

Department of Airports

Cindy Nichol
Director

**County of Sacramento****Divisions**

Operations & Public Safety
Finance & Administration
Commercial Development
Planning & Special Projects
Maintenance & Development

July 21, 2026

To: Prospective Respondents

From: Michael Winans
Interim Airport Manager, Parking and Ground Transportation
Sacramento County Department of Airports

**Subject: Addendum #1 – RFQ for Progressive Design-Build Services
for a Consolidated Rental Car Facility**

This addendum provides updates to the Request for Qualifications (RFQ) referenced in the subject line and responses to questions received by the Department of Airports (Department) from potential Respondents prior to the questions submission deadline designated in the RFQ.

RFQ Clarifications

Based on discussions during the one-on-one team meetings, the Department would like to clarify a few points:

1. The County anticipates a construction duration of approximately thirty (30) months from issuance of a Notice to Proceed; however, the Project schedule, including the Substantial Completion date, will be developed collaboratively with the selected DBE during the Preconstruction Phase. The County's priority is a thorough and well-coordinated design process that supports a successful construction outcome, and the Project schedule shall reflect that intent.
2. The team roles that the RFQ asks to be specified in Part B of Section V of the RFQ were intentionally chosen whilst the roles not included were intentionally excluded. Any other roles submitted by a Respondent in the Statement of Qualifications (SOQ) outside of specialty consultants listed in the RFQ shall not be binding on the Department to accept, even if the Department awards the ensuing agreement to that Respondent.

3. The Department received an additional request for clarification after the questions submission deadline had passed that, in its determination, is material enough to be addressed with all potential Respondents. In reference to Part A.3 (Licensure (Pass/Fail)) of Section V of the RFQ: Design professionals shall provide their applicable professional license or registration numbers as opposed to a California Contractors State License Board license number. Attachment 2 reflects this change and an updated version of Parts A and B word-compatible forms described in Sections VII and VIII of the RFQ are uploaded to the OpenGov project site.

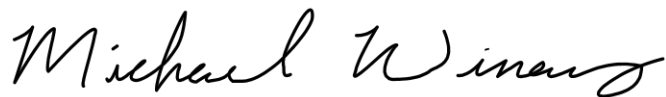
RFQ Updates

Seven (7) updates have been made to the RFQ document based on feedback gathered through the submitted questions. See Attachment 2 for RFQ updates.

RFQ Questions

The Department received sixty-one (61) questions regarding the RFQ. Listed in Attachment 1 are the questions received and the Department's responses. The questions listed are in the exact format received by the Department, with no corrections made for spelling or grammar.

Kind Regards,

A handwritten signature in black ink that reads "Michael Winans". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Michael Winans, C.M.
Interim Airport Manager, Parking and Ground Transportation
Operations & Public Safety
Sacramento County Department of Airports

Attachments:

- 1 – Questions and Responses
- 2 – Updated RFQ Excerpts
- 3 – List of Firms in Attendance at the Pre-Submittal Conference
- 4 – OCIP Procedures Manual

Attachment 1
Questions and Responses

#	Question/Request	Response
1	RFQ Page 12 of 68 states: "Respondents shall review the Conflict of Interest Policy and submit to the Department a completed Conflict of Interest Disclosure (Attachment B). For each Respondent team, the DBE, general contractor (if not the DBE), Architect of Record (AOR), and design architect (if not the AOR) must submit a completed disclosure form." It appears that Attachment B, the Conflict of Interest Disclosure Form, was not included in the RFQ documents. Our team intends to submit both Attachment 3 and Attachment B to the County when we RSVP for the Pre-Submittal Conference and request our 1:1 meeting. Please confirm whether the County intends to provide Attachment B for respondents to complete. Alternatively, if Attachment B is unavailable, would the County prefer that respondents submit a written conflict of interest disclosure that addresses the requirements outlined in the Conflict of Interest Policy?	The reference to "Attachment B" was incorrect. To fulfill the Conflict of Interest Policy disclosure requirement, each required role shall provide a binding written declaration either i) affirming the lack of potential conflicts of interest, or ii) identifying the potential conflicts of interest and the methods that will be used to mitigate them. Attachment 2 reflects this change.

2	We have reviewed Attachment 4 but are not able to locate Attachment B (Conflict of Interest Disclosure form) as referenced in Section E of the RFQ. Please provide Attachment B.	See Response to Question #1.
3	Section 3 states that project profiles are "limited to three (3) pages total per submitted project, inclusive of the Project Profile Information Sheet." However, the Project Profile Cover Sheet indicates "three pages maximum per profile, not including the Project Cover Sheet." Please confirm that each project profile is limited to three (3) pages, excluding the Project Cover Sheet.	The Project Cover Sheet is not counted as part of the three (3) page limit per Project Profile. Attachment 2 reflects this change.
4	Section 5 (Project Approach), Topic 8 requests a preliminary summary-level schedule. Please confirm that this preliminary schedule does not count toward the overall page limit for Section 5.	A summary-level visual or timeline that communicates the team's approach to sequencing major milestones from project initiation through Substantial Completion is sufficient. The schedule will not count towards the overall page limit.
5	May I please have a copy of the attendee list for the 6/15/26 Pre-Submittal Conference?	Please see Attachment 3 to this Addendum for a list of firms that attended the pre-submittal conference.
6	Reference: IV. Procurement Process - E. Proposal Manager and Conflict of Interest Disclosure	See Response to Question #1.

	Page 12 of 68 of the RFQ notes 'Respondents shall review the Conflict of Interest Policy and submit to the Department a completed Conflict of Interest Disclosure (Attachment B).' Attachment B has not been provided in the RFQ. Please also note that the final statement included in the County of Sacramento Organizational Conflict of Interest Policy for Design-Build Projects, included as Attachment 4 in the RFQ, does showcase incorporation by reference for this policy. Please confirm if an Attachment B form will be provided and required as stated in Section IV-E of the RFQ.	
7	Reference: V. Instructions & Scoring - Part B. Experience Instructions - Section 1: Design-Build Team Please confirm both the General Contractor and Architect of Record firm profiles can be three (3) pages each.	Confirmed; the GC and AOR profiles may be three (3) pages each; all others shall be limited to one (1) page each.
8	Reference: V. Instructions & Scoring - Part B. Experience Instructions - Section 3: Project Profiles	See Response to Question #3.

	Page 25 of 68 notes "Project profiles are to be limited to three (3) pages total per submitted project, inclusive of the project profile information sheet (30 pages total)." Whereas, the instructions at the top of the 'Section 3 - Project Profile Cover Sheet' shown on page 63 or 68 states 'three pages maximum per profile not including the Project Cover Sheet.' Please confirm which instruction shall govern.	
9	Reference: VII. Part A - Questionnaire Forms and Templates A note is included on page 38 of 68 stating 'the Respondent may elect to not use the forms provided, but all information requested must be presented in the same order and format as outlined in the RFQ document and corresponding forms.' Please confirm whether this allowance applies only to Part A, or to all required forms in both Part A & Part B.	The allowance for a Respondent to elect not to use the provided forms shall apply to both Parts A and B (i.e., the forms described in Sections VII and VIII of the RFQ) if the required information is presented in the same order and format.
10	Reference: VIII. Part B - Experience Forms and Templates - Section 1: Design-Build Team The Working Relationship Matrix Template provided on page 60 of 68 includes two roles not referenced elsewhere in the RFQ: AOR's Lead Architectural Designer & GC's Schedule Control Manager.	The AOR's Lead Architectural Designer and GC's Quality Control Manager have been removed from the Working Relationship Matrix. Attachment 2 reflects this change and an updated version of the Parts A and B word-compatible forms described in Sections VII and VIII of the

	Please confirm if these positions shall be incorporated as Key Personnel as showcased in Part B, Section 2: Personnel Resumes starting on page 23 of 68 of the RFQ. Please also confirm if these positions shall be incorporated into VII. Part A - Questionnaire Forms and Templates, Section 2: Identification of the Design Build team form included on page 40 of 68 of the RFQ.	RFQ are uploaded to the OpenGov project site.
11	Reference: VIII. Part B Experience Forms and Templates - Section 6: Client References Section 6: Client References has been included on page 67 of 68 in the RFQ. This section is not referenced elsewhere in the RFQ (e.g. V. Instructions and Scoring, Part B does not include a Section 6 for client references). Please confirm if the form provided in VIII. Part B, Section 6 is to be provided; if so, please provide criteria by which these references should be selected.	Section 6 shall be deleted in its entirety. Attachment 2 reflects this change.
12	Page 25, Section 3: Project Profiles states "Project Profiles are to be limited to three (3) pages total per submitted project, inclusive of the project profile information sheet (30 pages total). However, on page 63, Section 3 - Project Profile Cover Sheet, the	See Response to Question #3.

	instructions state "five profiles maximum showing Design Experience and five profiles maximum showing Construction Experience; three pages maximum per profile not including the Project Cover Sheet." Please clarify if the project pages are permitted to be 3 pages or 4 pages each.	
13	Part B Section 2: Key Design Team personnel Resumes We see the requirement for Resume #3 is Civil - Engineer of Record, However we also note a role for AOR's Lead Architectural Designer in the Working Relationship Matrix (Part B, Sec 1) and inversely no resume requirement. Please confirm if a resume is required for Civil and/or the AOR Lead Architectural Designer?	See Responses to Questions #10 and #29.
14	For Part A, Section 2, Identification of the Design-Build Entity, please confirm whether this section is intended to identify only the member firms comprising the Design-Build Entity, or whether it should also include a complete list of key personnel, which also appears to be addressed in Part B.	Section 2: Identification of the Design-Build Entity of Part A of Section V of the RFQ (Questionnaire Instructions) identifies only the member firms of the Design-Build Team (with license and contact information at the firm level). A complete roster of key individual personnel and their qualifications is addressed separately and exclusively in Part B of Section V of the RFQ (Experience Instructions).

15	Part B, Section 2, Personnel Resumes, identifies the Quality Manager and Civil Engineer of Record among the key personnel resumes to be submitted. However, these roles do not appear to be separately identified in the scoring criteria. Please confirm whether these positions are required submittal personnel and whether they are included in the evaluation and scoring of Part B.	See Responses to Questions #10 and #29.
16	For Part B, Section 5, Project Approach, please confirm whether the requested schedules may be excluded from the page count or submitted on 11x17 pages.	See Response to Question #4.
17	The Part B forms include Section 6, Client References, in the forms/templates portion of the RFQ. However, Section 6 is not listed in the Part B experience instructions or in the Statement of Qualifications submittal requirements, which identify only Part B Sections 1 through 5. It also does not appear in the Part B scoring matrix. Please confirm whether Section 6, Client References, is required to be submitted.	See Response to Question #11.
18	Please confirm whether Personnel Resumes and the ten Project Profiles may be submitted on 11x17 pages, or whether those sections must remain on 8-1/2 x 11-inch pages.	8.5" x 11" or as indicated.

19	Reference Exhibit A Section 1.B.vii, 1.B.xii & 1.B.xx; General Conditions Section 3.2.1 & 3.2.4 and Agreement Section 10.A: It appears that there is some conflicting language used within the Agreement for Progressive Design Build Services and that included in the General Conditions regarding DBEs obligations towards errors and omissions and application of professional standard of care description. Please confirm that we can have the opportunity to discuss aligning this language to avoid the potential for differing interpretations of the contract documents if we are awarded the project.	Provisions in the Sample Agreement may be amended during contract negotiations between the Department and the selected DBE. This would occur prior to contract award by the County's Board of Supervisors as described in the RFQ Timeline.
20	Agreement for Progressive Design-Build Services Section 4.D and General Conditions Sections 7.3.13 and 9.3.5 describe Liquidated and Consequential damages associated with potential delay to the project. The PDB Agreement describes a tiered approach towards Liquidated Damages and that these Liquidated Damages do not cover potential additional damages associated with project delays or from other third-party claims. Please confirm that we can have the opportunity to discuss mutually agreeable alternative language that still meets the County's and SMF's intention for this contract term.	See Response to Question #19.

21	The RFQ, Project Definition Documents & General Conditions describe that the DBE is to provide leadership and/or support to the CEQA and/or EIR permit process. It is unclear as to what stage the County and SMF are at in the development and review of these documents and how the DBE can best reflect this effort in our approach for the project. Can the County and SMF provide further clarification of what we should expect for a level of involvement and current state of this process?	The County will prepare an addendum to its Final Subsequent Environmental Impact Report (FSEIR) for the 2020 Master Plan dated January 13, 2022 to obtain CEQA coverage for the Project; this process has not yet commenced. While limited preliminary CEQA activities may be possible prior to 30% design, the Project scope must be reasonably defined before formally initiating CEQA review. The County's Office of Planning and Environmental Review (PER) will lead the CEQA process. The Design-Build Entity will be expected to respond to inquiries from PER on proposed design and construction methodologies and to furnish supporting exhibits and documentation as necessary. The Project will also require review under the National Environmental Policy Act. Further scope definition is needed before proceeding, though preliminary NEPA activities can begin once scope is sufficiently narrowed. The County will lead the NEPA process, serve as primary liaison with the FAA, and engage an on-call environmental consultant to prepare the required documentation. The County intends to pursue a Categorical Exclusion determination, subject to FAA concurrence. As with CEQA, the DBE will
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		be expected to provide comparable design and construction information to support the NEPA process.
22	The RFQ Documents make reference to "Compliance with FAA Grant Assurances and Solicitation Provisions" as well as including FAA Buy American Preferences which appear to indicate that the project may have some level of Federal Funding. Inclusion of Federal Funding often brings with it other administrative and compliance requirements that may not be defined in the current RFQ documentation. Please advise if the County and SMF anticipate some level of Federal Funding for grants or other sources.	The Department currently does not anticipate applying for or using federal funds for this project.
23	General Conditions section 3.8 outlines the Terms and Conditions for identification and management of potential Hazardous Materials on the project. Section 3.8.6 and 3.8.7 refer to both California and Federal governance of these materials. If awarded, please confirm we can have the opportunity to discuss refining of these terms to prevent potential differences of interpretation and provide further clarification of how these materials should be managed.	See Response to Question #19.
24	The RFQ documents describe that the County intends to implement an Owner Controlled Insurance Program (OCIP). Please confirm that the DBE will have the	The County's OCIP requirements, coverages, and terms are established and are not subject to modification through

	opportunity to review the OCIP coverages and discuss potential conflicts or differences in the PDB agreement compared terms and conditions of the policy to ensure that the document requirements are aligned.	this procurement process. The OCIP Manual and Exhibit B-1 (OCIP Insurance Requirements), which may be amended from time to time, will be provided to the selected DBE as Contract Documents, and the selected DBE will have the opportunity to review these requirements during the Preconstruction Phase to understand how they apply to the Project. However, Respondents should not anticipate the ability to negotiate or modify the OCIP coverages, terms, or conditions.
25	Section III Project Delivery, Item A, Page 8 of 68. DBE will be responsible for design and construction including LEED Certification. What is the selected level of certification?	The design shall be for at least a LEED Silver level certification.
26	Section IV Procurement Process, Item J, Page 15 of 68. CWTA Attachment 2 includes a "Agreement to be Bound". Is this required to be signed and returned with SOQ response. If yes, should it be included in Tab 3 Attachments?	The DBE will be required to sign this form following award of the Agreement for Progressive Design-Build Services by the County's Board of Supervisors. A signed copy of the form should not be included under Tab 3.
27	Section V Instructions and Scoring, Item A, Page 16 of 68. Should Certified Corporate Resolutions and Joint Venture Agreement be included in Tab 3 Attachment?	Yes, Respondents should provide this under Tab 3.

28	Section V Instructions and Scoring, Item Part A, Page 17 of 68. States if respondent does not submit information for any of the seven (7) Part A Questionnaire sections they will receive a failing grade. Section VII Part A Questionnaire Forms and Templates, Page 38 of 68. Includes only six (6) sections not seven (7).	This instruction is revised to reference six (6) sections. Attachment 2 reflects this change.
29	Section V Instructions and Scoring, Section 2, Page 17 of 68. Civil Engineer of Record not included in this section. Do you require Section 2 Identification of the Design Build Team form page 40 of 68, and Section 3 Licensure form page 43 of 68 to be completed for the Civil Engineer of Record.	The scoring matrix has been revised to include a Civil Engineer role with a maximum of 10 points, and Electrical and Structural Engineer have been changed to a maximum of 10 points each. Resumes, identification, and licensure shall be submitted per the RFQ requirements, as amended by this Addendum # 1. Attachment 2 reflects this change.
30	Section 2 Identification of the Design Build Team, Page 40 of 68. Form requires license class number. Are we required to submit copies of the respective licenses and if so do we include them in Tab 3 Attachments.	Copies are not required to be submitted for this section.
31	Part B, Section 1, Page 22 of 68. To better present the Design, Preconstruction and Construction organization structure can we utilize two (2) 11 x 17	Respondents may use up to two (2) 11" x 17" sheets for the organizational chart(s) in lieu of the single sheet. Each 11" x 17"

	sheets and request that the organization charts not be included in the three (3) page section limit.	sheet will count as one (1) page toward the three (3) page limit for the Narrative and Organizational Chart section. The overall three (3) page limit for this section is not modified.
32	Section 3, Project Profile Cover Sheet, Page 64 of 68; Section 4, Project Reference, Page 65 of 68; and Section 6, Client References, Page 67 of 68. Section 3 and 4 ask for project / client references (duplication) and Section 6 ask for three (3) additional references. Please advise if completing Section 4 Project Reference form is sufficient.	See Response to Question #11.
33	Attachment 4 - County of Sacramento Organizational Conflict of Interest Policy for Design-Build Projects. Tab 3 Attachments requests the Potential Conflict of Interest Form acknowledgement but there is no form provided to sign and acknowledge. Will one be provided?	See Response to Question #1.
34	Part A, Part B and Attachments. Do you require any of the forms included in these section to be notarized and if so please identify.	The forms are not required to be notarized.
35	Part B, Section 2, Page 24 of 68. Lists fourteen (14) positions requiring resumes. Section 1 - Design-Build Team Matrix, Page 60 of 68. Lists sixteen (16)	See Responses to Questions #10 and #29.

	positions in the matrix excluding the Civil Engineer of Record. Conflicted positions Design-Build Executive, AOR Lead Architectural Designer, Civil Engineer of Record, and GC Scheduling Control Manager. Please clarify required resumes and positions to be included in the matrix. Pending your response, will the proposed changes impact the Scoring Matrix, Section 2, Page 31 and 32 of 68.	
36	The RFQ Instructions state that Project Profiles are limited to three (3) pages per submitted project, inclusive of the Project Profile Information Sheet, for a maximum of thirty (30) pages total. However, the Project Cover Sheet included in the Part B Experience Forms and Templates states that each project profile is limited to three (3) pages maximum per profile, not including the Project Cover Sheet. Please clarify whether the Project Cover Sheet counts toward the three-page maximum for each project profile, or if it is excluded from the page limit.	See Response to Question #3.
37	The Part B Experience Forms and Templates include Section 6 – Client References, which requests three (3) client references. However, this section does not appear in the RFQ Instructions. Additionally, Section 4 – Project References requests owner references for each submitted project profile.	See Response to Question #11.

	Please clarify whether the three (3) client references requested in Section 6 are in addition to the project references provided in Section 4, or if the references included with the project profiles satisfy this requirement.	
38	Section V.C, Statement of Qualifications Submittal Requirements, specifies that SOQ pages shall be 8.5" × 11" unless otherwise noted. Several response requirements, such as the Organizational Chart and Preliminary Schedule, are best communicated using larger-format graphics. Would the County permit Respondents to include 11" × 17" graphic exhibits within the SOQ? If so, would each 11" × 17" exhibit be counted as two (2) 8.5" × 11" pages toward the applicable page limit?	See Response to Question #18.
39	There seems to be conflicting information regarding the start date of the 2-year Guarantee Period (Guarantee to Repair Period). While Section 12.2.1 of the General Conditions and Article 9.6.3 of the Agreement references "Substantial Completion" as the guarantee start date for most work (except minor incomplete items), Article 3.13.1 of the Agreement references "Final Completion" for the start of the general duration for the Work. Please clarify.	Article 3.13.1 of the General Conditions document has been revised to refer to "Substantial Completion" rather than "Final Completion". Attachment 2 reflects this change.

40	The Contract Documents define the overall project duration through Final Completion with no fixed number of days between Substantial and Final Completion. Will the County consider setting a set number of days (e.g., 60 or 90 days) to achieve Final Completion as well as a set number of days to prepare and furnish (e.g., within 5 calendar days of inspection) a single, consolidated punch list to the DBE to provide for a more cooperative approach to the closeout phase.	Yes. Also see RFQ Clarification #1 of this Addendum # 1.
41	The Contract Documents state that the retention amount will be released no later than 60 days after Final Completion. Would the County consider a progressive retainage release upon achieving Substantial Completion (e.g., holding back only an amount equal to 150% of the estimated cost to complete of the remaining punch list items)? The current language is financially disproportioned towards the subcontractor community and not aligned with standard best practice on federal, state and institutional construction contracts.	The County will consider a progressive release of retention at Substantial Completion. The specific structure and holdback amount will be discussed and established during GMP Amendment negotiations with the selected DBE.
42	The Industry Day PowerPoint Presentation (dated 4-16-2026) indicates an approximately 36-month overall project duration (see slide #20), while the RFQ references thirty (30) months for the completion and delivery of the Project (see RFQ, III. Project Delivery). Could the County please confirm what the	See RFQ Clarification #1 of this Addendum # 1.

	anticipated overall project duration is considering the project's complexity, nature of scope and financing constraints.	
43	The Contract Documents indicate that the Project will require environmental review under the California Environmental Quality Act (CEQA), that the Design-Build Entity (DBE) shall account for the CEQA process in the Project Schedule, and that the County anticipates the CEQA process will align with the overall Project Schedule. The Respondent assumes that the County will retain responsibility for managing and administering the CEQA process, including preparation, circulation, certification, and approval of the environmental document. The DBE's responsibility would be limited to providing technical information, baseline data, design documentation, and other supporting materials necessary to facilitate the County's CEQA process, while incorporating identified CEQA milestones into the Project Schedule. Please confirm whether this assumption is correct.	Assumption is correct. See Response to Question #21.

44	The Contract Documents contain a one-way waiver of consequential damages to County's benefit, but a mutual waiver does not exist. Will County consider incorporating an industry-standard mutual waiver of consequential damages; for example, similar to the standard clause used by the airport authorities of the City and County of San Francisco and City of Los Angeles at SFO and LAX, respectively?	Provisions in the Contract Documents may be amended during contract negotiations between the Department and the selected DBE. If a Respondent wishes to claim an exception to any terms in the RFQ, the Respondent shall detail the nature of the exception as part of their SOQ.
45	Please confirm the scope and timing of the Air Traffic Control Tower (ATCT) line-of-sight studies that are referenced in the RFQ. When will the location and height of the future ATCT be established to be able to complete these studies?	The ATCT height is still under review by the FAA and the Department. Information regarding the scope and completion of said studies will be shared when available.
46	In response to Part A, Section 6 (Safety Record) of the RFQ, please advise if the DBE is a joint venture, if both parties of the joint venture should submit EMR documentation and how the scoring will be allocated (average of EMRs, etc.).	Yes, if the DBE is a joint venture, each joint venture member must submit EMR documentation. For scoring purposes, the County will calculate a single average EMR across all joint venture members' most recent three-year EMR averages and apply that combined average against the point scale set forth in Section 6 (Safety Record) of Part A of Section V of the RFQ. Consistent with Public Contract Code section 22185.3(a)(4)(G), if any joint venture member's three-year average EMR exceeds 1.00, the Respondent will receive a score of Fail for this item.

47	The form for RFQ Section 2 (Identification of the Design Build Team) includes spaces for Specialty Consultants beyond those listed in the Section 2 narrative on page 17 of the RFQ, however it is our understanding from conversations with the SMF team that onboarding of additional consultants (geotechnical, wayfinding, specialty and design-build subcontractors, etc.) should be done in collaboration with the airport project team after award. Please advise.	Page 18 of the RFQ states the Respondent may, but is not required to, identify other firms that bring special qualifications to their team. At their discretion, Respondents should assess whether to identify such firms as part of the SOQ or at a later time, in coordination with the Department if the Respondent is selected as the DBE.
48	Section 9.1.1 of the agreement indicates that 5% retention shall be held for the Phase 1 services; however, release of that retention appears to be tied to Substantial Completion per Section 9.1.3. Please advise if this retention can be released upon completion of the Phase 1 services?	See Response to Question #41.
49	Attachment 5 - OCIP Insurance: 6(g) - Bid Methodology: Please provide the Insurance Manual referenced.	Respondents shall exclude the Costs of OCIP Coverages provided by the County from their bids, which are summarized in Section 4, Summary of OCIP Coverages, of Attachment 5 to the RFQ. Attachment 4 to this Addendum # 1 is the OCIP Procedures Manual.

50	Attachment 5 - OCIP Insurance: 8(b) - OCIP Policies: Please provide for Contractor's review and analysis copies of the OCIP and Builder's Risk policies to be provided by County hereunder with premium and rate information redacted as appropriate.	OCIP policies will be made available to the successful Respondent prior to contract execution.
51	Attachment 5 - OCIP Insurance: B – Builder's Risk: Please confirm that the Builder's Risk insurance to be provided by the County will include coverage for earthquake, flood and named windstorm.	Flood coverage is included; earth movement (earthquake) and named windstorm are excluded.
52	Reference: V. Instructions and Scoring Section 6: Safety Record Please confirm whether respondents are to provide national safety performance data or California-specific safety performance data for the metrics requested in Section 6, Subpart C.	National safety performance data should be provided. Per the RFQ, OSHA Industry Group 154 (Business Category), classification 1542, is the applicable standard for the Project's safety metrics, and Respondents must submit OSHA 300 and OSHA 300A logs consistent with that national classification.
53	General Question. In lieu of pricing the risk in all subcontractor bids received by the DBE, will the County consider a mutual waiver of consequential damages?	See Response to Question #44.

54	Reference: V. Instructions and Scoring Section 6: Safety Record Please clarify whether safety performance information should be submitted for the Joint Venture entity or for each Joint Venture partner. If partner-specific information is requested, please confirm how such information will be considered during the evaluation process.	Respondents must provide the requested information for each JV partner; the evaluation panel will review and score the information provided based on the collective JV team submittals.
55	Attachment 1 General Conditions Section 2.5 & 5.3.1.2. County's audit rights extend for 4 years after Final Completion. Please confirm County's audit rights do not extend to negotiated and agreed to fixed rates or stipulated sum work packages, ie stipulated sum subcontract agreement between the DBE and its subcontractors.	As described in the General Conditions, the County's audit rights extend to all records relating to Work performed by the DBE and subcontractors at every tier on the Project. While the County declines to preemptively limit the scope of such functions, the successful Respondent will have an opportunity to clarify these provisions during contract negotiations.
56	Reference: V. Instructions & Scoring, Part D; Sample Agreement, Exhibit A, Part 4.D.i.5 Section V, Part D of the RFQ states that the Contractor's Percentage Fee will be applied to the "Cost of Work during the Progressive Design-Build Phase (Phase 2) of the Project."	Yes the contractor's percentage fee shall include those costs.

	Reference sample agreement, exhibit A, part 4.D.i.5 (page 12 of 21), it states "DBE's Contractor's percentage fee, applied to the Cost of Work." Please confirm that the Cost of Work that the contractor's percentage fee will be applied to includes: Direct Construction Cost for self-performed work, General Conditions Cost, General Requirements cost and Subcontractor Costs.	
57	Reference: III. Project Delivery A. Progressive Design-Build Overview The RFQ states that "it is anticipated that the term for completion and delivery of the Project [is] within thirty (30) months of the County's issuance of a Notice to Proceed." Please clarify whether the referenced 30-month duration is intended as a preliminary planning assumption for procurement purposes or a contractual project completion requirement. Further, please confirm whether the final contractual completion duration will be established and mutually agreed upon during the Progressive Design-Build process as the Project scope, phasing, and Guaranteed Maximum Price (GMP) packages are developed.	See RFQ Clarification #1 of this Addendum # 1.

58	Attachment 1 General Conditions Section 9.1.3. Retainage is to be paid at Substantial Completion and after delivery of closeout documents. Please confirm that DBE will be entitled to retainage releases for Work completed prior to Substantial Completion, ie underground civil, mechanical, electrical work, foundations, structure, etc. Is the intent to also withhold retainage from design work?	See Response to Question #41. Retention will not be held on design fees.
59	Please clarify the disclosure requirements for teams proposing as a Joint Venture. If a Joint Venture does not have an established project history, should the information requested in Section 5 be provided for the Joint Venture entity only, or for each Joint Venture partner.	If the Design-Build Entity is proposing as a Joint Venture without an established project history as a joint venture, the project experience information requested in Section 5 – Project Approach should be provided individually for each Joint Venture partner, based on that partner's own relevant project history. Add additional sheets as necessary to accommodate each partner's submissions.
60	The RFQ indicates that the Project is not anticipated to receive funding through the FAA Airport Improvement Program (AIP); however, Attachment 7 includes FAA solicitation provisions typically associated with federally funded projects. Please confirm whether respondents are expected to comply with the requirements contained in Attachment 7 for this procurement, or if such provisions would only become applicable should federal funding be secured at a later date.	See Response to Question #22. Attachment 7 is included in all County airport procurements as a matter of FAA grant assurance compliance, regardless of whether a specific project receives Airport Improvement Program (AIP) funding. Some provisions in Attachment 7 apply to all airport procurements independent of funding source; others, by their own terms, apply only when federal funds are actually used on the Project. Because AIP

		funding is not currently anticipated for this Project, provisions that are conditioned specifically on the use of federal funds would not presently apply but would become applicable if federal funding is secured at a later date. Respondents remain responsible for reviewing Attachment 7's individual provisions to determine which category each falls into and comply accordingly.
61	For Part A, Section 5, please confirm that Items 2 through 5 are to be completed for the services that will be provided on this Project by the Respondent's primary design-build team members. In addition, please clarify whether the five-year lookback period can apply to all Items 1 through 5.	Yes, Items 2 through 5 of Part A, Section 5 are to be completed for the services provided on this Project by the Respondent's primary design-build team members, as that term is defined in this Section. For the lookback period, it varies by item as set forth in the RFQ: the surety declaration, claims/litigation, and Federal/State law violation items each carry a required five-year lookback. The false or fraudulent claims declaration carries a ten-year lookback. The remaining items (OSHA violations, prior disqualification from bidding, and Contractors State License Law violations) do not specify a lookback period and should be answered without a time limitation.

Attachment 2
Updated RFQ Excerpts
Cover Page

E. Proposal Manager and Conflict of Interest Disclosure

Proposal Manager: Each Respondent shall designate one individual as its Proposal Manager who shall be the single point of contact for questions, inquiries, clarifications, and correspondence during the entire RFQ process. The Respondent shall submit to the Department a completed Identification of Respondent Proposal Manager form (Attachment 3).

Any substitution of the respondent's proposal manager during the RFQ process shall be made in writing to the Department.

Potential Conflict of Interest Disclosure: On June 13, 2023, the County Board adopted Board Resolution No. 2023-0448 approving the County of Sacramento Organizational Conflict of Interest Policy for Design-Build Projects, as required by PCC section 22162 (Conflict of Interest Policy). The Conflict of Interest Policy similarly implements PCC section 22185.2 and governs the ability of persons or entities that perform services to the County relating to this RFQ to submit an SOQ as part of a design-build entity or to join a design-build team. It is attached and incorporated herein as Attachment 4. Respondents shall review the Conflict of Interest Policy and submit to the Department ~~a completed Conflict of Interest Disclosure (Attachment B)~~ binding written disclosures either i) affirming the lack of potential conflicts of interest or ii) identifying the potential conflicts of interest and the methods that will be used to mitigate them. For each Respondent team, the DBE, general contractor (if not the DBE), Architect of Record (AOR), and design architect (if not the AOR) must each submit a ~~completed disclosure form~~ written disclosure.

Return the Identification of DBE Proposal Manager form, Attachment 3, together with all (Conflict of Interest Disclosures, Attachment 4) via email as noted in each attachment and by the date noted in the RFQ Timeline. Failure to timely submit these forms may result in disqualification.

F. Mandatory Pre-Submittal Conference

Respondents shall attend the Mandatory Pre-Submittal Conference during which the Department will review the RFQ package, schedule of events, evaluation process, submission requirements, and forms to be completed. At least one member from the DBE general contractor and AOR shall attend.

Questions asked during the Mandatory Pre-Submittal Conference may be answered informally; however, all questions for which a Respondent desires a written response from the Department must be submitted in writing. Only the written responses provided via

the selected Respondent and will be incorporated into the GMP Amendment upon mutual agreement of the Parties. Refer to the form enclosed in Section IX below.

Upon completion of Parts C and D, the Department will finalize the scoring of the submittals and interviews for each Respondent invited to interview to determine the highest scoring Respondent. Following successful contract negotiations between the Department and said Respondent, which will include negotiation of the Preconstruction Phase cost, the Selection Committee will recommend that the County Board award the Project to and authorize the execution of the PDB Contract with that DBE.

PART A – Questionnaire Instructions

Respondents must complete and submit qualifications as described herein using the forms and templates provided in PART A – QUESTIONNAIRE FORMS AND TEMPLATES. The Department will evaluate and score PART A submittals for completeness, conformance to Project requirements, history of violations, claims, arbitration and/or litigation history, and other requirements.

If the Respondent does not provide and submit the required declarations and/or information for any of the ~~seven~~^{six} (76) PART A – QUESTIONNAIRE sections, then the Respondent may receive a Fail for PART A.

In the event a Respondent receives the score of Fail for any question, the Respondent shall be deemed to have failed Part A and the DBE's SOQ will not be further evaluated.

Section 1: Declaration (Pass/Fail):

The Respondent shall declare that the information provided in PART A – QUESTIONNAIRE and PART B – EXPERIENCE has been prepared using reasonable diligence and is true and complete to the best of the signer's knowledge. The declaration must be certified under penalty of perjury.

Section 2: Identification of the Design-Build Entity (Pass/Fail)

Identify key firms proposed by the Respondent as part of its design-build team to perform work on the Project. Each Respondent must identify the General Contractor (if not the DBE), the AOR, the Design Architect (if not the AOR), the Mechanical Engineer of Record, the Electrical Engineer of Record, Structural Engineer of Record, and the Fuel Systems Engineer. Each firm must be appropriately licensed or certified in California (and be registered with the California Department of Industrial Relations pursuant to Labor Code section 1725.5, as applicable) and be authorized to conduct business within the State of California.

The Respondent shall provide design and construction project profiles for a maximum of ten (10) projects completed within the last fifteen (15) years or currently under construction. Project profiles are to consist of five (5) profiles maximum showing Design Experience and five (5) profiles maximum showing Construction Experience. Project Profiles are to be limited to three (3) pages total per submitted project, ~~inclusive of not~~ including the project profile information sheet (30 pages total, plus 10 project profile information sheets). Use Project Profile templates provided in PART B EXPERIENCE FORMS AND TEMPLATES.

Projects should demonstrate the team's design and construction experience on similar projects in terms of size, scope, and complexity and with the progressive design-build delivery method.

- For each project, include a narrative addressing the design/construction philosophy and salient features for each project, as well as a brief statement indicating the relevance of the project to this Project. Indicate the degree of involvement by key construction personnel proposed in the SOQ for each project, if none, state so.

Submit Project Profiles which encompass the following:

Design Experience: Submit a portfolio of Project Profiles (maximum of five (5)) representative of the Architect's ability to provide a high level of quality on similar projects. Submit Project Profiles for projects completed within the last fifteen (15) years or currently under construction. List at least two (2) projects with a construction cost each more than \$200 million dollars (at least one (1) must be progressive design build). List at least two (2) projects using the design-build and/or progressive design build delivery method.

Similar projects include:

- Consolidated rental car facilities
- Parking garage facilities
- Multi-modal facilities
- Ground transportation centers
- Fleet maintenance / maintenance, repair and operations Facilities
- Bus /light rail Transit stations

Provide examples of projects completed and describe the design approach. Include information that addresses the Architect's ability to design a project demonstrating:

- Efficient operational layout
- Development of a facility which allows for further expansion and/or provides a pathway for future airport growth/expansion

Request for Qualifications Progressive Design-Build Services
Consolidated Rental Car Facility

	Safety Officer	Pass
	Safety Performance Matrix	Pass
	EMR	100
Part A - Questionnaire : Maximum Point Total		140
Part B - Experience		Max Score
Section 1:	Design-Build Team: Narrative, Organizational Chart, Working Relationship Matrix, Firm Profiles	
	Narrative and Organizational Chart	25
	Working Relationship Matrix	50
	Firm Profiles	25
Total Maximum Points (Design-Build Team)		100
Section 2:	Personnel Resumes	
	GC's Project Executive	10
	AOR's Project Executive	10
	AOR's Project Manager	20
	Architect of Record	15
	Mechanical Engineer of Record	15
	Fuel Systems Engineer of Record	15
	Electrical Engineer of Record	15 10
	Structural Engineer of Record	15 10
	<u>Civil Engineer</u>	<u>10</u>

The Respondent's Design-Build Team must include an **Architect** licensed in the State of California. Provide the following information:

Company Name (under which license is held):

~~Contractors State License Board, State of California Class B License Number~~Applicable professional license type and number, name under which license is held, and expiration date:

License Type
and No:

Name:

Exp. Date:

Has this license ever been revoked?

☐ Yes ☐ No

If "yes," explain below or on a separate page.

Has either the company or individual named above had any violations of the Contractors State License Law (Business and Professions Code section 7000 et seq.), excluding alleged violations or complaints?

☐ Yes ☐ No

If "yes," explain each incident below or on a separate page.

**California Department of Industrial Regulations
(DIR) Registration No:**

DIR has provided information that all firms, whether Construction or Architectural & Engineering (and subcontractors), with very limited exceptions, must be registered as Public Works Contractors with DIR. This registration must be present at the time of SOQ submission and maintained throughout the life of the PDB Contract (re-registration is necessary every July 1st); new subcontractors/subconsultants employed to perform work under the PDB Contract are also subject to this requirement. When new entities are known (or a substitution is to be performed), the State must be notified so those entities can be added to the contract registration.

ATTACH ADDITIONAL PAGES AS REQUIRED

The Respondent's Design-Build Team must include a **Structural Engineer** licensed in the State of California. Provide the following information:

Company Name (under which license is held):

~~Applicable professional license type and number~~~~Contractors State License Board, State of California Class B License Number~~, name under which license is held, and expiration date:

**License Type
and No:**

Name:

Exp. Date:

Has this license ever been revoked?

☐ Yes ☐ No

If "yes," explain below or on a separate page.

Has either the company or individual named above had any violations of the Contractors State License Law (Business and Professions Code section 7000 et seq.), excluding alleged violations or complaints?

☐ Yes ☐ No

If "yes," explain each incident below or on a separate page.

**California Department of Industrial Regulations
(DIR) Registration No:**

DIR has provided information that all firms, whether Construction or Architectural & Engineering (and subcontractors), with very limited exceptions, must be registered as Public Works Contractors with DIR. This registration must be present at the time of SOQ submission and maintained throughout the life of the PDB Contract (re-registration is necessary every July 1st); new subcontractors/subconsultants employed to perform work under the PDB Contract are also subject to this requirement. When new entities are known (or a substitution is to be performed), the State must be notified so those entities can be added to the contract registration.

ATTACH ADDITIONAL PAGES AS REQUIRED

The Respondent's Design-Build Team must include a **Mechanical Engineer** licensed in the State of California. Provide the following information:

Company Name (under which license is held):

~~Applicable professional license type and number~~~~Contractors State License Board, State of California Class B License Number~~, name under which license is held, and expiration date:

**License Type
and No:**

Name:

Exp. Date:

Has this license ever been revoked?

☐ Yes ☐ No

If "yes," explain below or on a separate page.

Has either the company or individual named above had any violations of the Contractors State License Law (Business and Professions Code section 7000 et seq.), excluding alleged violations or complaints?

☐ Yes ☐ No

If "yes," explain each incident below or on a separate page.

**California Department of Industrial Regulations
(DIR) Registration No:**

DIR has provided information that all firms, whether Construction or Architectural & Engineering (and subcontractors), with very limited exceptions, must be registered as Public Works Contractors with DIR. This registration must be present at the time of SOQ submission and maintained throughout the life of the PDB Contract (re-registration is necessary every July 1st); new subcontractors/subconsultants employed to perform work under the PDB Contract are also subject to this requirement. When new entities are known (or a substitution is to be performed), the State must be notified so those entities can be added to the contract registration.

ATTACH ADDITIONAL PAGES AS REQUIRED

The Respondent's Design-Build Team must include an **Electrical Engineer** licensed in the State of California. Provide the following information:

Company Name (under which license is held):

~~Applicable professional license type and number~~~~Contractors State License Board, State of California Class B License Number~~, name under which license is held, and expiration date:

License Type
and No:

Name: _____

Exp. Date: _____

Has this license ever been revoked?

☐ Yes ☐ No

If "yes," explain below or on a separate page.

Has either the company or individual named above had any violations of the Contractors State License Law (Business and Professions Code section 7000 et seq.), excluding alleged violations or complaints?

☐ Yes ☐ No

If "yes," explain each incident below or on a separate page.

**California Department of Industrial Regulations
(DIR) Registration No:** _____

DIR has provided information that all firms, whether Construction or Architectural & Engineering (and subcontractors), with very limited exceptions, must be registered as Public Works Contractors with DIR. This registration must be present at the time of SOQ submission and maintained throughout the life of the PDB Contract (re-registration is necessary every July 1st); new subcontractors/subconsultants employed to perform work under the PDB Contract are also subject to this requirement. When new entities are known (or a substitution is to be performed), the State must be notified so those entities can be added to the contract registration.

ATTACH ADDITIONAL PAGES AS REQUIRED

The additional **(Specialty Consultant)** provided by the Design-Build Team must be licensed in the State of California. Provide the following information:

Company Name (under which license is held):

~~Applicable professional license type and number~~~~Contractors State License Board, State of California Class B License Number~~, name under which license is held, and expiration date:

License Type
and No:

Name: _____

Exp. Date: _____

Has this license ever been revoked?

☐ Yes ☐ No

If “yes,” explain below or on a separate page.

Has either the company or individual named above had any violations of the Contractors State License Law (Business and Professions Code section 7000 et seq.), excluding alleged violations or complaints?

☐ Yes ☐ No

If “yes,” explain each incident below or on a separate page.

**California Department of Industrial Regulations
(DIR) Registration No:** _____

DIR has provided information that all firms, whether Construction or Architectural & Engineering (and subcontractors), with very limited exceptions, must be registered as Public Works Contractors with DIR. This registration must be present at the time of SOQ submission and maintained throughout the life of the PDB Contract (re-registration is necessary every July 1st); new subcontractors/subconsultants employed to perform work under the PDB Contract are also subject to this requirement. When new entities are known (or a substitution is to be performed), the State must be notified so those entities can be added to the contract registration.

ATTACH ADDITIONAL PAGES AS REQUIRED

SECTION 1 – Design-Build Team

See Instructions – Working Relationship Matrix Template included below.

Working Relationship Matrix (Template) Check boxes to indicate on which projects team members have worked. If a member has not worked on a project leave the box blank.	Project	Project	Project	Project	Project	Project	Project	Project	Project	Project
Design-Build Entity's Exec. Leader (insert name)										
GC's Project Executive (insert name)										
AOR's Project Executive (insert name)										
AOR's Project Manager (insert name)										
Architect of Record (insert name)										
AOR's Lead Architectural Designer (insert name)										
Structural Engineer of Record (insert name)										
Fuel System Engineer of Record (insert name)										
Mechanical Engineer of Record (insert name)										
Electrical Engineer of Record (insert name)										
GC's General Superintendent (insert name)										
GC's Preconstruction/Design Manager (insert name)										
GC's Project Manager (insert name)										
GC's Preconstruction/Project Estimator (insert name)										
GC's Quality Control Manager (insert name)										
GC's Schedule Control Manager (insert name)										
Specialty Consultant: (insert name)										
Specialty Consultant: (insert name)										
Specialty Consultant: (insert name)										

information known to Subcontractor concerning the dispute.

3.13. **Guarantee**

- 3.13.1. DBE unconditionally guarantees the Work will be completed in accordance with the Contract Documents, and will remain free of defects in workmanship and materials for a period of two (2) years from the date of ~~Final~~ Substantial Completion unless a longer guarantee period is specifically called for in the Contract Documents. DBE shall repair or replace any and all work, together with any adjacent work that may have been damaged or displaced, which was not in accordance with the Contract Documents, or that may be defective in its workmanship or material within the guarantee period specified in the Contract Documents, without any expense whatsoever to County, ordinary wear and tear and abuse excepted.
- 3.13.2. DBE further agrees, within fourteen (14) days or as such shorter period as may be designated for emergency repairs, after being notified in writing by County of any work not in accordance with the Contract Documents, that DBE shall commence and execute with due diligence all work necessary to fulfill the terms of the guarantee. If County finds that DBE fails to perform any work under the guarantee, County may elect to have said work completed by others at DBE's expense and DBE shall pay the costs of such work upon demand. County shall be entitled to all costs, including reasonable attorneys' fees and consultants' expenses, necessarily incurred upon DBE's refusal to pay said costs.
- 3.13.3. Notwithstanding Section 3.13.2 above, in the event of an emergency constituting an immediate hazard to health or safety of County employees, property, or licensees, County may undertake, at DBE's expense and without prior notice, all work necessary to correct such hazardous condition(s) when it is caused by DBE's work not being in accordance with the Contract Documents.

3.14. **Schedules Required of DBE**

- 3.14.1. DBE shall submit a preliminary Contract Schedule and updated Contract Schedules to County's Representative in the form and within the time limits required by the Contract Documents, or, if no such time period is specified, within a reasonable period of time following execution of the PDB Contract. The preliminary Contract Schedule shall describe all Contract Milestones and anticipated overlap of Phases 1 and 2 and be submitted to County for approval.

Attachment 3

List of Firms that Attended the Pre-Submittal Conference

Austin Swinerton JV
Buehler Engineering
Capital Engineering
Cupertino Electric
Demattei Wong Architecture
ENGCO
ENGEO
GFT
GLUMAC
Hensel Phelps
Hok
Interface Engineering
Jensen Hughes
JWI
Kimley-Horn
L&H Airco
Maxim Crane Works, LP
McCarthy
North Coast States Carpenters Union
Overaa
PGAL
Populous/Fentress Studios
Rodan Builders
Roebbelen
Sundt
Terracon Consultants, Inc.
Turner Construction
Walter P Moore
Webcor

Attachment 4
OCIP Procedures Manual
Cover Page

**Sacramento County
Department of Airports
ConRac Facility**

**Owner Controlled
Insurance Program
Contractors Insurance
Procedures Manual**

February 24, 2026

Table of Contents

1.0	INTRODUCTION.....	4
1.1	Overview	4
1.2	About this Manual.....	5
2.0	PROJECT DIRECTORY	6
3.0	PROJECT DEFINITIONS	8
4.0	CONTRACTOR RESPONSIBILITIES.....	10
4.1	Alliant WrapX	10
4.2	Contractor Bids.....	11
4.3	Enrollment	11
4.4	Assignment of Return Premiums	12
4.5	Payroll Reports	12
4.6	Insurance Company Payroll Audit.....	12
4.7	Completion of Work	13
4.8	Approved Off-Site Locations	13
4.9	Safety	13
4.10	Claims Reporting	14
4.11	Change Order Procedures.....	14
5.0	INSURANCE COVERAGE	15
5.1	Covered Parties	15
5.2	Parties Not Covered	15
5.3	Exclusion of Contractors from the OCIP.....	15
5.4	Evidence of OCIP Coverage	15
5.5	Description of Insurance Coverages.....	16
5.5.1	<i>Workers' Compensation and Employer's Liability Insurance</i>	<i>16</i>
5.5.2	<i>Commercial General Liability Insurance.....</i>	<i>17</i>
5.5.3	<i>Excess Liability Insurance</i>	<i>17</i>
5.5.4	<i>Builders' Risk Insurance.....</i>	<i>17</i>
5.5.5	<i>Pollution Liability Insurance</i>	<i>18</i>
5.6	OCIP Termination or Modification	18
6.0	CONTRACTOR REQUIRED COVERAGE	19

6.1	Workers' Compensation.....	20
6.2	General Liability.....	20
6.3	Business Auto Liability.....	21
6.4	Construction Equipment Insurance	21
6.5	Professional Liability Insurance (Errors & Omissions)	21
6.6	Unmanned Aerial System (UAS) / Drone Liability Insurance.....	22
6.7	Pollution Liability	22
6.8	Conditions of Understanding	23
6.9	Other Insurance Required of All Contractors	23
7.0	CLAIM PROCEDURES.....	24
7.1	Workers' Compensation Claims	24
7.2	General Liability Claims	24
7.3	Property Claims	25
7.4	Automobile Claims	25
8.0	APPENDIX	26

1.0 INTRODUCTION

1.1 Overview

The Sacramento County Department of Airports (Sponsor) has elected to use an Owner Controlled Insurance Program (OCIP) for the ConRac Facility (Project). Under such a program, the Sponsor purchases certain insurance policies for protection of some (but not all) of the insurable risks that exist on a construction project. The insurance purchased by the Sponsor will be endorsed to extend coverage of the policy to any enrolled Contractors, Subcontractors, or Sub-Subcontractors. Contractors of every tier on the Project should carefully consider the OCIP and its implications to their company before executing a contract requiring their participation in the OCIP.

The OCIP provides the following insurance for all Contractors, regardless of tier, that are approved for participation in the insurance program:

- Commercial General/ Excess Liability
- Workers' Compensation

The following additional coverages are provided outside of the OCIP:

- Builders' Risk
- Pollution Liability Insurance

Certain Contractors are ineligible for this program. These parties are identified in the Definitions, Section 3.0 of this manual.

The Sponsor will pay all insurance premiums for the OCIP coverage listed above. You should notify your insurer(s) to delete from your insurance program charges and coverage for the on-site activities of this Project that are covered under the OCIP.

Alliant, the OCIP Program Broker/Administrator, will be administering the program on the behalf of the Sponsor.

Insurance coverage and limits provided under the OCIP are limited in scope and specific to this project only. Your insurance representative should review this information. Any additional coverage you may wish to purchase will be at your own expense.

The guidelines in this manual are to be used for informational purposes only. Any conflict between this document and any contract or subcontract, the contract or subcontract will govern. Any difference with the actual OCIP policies will control in the event of any inconsistency or misunderstanding.

1.2 About this Manual

This manual is designed to identify, define, and assign responsibilities for the administration of the OCIP. The guidelines in this manual are to be used for informational purposes only.

This Manual:

- Generally describes the OCIP
- Identifies responsibilities of the various parties involved in the project with regards to the OCIP
- Provides a basic description of the OCIP operation
- Describes audit and administration procedures for the OCIP
- Provides answers to basic questions about the OCIP

This manual will be updated throughout the course of the project if necessary

This Manual does not:

- Provide coverage interpretations
- Provide complete information about coverage
- Provide answers to specific claims questions

Specific questions about the OCIP, its administration, or the coverage provided should be referred to the OCIP Administrator identified in the Project Directory section immediately following this introduction.

1.3 Responsibilities Concerning Loss Control & Claim Reporting

It will be the responsibility of all Contractors of any tier to exercise every reasonable action to prevent work related injuries, property and equipment damage at the project site, as well as to minimize the exposure of risk to the public and third party property. All Contractors of any tier will conduct loss control prevention practices according to those requirements set by Federal, State and Local Laws, statutes, and specific project procedures developed for this project.

In the event of an accident, it will be the obligation of the responsible Contractor of any tier to see that the injured workers or members of the public are given immediate medical treatment. Also, all appropriate medical and claim forms must be filed with the appropriate Authorities, the Primary OCIP Carrier, Site Safety Personnel, and the OCIP Administrator.

2.0 PROJECT DIRECTORY

OCIP ADMINISTRATOR

Alliant Insurance Services

Construction Services Group
701 B Street, 6th Floor
San Diego, CA 92101

PROGRAM MANAGER

Mike Davidson

Office: 619-849-3858
mdavidson@alliant.com

PROGRAM ADMINISTRATOR

Annette Welnetz

Office: 619-849-4685
Annette.Welnetz@alliant.com

OCIP Safety Manager

Red McFarland

Cell: 361-815-0732
dmcfarland@bcsrm.com

WORKERS' COMPENSATION CLAIMS REPORTING

WC DIRECT CLAIM REPORTING TO:
Refer to claims kit on file with Contractor

OCIP PORTAL – ALLIANT WRAPX

OCIP Document Submission

Email: wrapx@alliant.com

Online Enrollment, Payroll Reporting & Document Management

Website: <https://alliantwrapx.alliant.com/contractorportal>

***Contact Project Administrator for User Access**

OCIP Coverages

INSURANCE COMPANIES	POLICIES
TBD	Workers' Compensation
TBD	General Liability
Various	Excess Liability

Additional Coverages

INSURANCE COMPANIES	POLICIES
Liberty Mutual & Various	Builders' Risk
Ironshore	Pollution

3.0 PROJECT DEFINITIONS

The following definitions apply to this project and to the descriptions of the Project Coverage used in this manual:

Approved Off-Site Locations:

Storage yards or staging areas used solely in connection with performing work at the Project Site. All locations must be approved by the Sponsor and insurer.

Certificate of Insurance:

A Document providing evidence of the existence of coverage for a particular insurance policy or policies.

Contract:

A written agreement between the Sponsor and the Contractor for specific work and also includes an agreement between a Subcontractor and any tier of Subcontractor.

Contractor Claims Obligation:

The amount Contractors of every tier are responsible for paying as their contribution for settlement of an insured loss.

Employer:

Any individual, firm, or corporation that provides direct construction labor for work performed at the Project Site.

Enrolled:

Applies to those eligible Contractors, Subcontractors, and Sub-Subcontractors that have submitted all necessary enrollment forms and have been accepted into the OCIP as evidenced by a Certificate of Insurance. *Also described in this manual as a Participating Contractor.*

PROJECT DEFINITIONS

Ineligible:

Applies to Contractors of any tier excluded from participation in the OCIP, including those involved in loading, transporting, and unloading materials, personnel, parts, or equipment, or any other items to, from or within the Site. *Also described in this manual as an Excluded Contractor.*

Insured:

The Sponsor, Participating Contractors, and any other party so named in the insurance policy.

Insurer:

The insurance company named on a policy or certificate of insurance that provided coverage for the OCIP.

Participating Contractor: See *Enrolled*

Project Site:

Project Site shall mean those areas designated in writing by Sponsor for performance of the Work and such additional areas as may be designated in writing by Sponsor for Contractors use in performance of the Work. Subject to notification and other requirements for off-site locations, the term Site shall also include (a) field office sites, (b) property used for bonded storage of material for the Project approved by Sponsor, (c) staging areas dedicated to the Project, and (d) areas where activities incidental to the Project are being performed by Contractors covered by the workers' compensation policy included in the OCIP, but excluding any permanent locations of Contractors.

Sponsor:

Sacramento County Department of Airports

Work:

Operations as fully described in the Contract, performed at, or emanating directly from the Project Site. Also, the entire completed construction or the various separately identifiable parts required to be furnished under the Contract documents.

4.0 CONTRACTOR RESPONSIBILITIES

Contractors of any tier are required to cooperate fully with the Sponsor and its OCIP Administrator in all aspects of OCIP operation and administration. All Contractors of any tier will be required to provide information necessary to bind coverage under the OCIP on a “per contract” basis. Responsibilities of the Contractor include:

- Identifying the cost of insurance which is excluded from their bid as appropriate
- Completion of all OCIP enrollment forms
- Include the OCIP provisions in all subcontracts as appropriate
- Notifying the OCIP Administrator of all subcontracts awarded and to provide all necessary enrollment forms
- Notifying the OCIP Administrator of all lower tier subcontracts awarded by providing the Notice of Award Form (Form F) and ensuring eligible lower tier subcontractors enroll in the OCIP
- Maintaining and reporting monthly payroll records
- Cooperating with the OCIP Administrator’s requests for information
- Complying with insurance, claim, and safety procedures
- Paying Contractor Claims Obligation promptly as required
- Notifying the OCIP Administrator immediately of any insurance cancellation or non-renewal (contractor-required insurance)

4.1 Alliant WrapX

Alliant WrapX (WrapX) is a proprietary Risk Management Information System (RMIS). All relevant OCIP information will be captured and stored online in a “paperless” format through WrapX. Information to be stored includes award notifications, enrollment information, OCIP payroll, and notice of work completions for all contractors on a per contract basis. Alliant Insurance will provide all OCIP Eligible Contractors a project welcome letter detailing instructions for utilizing the WrapX contractor portal upon receipt of a Notice of Award for the awarded contractor.

Submission of all OCIP related documents should be sent by e-mail to:
wrapx@alliant.com

CONTRACTOR OCIP RESPONSIBILITIES

If you should have any questions or require additional information about this process or other matters related to the OCIP, please contact your OCIP Administrator identified in Section 2: Project Directory of this Manual.

4.2 Contractor Bids

Each bidder is required to exclude from the bid/contract price its normal cost for the insurance coverages provided by the OCIP.

The “Cost of OCIP Coverages” is defined as the amount of Contractors’ reduction in insurance costs due to eligibility for OCIP Coverages. Instructions for access to Alliant WrapX are located in Section 8 of this Insurance Manual. The Cost of OCIP Coverages includes reduction in insurance premiums, related taxes and assessments, markup on the insurance premiums and losses retained through the use of the self-funded program, self-insured retention, or deductible program. The Cost of OCIP Coverages must include expected losses within any retained risk.

Contractor must deduct the Cost of OCIP Coverages for all lower tier subcontractors, in addition to its own Cost of OCIP Coverages. If, upon verification by the OCIP Administrator, it is found by the Sponsor that the Cost of OCIP Coverages were not excluded from the contract, a deductive change order will be issued to remove these costs.

Upon award of a contract, Contractor will receive access to the OCIP Administrator’s website, for online data submission. (see instructions in Section 8).

In the event the Sponsor elects not to include a Contractor of any tier’s work under the OCIP, the standard terms and conditions regarding insurance listed in the Contract Document will then apply. The OCIP Administrator will advise a Contractor of any tier which has submitted an enrollment form if they excluded from the OCIP.

Contractor shall cooperate fully with the OCIP Administrator in providing the necessary insurance data and information as required in the bid specifications and associated documents furnished by the Sponsor and/or OCIP Administrator during the duration of the project or until Sponsor-furnished insurance coverage’s are terminated.

4.3 Enrollment

Enrollment into the OCIP is required but not automatic. Eligible Contractors must complete the enrollment form online (see instructions in Section 8), and participate in the

CONTRACTOR OCIP RESPONSIBILITIES

enrollment process for the OCIP coverage to apply. Access to the project site will not be permitted until the enrollment is complete.

Each Contractor of any tier shall provide details about its lower tier subcontractors via the Notice of Contract Award Form F (contained in Section 8). This form must be completed and submitted to the OCIP Administrator prior to mobilization. Each Contractor is responsible to complete their Enrollment online to obtain coverage under the OCIP.

A separate online Enrollment is required for each Contract which you are performing Work; however, only one Workers' Compensation policy will be issued for your firm.

4.4 Assignment of Return Premiums

The Sponsor will pay the cost of the OCIP insurance coverage. The Sponsor will be the sole recipient of any return OCIP premiums or dividends. All Participating Contractors shall assign to Sponsor all adjustments, refunds, premium discounts, dividends, credits, or any other monies due from the OCIP insurers.

4.5 Payroll Reports

Each Participating Contractor must submit a Monthly Payroll Report online identifying man-hours and payroll for all work performed at the Project Site on a "per contract" basis to the OCIP Administrator. This information will be used to provide the insurance company with the information required to determine the premium for the OCIP.

The monthly man-hour reports shall certify all Work performed at or emanating directly from the Project Site, including supervisory and clerical personnel on site.

Payroll shall be unburdened and allocated by Workers' Compensation Classification(s), and shall exclude the excess or premium paid for overtime (i.e., only the straight time rate shall apply to overtime hours worked). Furthermore, such records shall limit the payroll for Owners and Executive Officers as stated in manual rules.

A Separate Monthly Payroll is required for each Contract for Work you are performing.

4.6 Insurance Company Payroll Audit

Each Participating Contractor is required to maintain payroll records for the Project Site in accordance with the Basic Manual of Rules, Classifications, and Experience Rating Plan for Workers' Compensation and Employers Liability Insurance. Each Participating

CONTRACTOR OCIP RESPONSIBILITIES

Contractor is required to participate in any audit conducted by the insurers for the OCIP, and to cooperate with the auditor(s) conducting such audit.

4.7 Completion of Work

When a Participating Contractor has completed its work, each Participating Contractor shall complete a Notice of Work Completion online and submit it to the OCIP Administrator. The Sponsor will not release final payment until all required data has been submitted to and approved by the OCIP Administrator. It is the upper-tier Contractor's responsibility to assure that each of their lower-tier subcontractors completes this form. This form must be completed separately for each contract.

Any Contractor Claims Obligation that Contractors of any tier are responsible for will be considered at the time of the Contract close-out unless the actual cost of the claim has been established and considered prior to close-out.

4.8 Approved Off-Site Locations

The Contractor is responsible, on behalf of itself or its lower tier Contractors, for applying for approval to have off-site locations covered by the OCIP. The Contractor, prior to the use of the site, shall notify the OCIP Administrator of the need and shall request approval of the site. The request should include the location address, description of the site, intended use, and the duration of the work to be performed at the site. The off-site location must be dedicated 100 % to the Project. The OCIP Administrator will notify the Contractor if and when the off-site location is approved by the OCIP Insurer. Contractor shall not assume OCIP coverage is provided for the off-site location until it has received confirmation from the OCIP Administrator.

4.9 Safety

Contractors of any tier are required to establish a written safety program and to provide a full-time qualified Safety Manager or designated competent safety representative who shall be onsite when any work is in progress. Non-compliance with Project Loss Control Requirements could be considered to be the same as non-compliance with another

CONTRACTOR OCIP RESPONSIBILITIES

contractual condition. Minimum standards for Contractor programs are outlined in the OCIP Safety Manual.

The Sponsor or its loss control representatives will have the right to “Stop Work” when serious defective conditions, unsafe work activities, or life threatening hazards are identified. In accordance with contract requirements, if deemed necessary, the Sponsor may remove any contractor and/or contractor employees that blatantly violate these requirements. The Sponsor, at its discretion, will designate an individual to act on its behalf, in all matters relating to work site safety and health.

4.10 Claims Reporting

Please refer to section 7 of this Manual.

4.11 Change Order Procedures

All change orders submitted by Contractor of any tier will be priced to **exclude** their normal cost of insurance for the coverage(s) that are provided by the OCIP. The final adjustment will take into account all insurance charges associated with any approved change orders. The Sponsor reserves the right to adjust the initial insurance deductive change order for any significant change orders.

5.0 INSURANCE COVERAGE

5.1 Covered Parties

Contractors of any tier must enroll in the OCIP before coverage is available to them for any loss. Therefore no Contractor of any tier shall begin work on site until they have properly enrolled in the OCIP. All insurance, underwriting, payroll, rating or loss history information (including evidence of other insurance required under Section 5 requested by the Administrator) must be provided to the Administrator by Contractor of any tier within five (5) working days of the request. A Contractor of any tier shall not be deemed to be a Participating Contractor and shall not be permitted to work on the project until enrolled in the OCIP by the Administrator. Enrollment will be established only upon issuance by the Administrator of a OCIP Certificate of Insurance to the Participating Contractor. Every Participating Contractor shall, at all times during and after the Project, cooperate with the Sponsor, the Administrator, and the OCIP insurers and adjusters concerning matters relating to the OCIP.

5.2 Parties Not Covered

Contractors of any tier who will not be included in participation in the OCIP (Nonparticipating Contractors) shall include all vendors, suppliers, truckers, material dealers, and delivery services companies- regardless of contract size. Nonparticipating Contractors shall not be permitted to work on the Project until they have provided to the Sponsor evidence of their compliance with the insurance requirements as outlined in the Contract document.

5.3 Exclusion of Contractors from the OCIP

The Sponsor has the exclusive right to exclude other Contractors of any tier from participating in the OCIP. Such Nonparticipating Contractors, who will not be covered under the OCIP, must comply with the insurance requirements as outlined in the Contract document.

5.4 Evidence of OCIP Coverage

Each Participating Contractor will be issued an individual Workers' Compensation policy including Employer's Liability coverage. The OCIP Administrator will also provide a

OCIP INSURANCE COVERAGE

Certificate of Insurance evidencing General Liability, and Excess Liability insurance to each Participating Contractor, each of whom will be a named insured on the policy. Other documentation including forms, posting notices, if any, will be furnished to each Participating Contractor. A complete copy of the policy will be furnished to an authorized representative of each Participating Contractor upon written request.

5.5 Description of Insurance Coverages

The following coverage is provided by the OCIP:

- Commercial General/ Excess Liability
- Workers' Compensation and Employer's Liability

The following additional coverages are provided outside of the OCIP:

- Builders' Risk
- Pollution Liability Insurance

Non-Workers' Comp Insurance Policies: Master policies will be endorsed to include the Sponsor and any of their affiliates, or subsidiary companies or corporations, as well as the Contractors enrolled in the OCIP as a Named Insured.

The following coverage summaries are provided for informational purposes only. The actual terms and conditions of the coverage provided are contained in the insurance policies under the OCIP, and the Sponsor and others shall not rely upon this summary in lieu of the policies themselves. Copies of the policies will be made available to all potential Participating Contractors upon written request.

5.5.1 Workers' Compensation and Employer's Liability Insurance

Workers' Compensation and Employer's Liability

Part One:	Workers' Compensation	Statutory Limit
Part Two:	Employer's Liability	Annual Limits Per Insured
	Bodily Injury by Accident, each accident	\$1,000,000
	Bodily Injury by Disease, each employee	\$1,000,000
	Bodily Injury by Disease, policy limit	\$1,000,000

Each Enrolled Contractor will be issued a separate workers' compensation policy

OCIP INSURANCE COVERAGE

5.5.2 Commercial General Liability Insurance

	Limits of Liability Shared by All Insureds
General Aggregate (Reinstates Annually)	\$ 4,000,000
Products/ Completed Operations Aggregate	\$ 4,000,000
Personal/ Advertising Injury	\$ 2,000,000
Each Occurrence Limit	\$ 2,000,000
Fire Damage Legal Liability (any one fire)	\$ 100,000
Medical Payments (any one person)	\$ 10,000
Products/Completed Operations Tail	10 years/Statute of Limitation
Deductible	Paid for by Sponsor
<i>The deductible will apply only to loss covered by insurance policies in the OCIP. The deductible does not impose upon the Sponsor any duties of an insurer toward Participating Contractor. A Single General Liability policy will be issued covering all insureds.</i>	

5.5.3 Excess Liability Insurance

	Limits of Liability Shared by All Insureds
Each Occurrence Limit	\$100,000,000
Aggregate Limit	\$100,000,000
Follow Form Excess Policy	

5.5.4 Builders' Risk Insurance

The Sponsor shall obtain and maintain in force during the term of this Agreement, a Builders' Risk Insurance policy or policies separate from the OCIP, which shall insure against all risks of physical loss and/ or damage, which may include or exclude flood, named windstorm, and/or earthquake at Sponsor's sole discretion, subject to normal policy exclusions, to all buildings, structures, materials, and real property on site, which are intended to be, or have already been incorporated into and forming part of the Project, whether or not such buildings, structures, materials, or real property will have been supplied or made available to Contractors by Sponsor.

The Builders' Risk policy shall be endorsed to add Contractors of any tier as additional named insureds', as their interests may appear and to waive the carrier's right of recovery

OCIP INSURANCE COVERAGE

under subrogation against Sponsor and all other Contractors of any tier whose interests are insured under such policy.

Unless required otherwise by Sponsor, claims under Builders' Risk insurance provided are subject to a Contractor Claims Obligation of fifteen thousand dollars (\$15,000) per occurrence. If a claim results from any construction activity, the responsible Contractor, Subcontractor, or Sub-Subcontractor shall pay the Contractor Claims Obligation up to \$15,000. All Builders' Risk losses will be adjusted with and payable to the Sponsor or the Designee for the benefit of all parties as their interest may appear.

The Sponsor shall not be responsible for loss or damage to, or obtaining and/or maintaining in force insurance on temporary structures, construction equipment, tool or personal effects, owned or rented to or in the care, custody, and control of a Contractor of any tier.

5.5.5 Pollution Liability Insurance

	Limits of Liability Shared by All Insureds
Each Occurrence Limit	\$10,000,000
Aggregate Limit	\$40,000,000

5.6 OCIP Termination or Modification

The Sponsor reserves the right to terminate or modify the OCIP or any portion thereof. If the Sponsor exercises this right, Contractors will be provided notice as required by the terms of their individual contracts. At its option, Sponsor may procure alternate coverage or may require the Contractors to procure and maintain alternate insurance coverage.

6.0 CONTRACTOR REQUIRED COVERAGE

Contractors of any tier are required to maintain insurance coverage that protects the Sponsor from liabilities arising from the Contractor of any tier's operations performed away from the project site, for types of coverage not provided by the OCIP, and for operations performed in connection with excluded parties operating under your control or direction.

Verification of insurance shall be submitted in the form of a Certificate of Insurance on a standard ACORD Form 25-S and the required and applicable endorsements to the listed policies. A sample of an acceptable Certificate of Insurance and other documentation is provided for your review in the Appendix.

Contractors are responsible for monitoring their lower tier subcontractors insurance documents, whether enrolled or excluded. The Sponsor reserves the right to disapprove the use of Contractors unable to meet the insurance requirements. Certificates evidencing compliance shall be submitted to Sponsor.

The limits of liability shown for the insurance required of the Contractor and minimum limits only and are not intended to restrict the liability imposed on the Contractors for Work performed under their Contract.

Contractors of any tier agree to obtain and maintain during the life of this contract the following minimum insurance requirements. Contractors of any tier shall pay the premiums required for such insurance.

CONTRACTOR REQUIRED COVERAGE

6.1 Workers' Compensation

All Participating Contractors shall maintain at their own expense Workers' Compensation Insurance applicable to all employees and subcontractors hired by the insured, who are not covered under the OCIP workers' compensation policy. The insurance shall provide limits as follows:

Workers' Compensation and Employer's Liability

Part One:	Workers' Compensation	Statutory Limit
Part Two:	Employer's Liability	Annual Limits Per Insured
	Bodily Injury by Accident, each accident	\$1,000,000
	Bodily Injury by Disease, each employee	\$1,000,000
	Bodily Injury by Disease, policy limit	\$1,000,000

Enrolled Contractors shall provide evidence of workers' compensation applicable to "off-site" activities. **Excluded Contractors** shall provide evidence of workers compensation applicable to "on-site" and "off-site" activities.

A certificate of insurance evidencing this coverage shall be provided to the Sponsor.

6.2 General Liability

This insurance shall include coverage for bodily injury, property damage, and personal injury with no less than the following limits:

General Liability and/or Excess Liability

	Enrolled Parties	Excluded Parties
General Aggregate	\$ 2,000,000	\$ 4,000,000
Products/ Completed Operations Aggregate	\$ 2,000,000	\$ 4,000,000
Personal/ Advertising Injury	\$ 1,000,000	\$ 2,000,000
Each Occurrence Limit	\$ 1,000,000	\$ 2,000,000

Enrolled Contractors shall provide evidence of general liability insurance for "off-site" activities. **Excluded Contractors** shall provide evidence of general liability insurance applicable to "on-site" and "off-site" activities.

A certificate of insurance evidencing this coverage shall be provided to the OCIP Administrator. This insurance shall be endorsed to name Sponsor as additional insureds and evidenced of such status via additional insured endorsement(s).

6.3 Business Auto Liability

Contractors of every tier will maintain at their own expense Automobile Liability Insurance covering all owned, non-owned, and hired automobiles, trucks, and trailers with a combined single limit of not less than \$5,000,000 for bodily injury, \$5,000,000 for property damage, and with a \$5,000,000 policy limit for Airside driving. For Landside driving, coverage for all owned, non-owned, and hired automobiles, trucks, and trailers shall be with a combined single limit of not less than \$1,000,000 for bodily injury, \$1,000,000 for property damage, and with a \$1,000,000 policy limit. As such, all Contractors of any tier shall furnish to the OCIP Administrator a Certificate of Insurance showing such coverage with the following minimum limits of liability. This insurance shall be endorsed to name Sponsor as additional insureds and evidenced of such status via additional insured endorsement(s).

All Contractors shall provide evidence of automobile liability. The OCIP does not cover automobile liability.

6.4 Construction Equipment Insurance

Any policies maintained by the Participating Contractors on their owned and/or rented equipment and materials shall contain a provision requiring the insurance carriers to waive their rights of subrogation against the Sponsor and all other indemnities named in their contract documents. ***The OCIP does not cover contractor's property.***

6.5 Professional Liability Insurance (Errors & Omissions)

In the event any contract specifications requires a Participating Contractor, including any professional service provider, to perform professional services, such as, but not limited to, architectural, engineering, construction management, surveying, design, etc., a certificate of insurance must be provided to the OCIP Administrator prior to commencing work:

Professional Liability - Contractor

Each Claim	\$ 15,000,000
Aggregate	\$ 15,000,000

CONTRACTOR REQUIRED COVERAGE

Professional Liability – Mechanical, Electrical, Plumbing (with professional services scope). Prime architect & structural engineer

Each Claim	\$ 5,000,000
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Aggregate	\$ 5,000,000
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Professional Liability – all other trades with professional services scope

Each Claim	\$ 1,000,000
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Aggregate	\$ 1,000,000
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Change in limits, coverage, or loss of aggregate limit due to outstanding claims must be reported to the Sponsor within thirty (30) days of any such event. ***The OCIP does not provide Professional Liability insurance.***

6.6 Unmanned Aerial System (UAS) / Drone Liability Insurance

Unmanned Aerial System (UAS) / Drone Liability Insurance: If Contractor's operations under this Agreement may include the use of any Unmanned Aerial Systems (UAS / Drones), then Contractor's shall maintain or shall cause all drone owners or operators to maintain UAS / Drone Liability coverage on an "occurrence" basis for all owned and non-owned drones, and liability coverage for third-party bodily injury, property damage, and personal injury arising out of the ownership, maintenance, or use of drones with limits not less than \$2,000,000 per occurrence.

Additional requirements:

Contractor's, drone owners, and drone operator's UAS / Drone Liability insurance or Commercial General Liability policies shall provide contractual liability coverage for liability assumed under an insured contract for the ownership, maintenance or use of drones.

Contractor shall submit Certificates of Insurance evidencing required insurance to OCIP Administrator for approval prior to the use of any drones under this Agreement, thereafter from time to time upon request, and within five (5) business days of renewal, expiration, and/or replacement of required insurance.

Contractor shall ensure that all drone pilots obtain and continuously maintain a Remote Pilot Certificate issued by the Federal Aviation Administration (FAA) and abide by all FAA drone rules and regulations.

The OCIP does not provide Drone insurance.

6.7 Pollution Liability

CONTRACTOR REQUIRED COVERAGE

If this Agreement involves the removal of asbestos, the removal/replacement of underground tanks, or use of toxic chemicals and substances, the Contractor will be required to provide coverage no less than the following limits, for such exposures subject requirements and approval of the Sponsor:

Pollution Liability

Each Claim/Per Occurrence	\$ 5,000,000
Aggregate	\$ 5,000,000

The OCIP does not provide Pollution Liability insurance.

6.8 Conditions of Understanding

The amount and types of insurance coverage required herein shall not be construed to be a limitation of the liability on the part of the Sponsor, Participating Contractors, Nonparticipating Contractors, or any lower-tier Subcontractors. Any type of insurance, or any greater limits of liability than described above, which the Contractor requires for their own protection or on account of statute, shall be the Contractor's own responsibility and at its own expense. The carrying of the insurance described shall in no way be interpreted as relieving a Contractor of any tier, whether Participating or Non-Participating, of any responsibility of liability under this contract.

6.9 Other Insurance Required of All Contractors

Participating Contractor shall file certificates of such insurance with the Sponsor, which shall be subject to the Sponsor's approval for adequacy of protection, including the satisfactory character of any Insurer. If requested by the Sponsor, a certified copy of the actual policy(s) with the appropriate endorsement(s) and other documents shall be provided to the Sponsor.

Contractor shall immediately provide written notice to the Sponsor of any notice of cancellation, notice of non-renewal, or any other material modification of the insurance coverages required to be provided by the Contractor.

In the event of failure of any tier to furnish and maintain said insurance and to furnish satisfactory evidence thereof, the Sponsor shall have the right to take out and maintain same coverage for all parties on behalf of the Contractor of any tier who also agrees to furnish all necessary information thereof and to pay the cost thereof to the Sponsor immediately upon presentation of a premium invoice.

7.0 CLAIM PROCEDURES

This section describes the basic procedures for reporting various types of claims. A claim kit will be provided to all Participating Contractors. It will include details about claim reporting and is intended for use at the job site.

7.1 Workers' Compensation Claims

The main responsibility for any Contractor is first to see that the injured worker receives immediate medical care. Next, you should notify the on-site Contractor's Safety Supervisor immediately in the event of a serious injury or accident.

An Employers First Report of Injury (Form 5020) must be completed and submitted to the on-site safety representative, along with the DWC-1 (Employee's Claim) and the Supervisors Report of Injury Form.

[The OCIP Administrator will provide claims kits to the Contractor. These kits will include all the necessary claim forms and specific instructions for filing claims. It is the responsibility of the employer of the injured employee to report the claim to the Workers Compensation carrier within 24 hours of injury or illness.

The Sponsor and their insurer will arrange with preferred medical providers for treatment of all minor or non-life threatening injuries. A list of the providers will be provided to all Participating Contractors.

Participating Contractors must designate a representative at the site to take injured employees to the medical center, and to report the claim. This individual should remain with the injured employee at the center while he/she is being treated. The treating physician should provide a written description of whether or not the injured worker can return to work, a list of restrictions, if any, and the estimated length of time he/she will stay on modified duty.

7.2 General Liability Claims

Accidents at or around the job site resulting in damage to property of others (other than the Work itself), or personal injury or death to a member of the public, must be reported

CLAIMS PROCEDURES

immediately to the on-site Contractor's Safety Supervisor. A job site incident report shall be completed and delivered within 24 hours to the OCIP Administrator.

Contractors shall not voluntarily admit liability and shall cooperate with the Sponsor or insurer representatives in the accident investigation.

If your firm receives notice of a claim, or forthcoming lawsuit, or is served with a lawsuit arising out of your involvement with this project, please forward a copy of the documentation to the OCIP Administrator (*See Section 2.0: Project Directory for Contact Information*)

7.3 Property Claims

Immediately report any damages to your Work or the Work of any other Contractor to the on-site Contractor's Safety Supervisor. In addition, provide a jobsite incident report and submit it to the OCIP Administrator within five days of the occurrence.

7.4 Automobile Claims

No coverage is provided for automobile accidents under the OCIP. It is the sole responsibility of each Contractor to report accidents involving their automobiles to their own insurers.

In addition to reporting the claim to its own insurer, each Contractor shall report all accidents occurring in or around the job site to the on-site Contractor's Safety Supervisor. These accidents will be investigated with regard to any liability arising out of the Project construction activities that could result in future claims. Each Contractor shall cooperate in the investigation of all automobile accidents.

8.0 APPENDIX

- **Enrollment:** Alliant WrapX Contractor Portal Instructions
- **Monthly On-Site Payroll Report – ONLINE SUBMISSION REQUIRED**
- **Notice of Work Termination – ONLINE SUBMISSION REQUIRED**
- **Notice of Contract Award - ONLINE SUBMISSION REQUIRED**

Access Contractor Portal

An account will be created for all users upon submittal of Notice of Award (NOA). *If you are already registered, log in and proceed to Completing Enrollments on Page 3 below.* Open the Alliant WrapX Contractor Portal URL in a web browser: <https://alliantwrapx.alliant.com/ContractorPortal/>. The Alliant WrapX Contractor Portal login screen will be displayed.

How to Log In

Once at the WrapX home page:

- Contact the Alliant CIP Administrator to obtain **Username**.
- Enter your unique **Username** and enter your **Password**.
- Click on the “**LOGIN**” button to gain access to secure WrapX Contractor Portal.
- Please note that the first time you log on you be requested to change your password.
- If you forgot your password or ID, click on “**Trouble logging in?**” and follow the instructions.

Forgot Username or Reset Password Screen

If you forgot your username or password, click on “**Trouble logging in?**” and follow system prompts.

Once all required information has been submitted (ex: email address and/or username), temporary credentials will be directly sent to contractor. If a temporary password is not received within a few minutes, please check your spam folder, or reach out to Alliant CIP Administrator.

APPENDIX

Completing Enrollments

- To find your newly added contract(s), filter your contracts by **New**.
- Contracts that are in process for enrollment will show a status of **Incomplete** or **Pending**.

Contract Listing

Contract #	Contract Status	ICW Status	Payroll Status	Non-CIP Status	Closeout Status	Project	Contractor	Subcontract	Start Date	End Date
TestCONT-036-0	New					Sample Project C	Alliant - Test		03/21/2022	12/31/2022
SE-001	Incomplete					Orlando SAP Expansion	Alliant - Test		03/18/2022	03/29/2022
Test-00144	Incomplete					Sample Project C	Alliant - Test	View	03/15/2022	12/31/2022
TestCONT-006-01	New					Sample Project C	Alliant - Test		03/14/2022	12/31/2022
ASITest-001	Incomplete					Los Angeles Mission College-Col...	Alliant - Test		10/28/2021	11/01/2021
TestCONT-029	Pending					Sample Project C	Alliant - Test		09/01/2021	12/31/2021
TestCONT-034	Incomplete					Sample Project C	Alliant - Test	View	09/01/2021	12/31/2021
TestCONT-009	Enrolled					Sample Project C	Alliant - Test	View	04/01/2021	12/31/2021
TestCONT-017	Incomplete					Sample Project C	Alliant - Test		01/01/2021	12/31/2022
TestCONT-024-02	Incomplete					Sample Project C	Alliant - Test		12/00/2020	12/31/2022
TestCONT-024-01	Closed					Sample Project C	Alliant - Test	View	12/01/2020	09/15/2021
TestCONT-036-02	Excluded					Sample Project C	Alliant - Test	View	01/09/2020	12/31/2022
TestCONT-001-0	Incomplete					Sample Project C	Alliant - Test	View	01/01/2020	12/31/2022
TestCONT-001-0	Incomplete					Sample Project C	Alliant - Test		01/01/2020	12/31/2022
TestCONT-015	Incomplete					Sample Project C	Alliant - Test		10/01/2019	10/30/2019
TestCONT-031	Incomplete	N/A				Sample Project C	Alliant - Test		09/01/2019	12/31/2022
TestCONT-035	Enrolled	N/A				Sample Project C	Alliant - Test		09/01/2019	12/31/2022
TestCONT-019	Incomplete	N/A				Sample Project C	Alliant - Test		01/01/2019	12/31/2022
TestCONT-010	Enrolled	N/A				Sample Project C	Alliant - Test		12/15/2018	12/31/2022
TestCONT-006	Enrolled	Incomplete				Sample Project C	Alliant - Test	View	12/01/2018	12/31/2022
TESTPLJ2-006	Enrolled	Pending For Signature				Sample Project B	Alliant - Test	View	11/01/2018	12/31/2021

Contract Status Color Codes

- Click on the Contract Number of the contract you need update, to begin the process. The enrollment wizard start on the Review page. Any section that is not compliant will be listed in **RED**.
- Areas of concern can be identified by finding the Missing Information, as shown below.

#	Contract Status	Color
1	Incomplete	RED
2	Enrolled	BLUE
3	Pending	Green
4	Excluded	Black
5	New	Yellow
6	Closed	Brown

to
will

Contract Summary

Contract #: SE-001 Contractor: Alliant - Test Project: Orlando SAP Expansion Contract Status: Incomplete

[Click here to download a summary report with your compliance information.](#)

Enrollment (Incomplete) [GO TO DETAILS](#)

Missing Information

- Enrollment Signature Date is missing.
- Enrollment Signature is missing.

Document [GO TO DETAILS](#)

Please click on GO TO DETAILS button to upload the documents.

Subcontract [GO TO DETAILS](#)

No. of Subcontracts : 0

Insurance Costs (Missing) [GO TO DETAILS](#)

Missing Information

- ICW data are not submitted in Reported and Verified tab

Non-CIP COI (Missing) [GO TO DETAILS](#)

Onsite Payroll (N/A)

Not Applicable

Close Out (Missing) [GO TO DETAILS](#)

- If you wish to run a report summarizing all information required to complete the enrollment, choose **"Click here"** at the top of the screen, to run and download the report
- Choose **"GO TO DETAILS"** to begin updating the contract

- After clicking **"GO TO DETAILS"**, you will be directed to the Enrollment Process. Any sections with missing data are notated with a red **X**, as shown below.
- Click on **"EDIT"**, in the section(s) where the additional data is needed.
- To quickly move to the next section, you can choose an item shown as incomplete (with a red **X**)

Home Application For Enrollment

In order for your company to be considered enrolled and covered under the Wrap Up Insurance, you must complete the details below. Any missing information may result in your contract being Incomplete and could delay insurance coverage. You will receive notices for any missing details required to complete and process your application. If you do not qualify for Wrap Up coverage, we will notify you. If your company qualifies for coverage and once all enrollment details have been provided, you will receive a copy of your Welcome Letter and Certificate of Insurance evidencing coverage in the Wrap Up.

Contract # TestCONT-036-02-01 Project: Sample Project C (SprojectC) Contract Status: New Administrator's Review: Pending Contractor Submission

Contract Information [GO TO DETAILS](#)

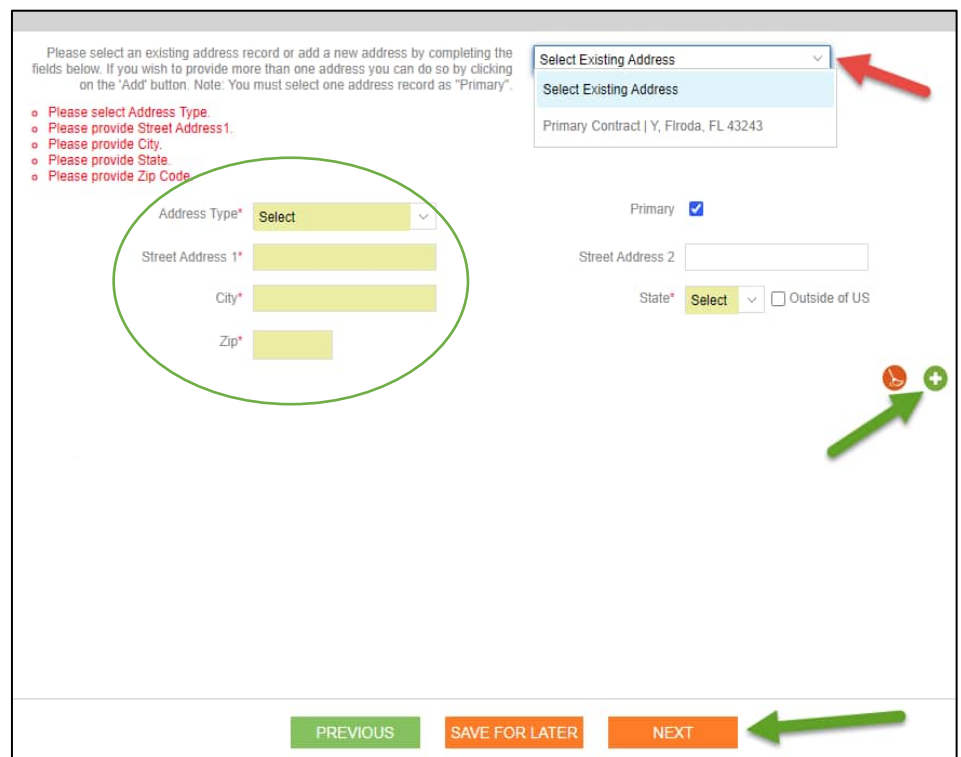
Address [GO TO DETAILS](#)

Insurance Information [GO TO DETAILS](#)

Enter the missing data and click “[NEXT](#)” to proceed to the next section

Updating Address

- If your address already exists in the system, you choose “[Select Existing Address](#)” Otherwise, enter data as required
- To add a second address, on the Green Plus sign 
- Choose “[NEXT](#)” to proceed through the data entry

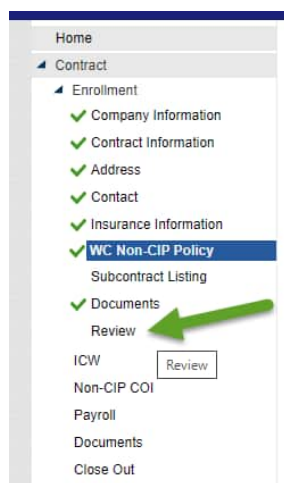


The screenshot shows a web form for updating an address. At the top, a dropdown menu is set to "Select Existing Address", with a red arrow pointing to it. Below this, a list of red error messages is visible: "Please select Address Type.", "Please provide Street Address1.", "Please provide City.", "Please provide State.", and "Please provide Zip Code.". The form fields include "Address Type*" (a dropdown menu), "Street Address 1*" (a text input field), "City*" (a text input field), and "Zip*" (a text input field), all of which are highlighted with a green oval. To the right of these fields, there is a "Primary" checkbox which is checked, a "Street Address 2" text input field, a "State*" dropdown menu, and an "Outside of US" checkbox. A green arrow points to a green plus sign icon in the bottom right corner of the form. At the bottom of the form, there are three buttons: "PREVIOUS" (green), "SAVE FOR LATER" (orange), and "NEXT" (orange), with a green arrow pointing to the "NEXT" button.

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Click

APPENDIX

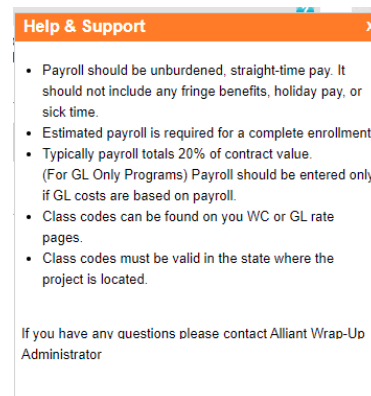
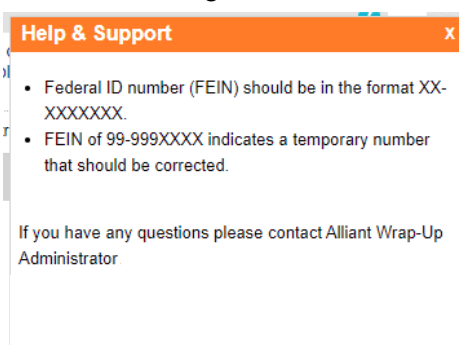
Reviewing Enrollment



- Once all items have been properly added to the contract, Click on “[Review](#)”
- Scroll to the bottom of the screen
- Check the Electronic Signature box
- Enter your Name and Click Submit.

The screenshot shows a form with a checkbox for 'I agree that the statements in this application are true and accurate to the best of my knowledge.' Below this is a signature field (print your name) and an enrollment date field (05/02/2022). At the bottom right, there are three buttons: PRINT, SUBMIT (highlighted with a green arrow), and SAVE FOR LATER.

If you have any questions while entering information, please use the [Help & Support](#) pop-out window to get on the spot help tailored to the section you are reviewing.



Information Required for Enrollment in the System

Usual Information Required for Enrollment		
	Item	Help
1	Contractor FEIN – Federal ID Number	This is a 9 digit company number that is required for enrollment
2	Contract Description	Detailed Scope of work
3	Start Date at project site	Day physical work starts at jobsite
4	Contractor Address	Physical address of office. Any P.O. Box should be entered under Mailing address
5	Workers' Compensation Class Codes for onsite work	A four digit code that is state specific and can be located in your company WC rate pages
6	Estimated Man hours and Payroll	Entered For each class code
7	Experience Modifier (EMR)	Located in your company WC rate pages and entered as a decimal number (ex: 125% = 1.25 or 75% = 0.75)
8	WC Offsite Carrier/Policy #/Term	Corporate WC carrier name/policy number
9	Other basic information about the contract	Contract Value; contact information for Company and/or Payroll; etc.

Alliant WrapX Notice of Award Process

- Notice of Award (NOA) is required to be submitted by a contractor subcontracting out any work at <https://alliantwrapx.alliant.com/ContractorPortal>

APPENDIX

- **An NOA is required for any contractor whether the contractor is an Enrolled or Excluded Party.**
- Please contact the Alliant CIP Administrator if have not been given a login ID and Password.
- After logging into the system, find your contract and Click on the contract number
- Find the Subcontract section and Click on **GO**

TestCONT-029	Pending	●	N/A
TestCONT-034	Incomplete	●	Pending
TestCONT-009	Enrolled	●	Incomplete
TestCONT-037	Incomplete	●	N/A
TestCONT-024-02	Incomplete	●	Incomplete
TestCONT-024-01	Closed	●	Incomplete

you

TO

Contract #: TestCONT-009 Contractor: Alliant - Test Project: Sample Project C Contract Status: Enrolled

[Click here to download a summary report with your compliance information.](#)

Enrollment (Enrolled) [GO TO DETAILS](#)

All Information Submitted

Document [GO TO DETAILS](#)

Please click on GO TO DETAILS button to upload the documents.

Subcontract [GO TO DETAILS](#)

No. of Subcontracts : 1

Insurance Costs (Incomplete) [GO TO DETAILS](#)

Missing Information

DETAILS

- Click **Add Subcontract** to add a new Subcontractor.
- Click on the Magnifying Glass to search for subcontractor by name.
- *Utilizing the search feature will prefill other items such as Federal ID Number (FEIN) or Trade, and it will allow for quicker entry of contact and address information.
- Enter Subcontractor information, as well as contract information for each contract.

- **All Yellow fields are required for entry**
- Search by Company Name or by FEIN

Lookup

Contractor Name/DBA: Federal ID: [SEARCH](#) [CLEAR](#)

	Contractor Name	Federal ID	DBA
☐	A & F Electrical Testing	99-9997449	
☐	AB & A Test Company, Inc.	95-3997944	
☐	ABC Drywall - Test	99-0000003	We Do Plaster too
☐	ABC Plumbing Contractor - Test	99-0000002	
☐	ABC Testing Inc.	99-9990377	
☐	About Electrical - Test	99-9999887	123
☒	About Electrical - Test	99-9999887	456
☐	Absolute Testing Services, Inc.	99-9995600	

50 of 246 items 50 items per page [1](#) [2](#) [3](#) [4](#) [5](#)

[CLOSE](#) [SELECT](#)

Contract #

Business Name* [SEARCH](#) Federal

Business Type

Contract Status: Enrolled Administrator's Review: Pending Contractor Submission

[Add Subcontract](#) [Edit Subcontract](#) [Delete Subcontract](#)

Contract Status	Project	Contractor	Start Date	End Date	Contract
	Sample Project C	Alliant - Test	03/14/2022	12/31/2022	\$25,000.00

- Click **SEARCH**
- Choose the correct Company
- Click **SELECT**
- Complete the entry for the NOA.

Click **SUBMIT** if this is the only NOA you need to submit.

Click **SAVE & ADD NEW** if there are additional Subcontractors to add.

- After NOA submission, Alliant CIP Administrator will reach out to your subcontractor for enrollment.

How to Report CIP Payroll

APPENDIX

Payroll is reported via the Alliant WrapX Contractor Portal. Credentials are typically provided at the time of enrollment. If you are joining the project after enrollment, or are otherwise in need of a username and password, please contact the Alliant CIP Administrator.

- Log into the Contractor Portal
- Find the contract where you would like to enter payroll for the month.
- If any payroll is missing, you will see the Payroll Status as **Incomplete**
- Click on the Contract number to open the Contract Summary

Contract Summary for Contract #: TestCONT-001, Contractor: Alliant - Test, Project: Sample Project C. The summary shows various sections: Enrollment (Enrolled), All Information Submitted, Document, Subcontract, Insurance Costs (N/A), Non-CIP COI (Compliant), All Information Submitted, Onsite Payroll (Incomplete), Missing payroll, Incomplete payroll, and Close Out (N/A). A green circle highlights the 'Onsite Payroll (Incomplete)' section, and a green arrow points from it to the 'GO TO DETAILS' button.

Contract #	Contract Status	ICW Status	Payroll Status	Non-CIP
TestCONT-001	Incomplete	Incomplete	Incomplete	
TestCONT-009	Enrolled	Incomplete		
TestCONT-037	Incomplete	N/A		
TestCONT-024-02	Incomplete	Incomplete	Incomplete	
TestCONT-024-01	Closed	Incomplete		
TestCONT-036-02	Excluded	N/A		
TestCONT-001-0...	Incomplete	Missing		
TestCONT-001-0...	Incomplete	Incomplete		
TestCONT-015	Incomplete	N/A		
TestCONT-031	Incomplete	N/A		
TestCONT-035	Enrolled	N/A		
TestCONT-019	Incomplete	N/A		
TestCONT-010	Enrolled	N/A		
TestCONT-008	Enrolled	Incomplete	Incomplete	
TESTPRJ2-000	Enrolled	Pending For Signature		Non-Con

- Find Onsite Payroll section
- Click on **“GO TO DETAILS”** to begin payroll entry process

If payroll is delinquent:

- System will default to the latest missing payroll
- The missing dates will be pre-filled
- For a New Entry, manually add the dates for the month

Payroll entry form for Sample Project C (Spring/C2) Alliant - Test (06-09121012). The form includes fields for Start Date (06/10/2020) and End Date (06/30/2020). It has checkboxes for 'No activity on this contract during this period' and 'Is this final payroll for this contract?'. Below these are sections for Class Code, Man Hours, Gross Payroll (\$), and Reported Payroll (\$). A green arrow points to the 'SUBMIT' button.

- Complete the payroll entry by entering Man hours and Payroll, (Straight time, unburdened payroll)
- Clicking on the **No Activity** box will prefill 0 (zero) for man hours and payroll for all lines for the month
- Clicking on the **Final Payroll** box will initiate the closeout of the contract. Payroll is still due until the closeout is accepted by the GC and completed by the Alliant CIP administrator
- Click Submit to complete the payroll entry
- Choose the Next month that should be entered, or click on Home to return to the main screen

Certified Payroll is not considered the same as CIP Payroll. Please note that any Certified Payroll Reports submitted to Alliant WrapX will not satisfy the CIP Payroll Requirement.

How to review Subcontractor Status

If you have subcontracted some of your work, it is important to review the status of your subcontractor(s) to see where they are at in their enrollment process. If your subcontractor is incomplete with their CIP enrollment, they are not authorized to work onsite. To review what may be missing from your subcontractors contract, please follow the below steps:

- From the Home Screen, locate your contract

APPENDIX

- After locating your contract, Click on “View” in the Subcontractor column to review the list of subcontracts on this contract

Home | Hello, you are logged into the Contractor Portal.

Contractor:

Contract Listing

Contract #	Contract Status	ICW Status	Payroll Status	Non-CIP Status	Closeout Status	Administrator's Review	Project	Contractor	Subcontract	Start Date
CONTRACTOR: Amartin HVAC - Test										
WCGLTEST-003	NKLL	Missing	Incomplete	N/A	N/A	Approved	WCGL-TEST TRAINING	Amartin HVAC - Test	View	11/23/2
CSBTP-013-Us	NKLL	Incomplete	Incomplete	Missing	Missing	Approved	XXX	Amartin HVAC - Test	View	06/16/2
Test-1234	On Hold	N/A	N/A	N/A	Missing	Approved	O'Hare 21 - Terminal Area Plan	Amartin HVAC - Test		06/21/2
WCGLTEST-001	Incomplete	Pending Admin Ve	Incomplete	N/A	N/A	Approved	WCGL-TEST TRAINING	Amartin HVAC - Test		01/31/2
GOT-TRAIN-003	Incomplete	Incomplete	N/A	N/A	N/A	Approved	GL-Only Test - Training	Amartin HVAC - Test	View	11/30/2
NYC-TEST-001	Incomplete	Missing	N/A	N/A	Missing	Approved	Training-NYC Project	Amartin HVAC - Test	View	11/22/2
MyTest-000	Incomplete	N/A	N/A	Missing	Missing	Approved	MyTestProj-EG	Amartin HVAC - Test	View	01/01/2
ABCD-005	Pending	N/A	Incomplete	Missing	N/A	Approved	ABCD Test112	Amartin HVAC - Test		06/01/2
Jenny-Test-000	Enrolled	N/A	N/A	Missing	N/A	Approved	Jenny Test Project1	Amartin HVAC - Test	View	01/01/2
WCGLTEST-002	Enrolled	Missing	Incomplete	N/A	N/A	Approved	WCGL-TEST TRAINING	Amartin HVAC - Test	View	10/01/2
Temp-001	Enrolled	N/A	Missing	Missing	Missing	Approved	Fieldstone Construction and Man...	My Company (Amartin HVAC...		06/01/2
123456789	Excluded	N/A	N/A	Non-Compliant	N/A	Approved	Don Don	Amartin HVAC - Test	View	06/06/2
GOT-TRAIN-000	Excluded	N/A	N/A	N/A	N/A	Approved	GL-Only Test - Training	Amartin HVAC - Test	View	10/01/2

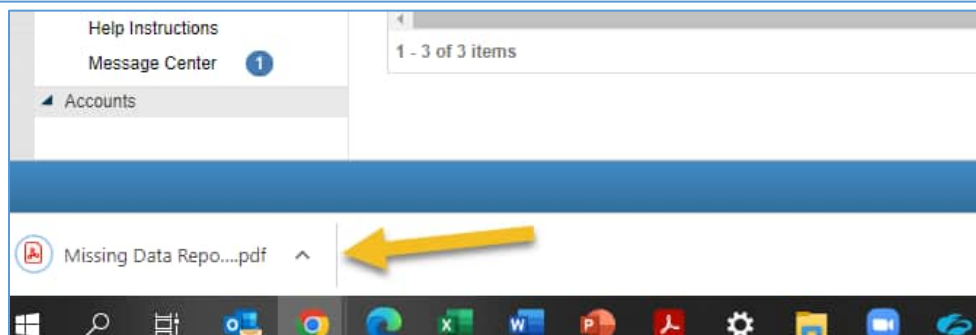
- To understand what is missing for one of the subcontracts, click on the word “Incomplete” or “Missing” for that subcontract. This will generate a Missing Data Report for that subcontractor

Contract #: WCGLTEST-002 | Project: WCGL-TEST TRAINING (WCGLTEST) | Contract Status: Enrolled | Administrator's Review: Approved

Amartin HVAC - Test / WCGLTEST-002

[Add Subcontract](#) | [Edit Subcontract](#) | [Delete Subcontract](#)

Contract #	Contract Status	ICW Status	Payroll Status	Non-CIP Status	Closeout Status	Administrator's Review	Project	Contractor	Start Date
☐ WCGLTEST-002...	Incomplete	Missing	Incomplete	N/A	N/A	Approved	WCGL-TEST TRAINING	ABC Drywall - Test	01/31/2022
☐ WCGLTEST-002...	Enrolled	Missing	Incomplete	N/A	N/A	Approved	WCGL-TEST TRAINING	ABC Drywall - Test	11/30/2020
☐ WCGLTEST-002...	Incomplete	Missing	Incomplete	N/A	N/A	Approved	WCGL-TEST TRAINING	Amartin HVAC - Test	06/10/2022



- Open the Missing Data Report to see what the contractor is missing

Report generated for:	
Contract: WCGLTEST-002-02	
Missing Data Report Training Sponsor Controlled Insurance Program	
Contract #	: WCGLTEST-002-02
Contractor	: ABC Drywall - Test
Project	: WCGL-TEST TRAINING
Period	: 01/31/2022 - 12/31/2025
Contract Status	: Incomplete
Work Description	: Drywall
Authorized to work Onsite	: No
Enrollment	
Status: Incomplete	
Missing Information	
- California Insurance Affirmation question has not been answered. - EMR is missing - Enrollment Signature Date is missing - Estimated Payroll is missing	

Required Information for Online Enrollment

Required Information		Help
1	Contractor name	May include type of company: Corporation, LLC, etc...
2	Parent contractor name	Name of company you are contracted with
3	Contractor Federal ID Number	Check Alliant data and update
4	Start Date at project site	Day physical work starts at jobsite
5	Estimated completion date	Can be an estimate
6	Contract Value	
7	Contract Description	Scope of work
8	Contractor Address	Physical address of office. Any P.O. Box should be entered under Mailing address
9	Contractor Main Phone and Fax numbers	
10	Contractor Primary Contact Name	
11	Contact position	
12	Contact phone and fax numbers, and email address	Email is preferred method for communication
13	Contractor Payroll Contact Name	Can be the same as the Primary Contact
14	Payroll Contact phone and fax numbers, and email address	Email is preferred method for communication
15	Workers' Compensation Class Codes to be used on job	Can be found in your company WC rate pages
16	Estimated Man hours and Payroll	Required for enrollment
17	Risk ID #	Also called Rating Board file #
18	Rating Bureau	NCCI or WCRIB or similar name
19	Experience Modifier (EMR)	Can be found in your company WC rate pages
20	WC Offsite Carrier	Corporate WC carrier name
21	WC Offsite Policy #	Corporate WC policy number
22	WC effective date	Corporate WC effective date
23	Policy Expiration Date	Corporate WC expiration date
24	If any work is being subcontracted out, please include information about subcontractors so enrollment can be started for each contractor	At a minimum: Contractor name; estimated start date; contact name, email and phone number; and contract value for subcontracted work.