each Accident
- General Liability (Enrolled and Excluded)
 - \$1,000,000 each occurrence limit



Contractor Required Coverage (cont.)

(refer to Rail OCIP Addendum for Package 'P')

- Umbrella Liability (Enrolled)
 - \$1,000,000 each occurrence limit
- Umbrella Liability (Excluded)
 - Contractor
 - \$10,000,000 each occurrence limit
 - Tier 1 – contracts with total values up to \$1,000,000
 - \$1,000,000 each occurrence limit
 - Tier 2 – contracts with total values in excess of \$1,000,000
 - \$5,000,000 each occurrence limit



Contractor Required Coverage (cont.)

(refer to Rail OCIP Addendum for Package 'P')

- **Equipment Insurance (Enrolled and Excluded)**
 - Cover all risk of physical damage to equipment provided for use at the Site by the Contractor or subcontractors.
- **Builders Risk (Enrolled and Excluded)**
 - Coverage limit shall be the Probable Maximum Loss for Project.
 - Contractor responsible for deductible/self-insured retention until Substantial Completion.
 - Airports Authority will reimburse Contractor for any deductible, not to exceed \$100,000 per occurrence, following Substantial Completion.



Contractor Required Coverage (cont.)

(refer to Rail OCIP Addendum for Package 'P')

- Additional Insured Endorsement
 - Required for each policy, except Workers Compensation and Professional Liability.
 - Refer to Rail OCIP Addendum for Package 'P' for specific requirements.
- Waivers of Subrogation
 - Required for each policy.
 - Refer to Rail OCIP Addendum for Package 'P' for specific requirements.



Verification of Required Coverages

- Evidence of insurance for all Enrolled and Excluded Contractors shall be provided to Rail OCIP Administrator before performing Work On-Site and upon renewal of required coverage.
- Contractors are responsible for:
 - Monitoring their Enrolled subcontractors' and Excluded subcontractor's certificates of insurance.
 - Maintaining copies of their subcontractor's certificates of insurance.
 - Contractor and all Subcontractors must upload Certificates of Insurance through the Rail OCIP web portal.
- The Contracting Officer, Contracting Officer's Technical Representative, Risk Management Department staff, and RAIL OCIP Safety Consultant have the right to stop work or prevent any non-enrolled Contractor or subcontractor of any tier from entering the Site until the Contractor's certificate has been filed.



Contractor Responsibilities

- Comply with Rail OCIP Manual and cooperate in the administration and operation of the Rail OCIP.
- Comply with the Airports Authority's Construction Safety Manual and all other contractual safety and loss control requirements.
- Provide each subcontractor with a copy of Rail OCIP Manual and the Construction Safety Manual.
- Enroll in the Rail OCIP and assure all subcontractors enroll in the Rail OCIP prior to the start of any work.
- Include Rail OCIP provisions in all subcontracts.
- Provide timely evidence of insurance to Rail OCIP Administrator.
- Notify Rail OCIP Administrator of all subcontracts awarded.
- Comply with insurance, claim, and safety procedures.
- Report incidents and claims promptly and cooperate with all follow-up requests.



Enrollment

- Use of Rail OCIP web portal is mandatory.
- Enrollment Application (*Rail OCIP Form – 1GL*) required for each contractor of any tier that performs Work On-Site.
- Pre-Enrollment (*Rail OCIP Form – 3GL*) required for every subcontract awarded and necessary to obtain user account for web portal access.
- Detailed web portal instructions are located in Section 6 of the Rail OCIP Manual.
- Contractor is not enrolled in the Rail OCIP until the Rail OCIP Administrator has approved the information submitted via the web portal and confirmed the enrollment is complete.



Completion of Work

- Notice of Work Completion (*Rail OCIP Form – 2GL*) is required to be submitted to the Rail OCIP Administrator when contractor at any tier has completed its Work at the Site and no longer has On-Site workers.
- Final payment will not be released by the Airports Authority until all necessary forms have been submitted to the Rail OCIP Administrator.
- The Contractor is responsible for any missing documentation of its subcontractors.



Loss Control Inspections

- Daily loss control observations will be conducted by the Rail OCIP Safety Consultant.
- Monthly loss control inspections will be conducted by the General Liability insurance carrier.
- The Contractors Pollution Liability insurance carrier may also conduct inspections.
- Contractor is expected to remediate any issues found and provide written response to close out any identified recommendations.



Safety

Safety representative must be On-Site when any Work is in progress

Incident Reporting

All incidents, injuries, property damage, pollution, occupational-related illnesses, etc. must be reported to Rail OCIP Safety Consultant within 24 hours.

- Take appropriate measures to prevent additional injury or damage, including contacting police and fire authorities as required by law.
- Complete and submit General Liability Loss Report (*Rail OCIP Form – 4GL*) within 24 hours of the incident to the Rail OCIP Safety Consultant.
- Cooperate with Airports Authority, Rail OCIP Safety Consultant, or Rail OCIP insurer representatives and assist in the investigation, analysis, and defense of any accident, occurrence, or insured loss.



Rail OCIP Insurance Claims

- Contractor shall NOT self-handle Rail OCIP insurance claims.
- The Airports Authority Risk Management Department will negotiate all Rail OCIP insurance claims.
- Contractor will not attempt to adjust or settle any insurance claims unless Airports Authority Claims Program Manager determines loss is not insured by Rail OCIP.



General Liability Obligation

- Safety On-Site is important.
- To encourage adherence to safe practices by all Parties, the Contractor shall pay to the Airports Authority a sum of up to \$5,000 of each occurrence for losses payable under the Rail OCIP General Liability Policy.

Required Forms

- Enrollment Application (*Rail OCIP Form – 1GL*)
- Notice of Work Completion (*Rail OCIP Form – 2GL*)
- Pre-Enrollment (*Rail OCIP Form – 3GL*)
- General Liability Loss Report (*Rail OCIP Form – 4GL*)



Rail OCIP Insurance Manual

- Most current version is always available from the “Doing Business” “Contracting Opportunities” “Contracting Manuals, Form, and Other Resources” section of the Airports Authority’s website at <http://www.mwaa.com>
- It is also available with the Bid Package information on the Airports Authority website.



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