



&



OPIP/OCIP Program Overview

A MENTORING SERIES TRAINING

Tuesday, June 6, 2023



Mentoring Series Workshop



In this workshop, we will cover:

- ❑ Housekeeping
- ❑ Introduction to Maryland Transit Solutions (MTS)
- ❑ Purple Line Transit Project Overview
- ❑ DBE Program Overview
- ❑ OPIP/OCIP Program Overview
- ❑ Q&A



Team Introduction

Who is MTS?



Insurance & Risk Management Team



Cory Raymond –	MTS DBE/WFD Manager
Crystal Ruiz –	MTS Compliance Admin
Ola Awodiya –	MTS Compliance Admin
Gabriel Menendez –	MTS Contracts Manager
Jeffrey Guzzardo –	MTS Safety Manager
Edmond Elmokian –	MTS Risk Manager
Ellen Rowan –	AON Rep
Cesar Gomez –	AON Rep
Jack McGolrick –	AON Rep

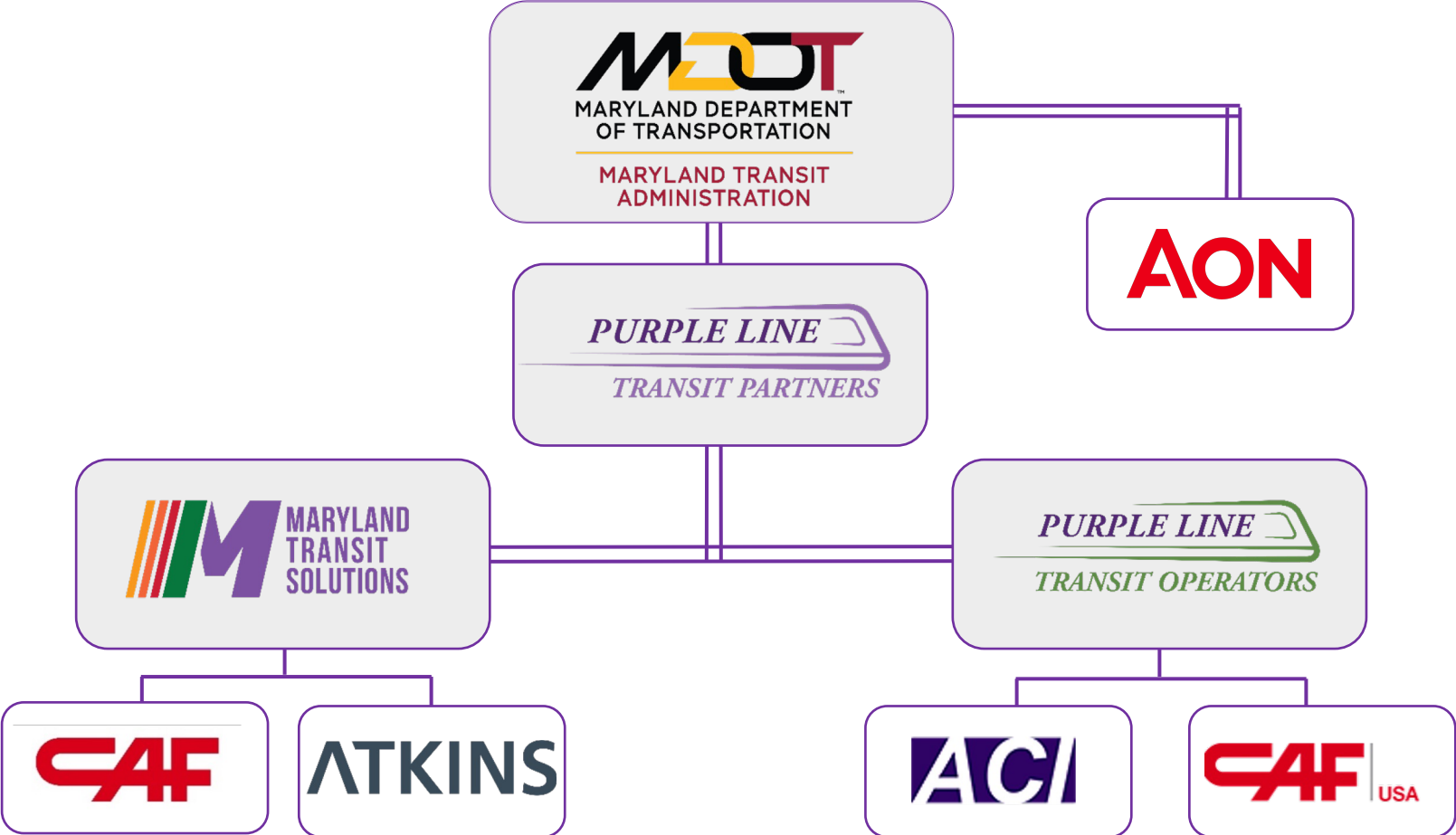
Who is MTS



Who is Maryland Transit Solutions
(MTS)?



Who is MTS





Project Overview

Purple Line Transit Project



Purple Line Transit Project – Important Benefits

- Create several new multimodal connections across the region
- Expand transit opportunities to two of the fastest growing counties in the state
- Create convenient, dependable east-west transit
- Spur economic growth across two counties
- Provide significant environmental benefits through the operation of electric vehicles and reduction of vehicular emissions



Purple Line Transit Project – Light Rail Vehicles

- Light rail vehicle production continues, 26 of 28 have been produced with 26 ready to ship
- Delivery to begin Fall 2023 to the Glenridge Operations and Maintenance Facility
- 80 seats available, 400 standing room capacity
- Low floor with wide doorways
- Flexible space and folding seats to allow for eight wheelchairs and bicycle storage





DBE Program

Program Overview & Goals



DBE PROGRAM & GOALS

DIVERSITY MAKES THE DIFFERENCE

OUR COMMITMENT

We know diversity builds a better project, and we'd like to take the time to **THANK YOU!** Your participation helps us meet and/or exceed our 22% DBE project goal, more importantly it also:

- Grows your company
- Provides experience for future projects
- Stimulates the local workforce
- Creates legacy businesses in the local market
- Improves the travel experience of millions daily

OUR PLAN TO ASSIST YOU

- Make bid packages easily accessible through Building Connected
- Unbundle larger bid packages to make bidding more feasible
- Provide a point of contact for each bid package
- Remove barriers with bonding requirements on bid packages under \$5 million
- Support you along the way from project bidding through project execution



DBE Certification



Who certifies a firm?

- The Maryland Department of Transportation (MDOT) DBE Directory for Unified Certification Program (UCP)
- <https://marylandmdbe.mdbecert.com/?TN=marylandmdbe>

There are certification requirements to ensure program is standardized

- Firm is a for-profit business; at least 51% owned by a socially and economically disadvantaged individual(s), etc.
- MTS collaborates with MDOT to host DBE Certification Trainings
 - Workshops cover DBE program requirements in detail and introduce Expansion of Services process

When does a firm need to be certified?

- Before award

Why it is important?

- In order for MTS to claim credit towards the goal, the firm must be a DBE certified firm, hold the applicable NAICS code for the scope of work and be able to independently perform a Commercially Useful Function (CUF).

What is a NAICS Code?



What is a NAICS Code?

- ❑ North American Industry Classification System (NAICS)
- ❑ It is the standard used by Federal agencies to classify business capabilities

What are the differences between a 2- series, 3-series, 4-series and 5-series?

- ❑ 2- Series: Construction
 - ❑ 237990: Other Heavy and Civil Engineering Construction
- ❑ 3- Series: Manufacturer
 - ❑ 331110: Manganese metal ferrous alloys manufacturing
- ❑ 4- Series: Suppliers & Dealers
 - ❑ 423510: Aluminum and aluminum alloy primary forms merchant wholesalers
- ❑ 5- Series: Professional Services
 - ❑ 541330: Civil engineering services



MDOT/MTA - The Purple Line OCIP

Owner
Controlled
Insurance
Program
(OCIP) Meeting

Construction &
Infrastructure

Proprietary and Confidential



Today's Agenda

1. Aon Service Team
2. OCIP Insurance Overview
3. Benefits of an OCIP Program
4. Administration
5. Aonwrap
6. Claims and Investigations

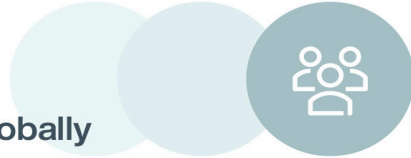


AON CORPORATION

Aon Construction & Infrastructure

Advisor and broker for
40%
of the ENR Top 50
Contractors Worldwide

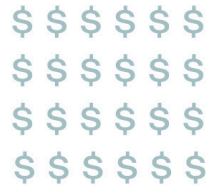
Approximately
1,000
specialists globally



Specialists in
48
countries



One of the
Largest
construction
brokers globally



\$4 billion
C&I premium placed globally

Advisor and
broker for over
500+
P3 projects

As of March 2019

Project Solutions

Aon's Project Solutions team has a rich history of successfully developing and managing **contractor-controlled insurance programs (CCIPs)**, **rolling owner-controlled insurance programs (ROCIPs)**, **owner-controlled insurance programs (OCIPs)** and **owner-provided insurance programs (OPIPs)**. You may also hear these controlled insurance programs referred to as **'wrap-ups.'**

Aon is the leading provider of wrap-up insurance placement and administrative services nationally, managing an estimated 30% of all program volume nationally. Over the last 15 years, the 120 colleagues on this team have managed more than 10,700 projects and are responsible for coverage of more than \$80 billion of work in progress.

A close-up photograph of a person's hand pointing at a whiteboard. The hand is wearing a grey long-sleeved shirt. In the background, another person is visible, holding a tablet and looking at the whiteboard. The scene is brightly lit, suggesting an office or meeting room environment. The whiteboard has a red number '1' and the text 'Aon Service Team' on it.

1

Aon Service
Team

AON

Aon OCIP Contact Information

Christopher Spiridis

National Project Solutions Leader
Construction and Infrastructure
1.212.441.2526

Christopher.Spiridis@aon.com

Ellen M. Rowan

Account Executive
Construction and Infrastructure
1.301.928.1933

Ellen.rowan@aon.com

Cesar Gomez

Account Specialist
Construction and Infrastructure
1.516.246.4955

Cesar.r.Gomez@aon.com

Jack McGolrick

Account Specialist
Construction and Infrastructure
1.470.633.9596

Jack.mcgolrick@aon.com

Works with Subcontractors – Jordan Castle

t 1.866.243.8266 ext. 2 | f +1.800.363.6695

email: acs.construction@aon.com

THE PURPLE LINE – Client #570000085644

2

OCIP Insurance
Overview

Overview – MDOT/MTA The Purple Line OCIP Program Design

ITEM	INFORMATION SUMMARY
OCIP Coverages	<ul style="list-style-type: none"> • Commercial General Liability • Workers' Compensation & Employer's Liability • Excess Liability • Builder's Risk • There is NO Automobile Coverage under the OCIP
Covered Parties	<ul style="list-style-type: none"> • MDOT/MTA The Purple Line • General Contractors • Construction Managers • Eligible Subcontractors of all tiers with on-site labor • Other Parties Enrolled at MTA's discretion
Excluded Parties	<ul style="list-style-type: none"> • Hazardous materials remediation, removal and/or transport companies, and their consultants, including but not limited to asbestos abatement, and lead abatement subcontractors; • Structural Demolition Subcontractors; • Architects, engineers, soil testing engineers, and their consultants; • Vendors, suppliers, fabricators, material dealers, truckers, haulers, drivers and others that merely transport, pick up, deliver, or carry materials, personnel, parts or equipment, or any other items or persons to or from the Designated Project; • Subcontractors who do not perform any actual labor on the Designated Project Site

Overview – Purple Line OCIP Program Design

Worker's Compensation and Employer's Liability Insurance	
Carrier	Chubb Insurance Company
Coverage A – Statutory Benefits	Liability imposed by the Workers' Compensation and/or Occupational Disease statute of the State and any other state or governmental authority having jurisdiction related to the work performed on the Designated Project Site.
Coverage B – Employers' Liability	\$1,000,000 Bodily Injury by Accident – Each Accident \$1,000,000 Bodily Injury by Disease – Each Employee \$1,000,000 Bodily Injury by Disease – Policy Limit

Overview – Purple Line OCIP Program Design

Commercial General Liability Insurance	
Carrier	Chubb Insurance Company
Coverage	Third Party Bodily Injury and Property Damage Liability
Does Not Cover	This insurance will NOT provide coverage for products liability to any insured party, vendor, supplier, off-site fabricator, material dealer or other party for any product manufactured, assembled or otherwise worked upon away from the Designated Project Site.
Policy Limits	<ul style="list-style-type: none"> \$ 2,000,000 Each Occurrence \$ 2,000,000 Personal Injury/Advertising Injury \$ 4,000,000 General Aggregate/all insureds \$ 4,000,000 Products-Completed Operations Aggregate/all insureds
Products-Completed Operations Aggregate	Ten (10) Year Extension for Products-Completed Operations

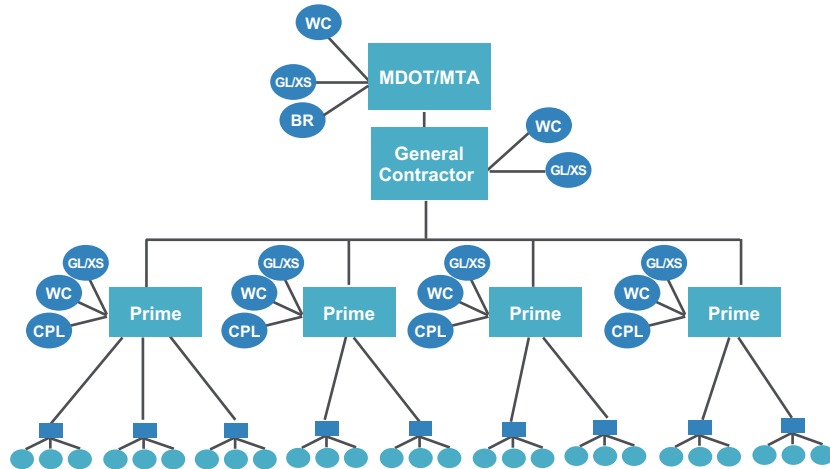
Overview – Purple Line OCIP Program Design

Excess Liability Insurance	
Carrier	Multiple Carriers
Policy Limits	\$150,000,000 Each Occurrence \$150,000,000 General Aggregate/all insureds \$150,000,000 Products/Completed Operations Aggregate/all Insureds
Products-Completed Operations Aggregate	Ten (10) Year Extension Products-Completed Operations
Builders' Risk Insurance	
Carrier	Starr Insurance, Chubb Insurance, AIG Insurance
Policy Limits	\$250,000,000 for Physical Damage to the Insured Project Various Deductible Limits [if responsibility of subcontractor]

3

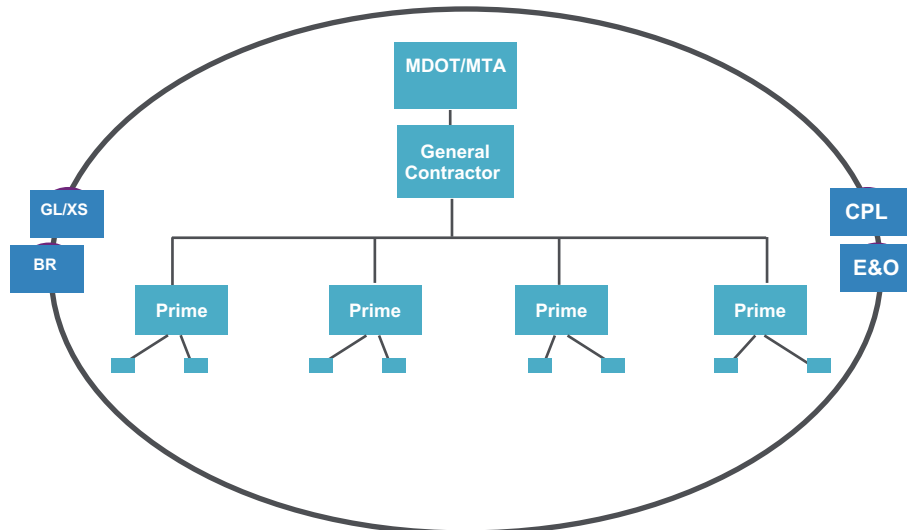
Benefits
of an
OCIP Program

Traditional vs. Controlled Insurance Programs (CIP)



Conventional

- Responsibility of insurance with contractors
- Insurance procured through each contractor separately
- Each insurer protects its respective insured's interest



Wrap-Up (OCIP)

- Single consolidated purchase
- Insurer protects all project stakeholders
- Control
- Cost Avoidance
- Protects All Project Stakeholders

4

Administration



OCIP Responsibilities



MDOT/MTA Purple Line

- Assists in program marketing & implementation
- Sponsors program
- Executes program agreements
- Controls program cash flow
- Posts collateral requirement, if required
- Issues premium & deductible claims payments
- Provides claims payment authority
- Participates in program meetings



Construction Manager(s) and/or General Contractors

- Incorporates OCIP provisions in subcontracts
- Provides subcontractor orientation, safety enforcement & training
- Subcontractors to Report any injuries or incidents immediately to the General Contractor so they can report it to the correct personnel. Provide assistance with claims mgt. & investigation, as needed
- Provides project reports to Aon (i.e., sub NOA's, CO logs, etc.)
- Participates in program meetings, if needed



Aon

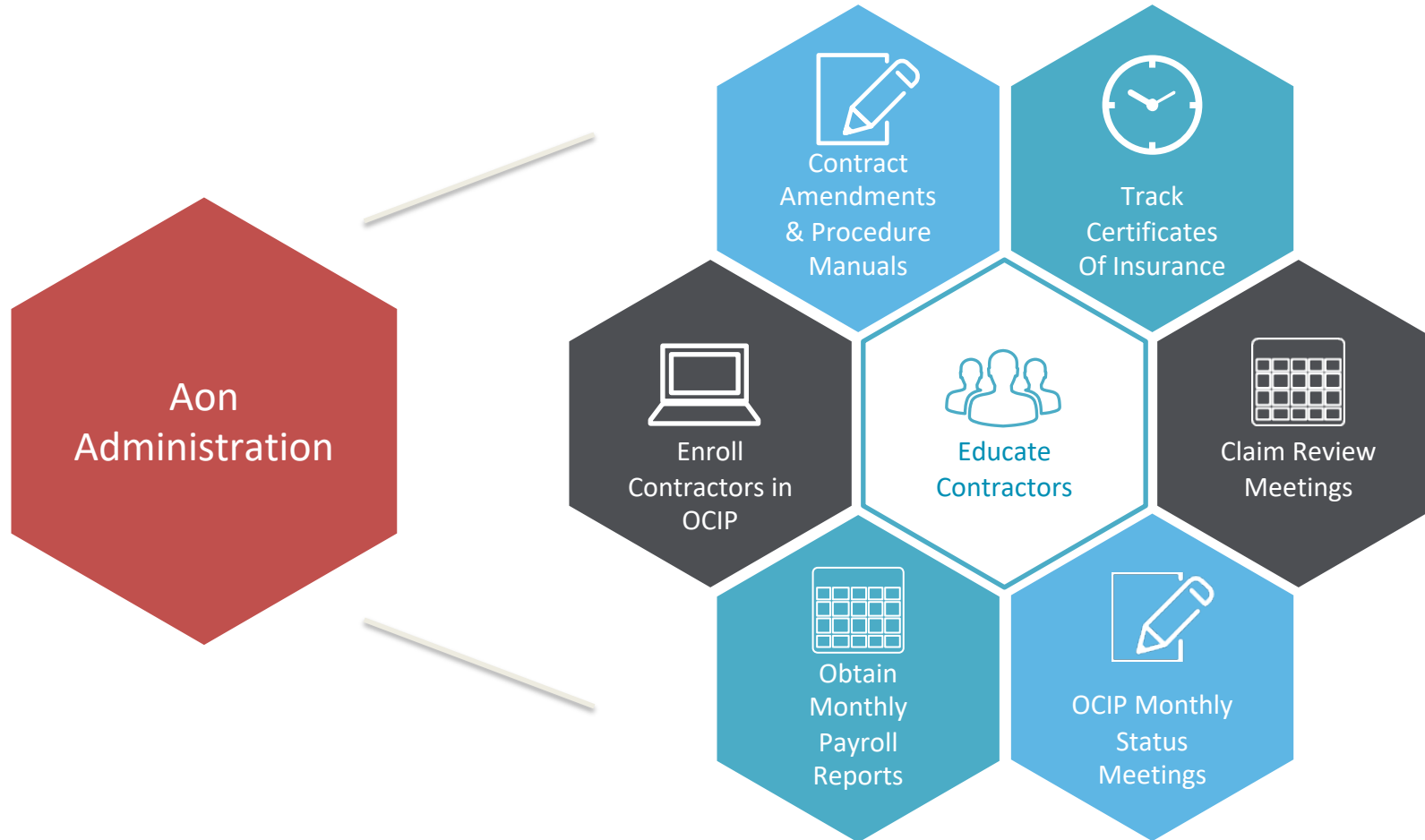
- Designs & markets program
- Provides OCIP bid & contractual language
- Manages program administration & provides education
- Performs contractor enrollment
- Analyses & verifies insurance credits
- Performs payroll & certificate tracking
- Provides regular program status reports
- Claims management & loss control support
- Organizes/participates in program meetings



Insurer(s)

- Underwrites program construction risk
- Responsible for regulatory filings & approvals as required
- Provides insurance coverage
- Issues insurance policies
- Provides annual physical audits on contractor payrolls
- Provides loss control services & training
- Defends, investigates, manages, adjusts, & pays claims
- Participates in program meetings, if needed

Aon's OCIP Responsibilities



OCIP Insurance Manual - Procedures

OPIP Overview

Maryland Department of Transportation and Maryland Transit Administration (MDOT/MTA) is providing the Owner-Provided Insurance Policies ("OPIP") in the P3 Agreement and this manual. OPIP comprises (1) insurance the Owner-Controlled Insurance Program (OCIP) for the Project, at policies.

Each Contractor is required to exclude the OPIP-provided insurance and instruct your subcontractors to do the same.

NOTE: Insurance coverages and limits provided under the OCIP specific to work performed after the inception date of your contract. Insurance representative should review this information. Any additional purchase will be at your option and expense.

About this Manual

MDOT/MTA and Aon Risk Services (Aon) prepared the Owner-Provided Insurance Manual ("OPIP Manual" or "Manual"). MDOT/MTA is the Sponsor and Administrator for this OPIP. The manual is designed to identify, describe responsibilities for the administration of the OPIP for this Project.

What This Manual Does

This Manual:

- Generally, describes the structure of the OPIP
- Identifies responsibilities of the various parties involved in the Project
- Provides a basic description of OPIP coverage
- Describes audit and administrative procedures
- Provides answers to basic questions about the OPIP

What this Manual Does Not Do

This Manual does not:

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

Refer questions concerning the OPIP, its administration or coverage to the appropriate party identified in the Project Directory.

DISCLAIMER


The information in this manual is intended to outline the OPIP insurance cover responsibilities. In the event any provision of the OPIP Manual or the Contract with the OPIP insurance policies, the provisions of the actual OPIP insurance policies shall govern.

The Purple Line OPIP Project Insurance Manual
6/13/22

Maryland.gov

MARYLAND DEPARTMENT OF TRANSPORTATION
MARYLAND TRANSIT ADMINISTRATION

Maryland Department of Transportation and Maryland Transit Administration (MDOT/MTA - Owner)



Owner Provided Insurance Program Manual

Maryland Department of Transportation/Maryland Transit Administration
MDOT/MTA
6811 Kenilworth Avenue, Suite 300A
Riverdale, MD 20737

THIS MANUAL IS A CONTRACT DOCUMENT

The Purple Line OPIP Project Insurance Manual
6/13/22

Page 1 of 33
AON

This Manual:

1. Generally, describes the structure of the OCIP
2. Identifies responsibilities of the various parties involved in the Project
3. Provides a *basic* description of OCIP coverage
4. Describes audit and administrative procedures
5. Provides answers to basic questions about the OCIP

OCIP Enrollment, Payroll Reporting, Evidence of Coverage

- I. Enrollment Form – Enrollment is mandatory but not automatic. A completed Enrollment Form 3 is required prior to coming on to the worksite. There are no contract value thresholds for determining enrollment. MDOT/MTA only determines any exceptions or waivers. Contractors must enroll in the program prior to participating in mandatory safety training prior to coming on the jobsite.
 - I. Subs may not begin safety training until they have completed their Aon Enrollment Form 3
 - II. Subs are required to enroll separately for each/every contract they are awarded.
 - III. Subs may be excluded on a contract and enrolled on another depending on scope of work.
- II. Payroll reporting is required each month on the 10th of the following month the work was performed. This is different from ‘certified payroll’. This is uploaded to Aonwrap each month. MDOT/MTA closely monitors delinquencies among subcontractors.
- III. Sample Certificate of Insurance – Certificates need to be provided evidencing coverage for your other work (not at the Purple Line) per the contract requirements. Samples are included for both enrolled and excluded parties in the Project Insurance MANUAL.

Enrollment Form

AON Form-3		ENROLLMENT APPLICATION		MDOT/MTA THE PURPLE LINE Page 1 of 2	
Examine your current Workers Compensation and General Liability Policies or contact your Insurance Agent to assist you with completing this form. *** NOTICE *** Enrollment is not automatic and requires the satisfactory completion of the Aon Form-3. Any other requirements can be found in the Insurance Manual.					
A. Contractor Information: Federal ID # or Soc. Sec. #: _____					
Company Name & dba: Contact Name & Title: Address: City, State Zip Code: Telephone: Fax: E-mail Address:		Business Information (headquarters)		Contact Information (address questions to...)	
Indicate your Organization's Structure: 4 Corporation Joint Venture Partnership Sole Proprietor 5-Corporation Other _____					
B. Contract Information: Contract No.: _____					
Date Contract Awarded: _____		Description of Work: _____			
Proposed Contract Price \$: _____		Are you Submitting a bid to MDOT/MTA? 6 <input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount of Self Performed Work \$: _____		If No, identify to whom: 7 _____			
Start Date: _____		Actual Estimated		Completion Date: _____	
C. Contacts: (Complete if Applicable)					
Position	1 Name & Title	2 Phone	3 Fax	4 Email address	
Project Mngr:					
Res. Engineer:					
Insurance:					
Contract Admin:					
Payroll:					
Claims:					
Safety Rep:					
Provide Location of payroll records if different than Corporate address: _____		Phone: _____		City, State, Zip Code: _____	
		Fax: _____			
D. Workers Compensation Insurance Information for Work Described Above: (attach a separate sheet if necessary)					
a State	b Class Code	c Description	d Man-hours	e Payroll	
		Totals 2		3	
E. Provide your current Off-Site Workers Compensation Information: (for each state you will perform work in)					
Applicable State	Risk ID Number	Rating Bureau	Anniversary Rating Date		
1	2	3	4		
Your WC Insurance Carrier: 5 _____					
Policy #: 6 _____		Effective Date: 7 _____		Expiration Date: 8 _____	

AON Form-3		ENROLLMENT APPLICATION		MDOT/MTA THE PURPLE LINE Page 2 of 2	
F. Subcontract Information: List all Subcontractors that will be working for you on this project (complete the information in the following table). Use additional paper if necessary:					
1 Subcontractor	2 Subcontract \$	3 Contact Person	4 Address	5 Phone & Email Address	6 Estimated Start Date
G. Enrollment Questions: Answer each question. Use additional paper if necessary.					
1 Will you have any off-site location(s) 100% dedicated to this project? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide address: _____					
2 Please check if: Any aircraft used on this project Any watercraft used on this project					
3 Please indicate if labor from the following sources will be used: Employee Leasing Firm Temporary Labor Agency					
4 What is your Experience Modification Factor? _____					
5 _____					
6 _____					
7 _____					
H. WARRANTY applicable to program insurance coverage					
1 Premiums for this Program are the responsibility of MDOT/MTA and I agree any and all return of premium, dividends, discounts, or other adjustments to any Program policy(ies) is assigned, transferred and set over absolutely to MDOT/MTA This assignment applies to the Program policy(ies) as now written or as subsequently modified, rewritten or replaced. Rights of Cancellation for all Program insurance policy(ies) arranged by MDOT/MTA are assigned to MDOT/MTA.					
2 I will pay the cost of premium(s) for non-Program insurance coverage, specified in the Contract Documents.					
3 I authorized the release of all claim information for all insurance policies under this Program.					
4 It is my responsibility to notify my insurance carrier(s) that I am enrolling in this Program.					
5 The statements in this insurance application are true to the best of my knowledge.					
I. Signature Block : I verify the information presented above and attachments are correct.					
Name: _____		(please print)		Date: _____	
Title: _____		Signature: _____			
Note: Information can be submitted or uploaded on-line at www.aonwrap.aon.com . Please contact your Administration Staff to obtain a user ID and Password.					

Email to: ACS.Construction@aon.com
 Subject Line: The Purple Line/570000085644/Contractor Name/Contract #
 Or Upload Forms to Aonwrap or Fax to: 800-363-6695

Sample Certificate of Insurance for Enrolled/Excluded Contractors

Sample Insurance Certificate for Enrolled Contractors

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MMDD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Insert Producer/Agent Name and Address
 CONTACT NAME: _____ PHONE (incl. No. Ext.): _____ FAX (incl. No.): _____
 E-MAIL ADDRESS: _____
 INSURER(S) AFFORDING COVERAGE: _____ NAIC #: _____
 INSURER A: Carrier (s) _____
 INSURER B: Carrier (s) _____
 INSURER C: Carrier (s) _____
 INSURER D: Carrier (s) _____
 INSURER E: _____
 INSURER F: _____

INSURED: Insert Insured Name and Address
 Attn: _____

COVERAGES: CERTIFICATE NUMBER: _____ REVISION NUMBER: _____

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INR LTR	TYPE OF INSURANCE	ADOL	SUBR	INSR	W/O	POLICY NUMBER	POLICY EFF (MMDD/YYYY)	POLICY EXP (MMDD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY								EACH OCCURRENCE \$ 2,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR								DAMAGE TO RENTED PREMISES (Ea occurrence) \$
									MED EXP (Any one person) \$
									PERSONAL & ADV INJURY \$ 2,000,000
B	GEN'L AGGREGATE LIMIT APPLIES PER:								GENERAL AGGREGATE \$ 2,000,000
	POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input checked="" type="checkbox"/>								PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:								
C	AUTOMOBILE LIABILITY								COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
	ANY AUTO <input checked="" type="checkbox"/>								BODILY INJURY (Per person) \$
	OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/>								BODILY INJURY (Per accident) \$
D	UMBRELLA LIAB								EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/>								AGGREGATE \$
E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY								
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in WA)								<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
									E.L. EACH ACCIDENT \$ 2,000,000
									E.L. DISEASE - EA EMPLOYEE \$ 2,000,000
									E.L. DISEASE - POLICY LIMIT \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Purple Line Light Rail Project I OCIP JOBSITE AonWrap Contract No. _____ Project Location: Montgomery & Prince Georges Counties, Maryland
 "Commercial General & Excess Liability and Workers' Compensation coverages apply OFF-SITE ONLY." MDOT/MTA and State of Maryland, its officials, employees and agents and any other wholly owned subsidiaries are included as Additional Insureds for Ongoing and Completed Operations on a Primary and Non-Contributory basis as respects General Liability, and as Additional Insureds on a Primary and Non-Contributory basis as respects Automobile Liability, where required by written contract. Waivers of Subrogation apply in favor of these Additional Insureds as respects General Liability, Automobile Liability, and Workers' Compensation, where required by written contract. Umbrella Liability is Following Form basis extending over the GL, AL and EL.

CERTIFICATE HOLDER: MDOT/MTA Purple Line OCIP (570000085644)
 c/o Aon Risk Services
 4 Overlook Way, Lincolnshire, IL 60069
 Attn: Jordan Castle

CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
 AUTHORIZED REPRESENTATIVE: _____

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ACORD 25 (2016/03)

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Sample Certificate of Insurance for Excluded Contractors

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MMDD/YYYY)

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PRODUCER: Insert Producer/Agent Name and Address
 CONTACT NAME: _____ PHONE (incl. No. Ext.): _____ FAX (incl. No.): _____
 E-MAIL ADDRESS: _____
 INSURER(S) AFFORDING COVERAGE: _____ NAIC #: _____
 INSURER A: Carrier (s) _____
 INSURER B: Carrier (s) _____
 INSURER C: Carrier (s) _____
 INSURER D: Carrier (s) _____
 INSURER E: _____
 INSURER F: _____

INSURED: Insert Insured Name and Address
 Attn: _____

COVERAGES: CERTIFICATE NUMBER: _____ REVISION NUMBER: _____

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									MED EXP (Any one person) \$
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B	GEN'L AGGREGATE LIMIT APPLIES PER:								GENERAL AGGREGATE \$ 2,000,000
	POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input checked="" type="checkbox"/>								PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:								
C	AUTOMOBILE LIABILITY								COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
	ANY AUTO <input checked="" type="checkbox"/>								BODILY INJURY (Per person) \$
	OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/>								BODILY INJURY (Per accident) \$
D	UMBRELLA LIAB								EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/>								AGGREGATE \$
E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY								
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in WA)								<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
									E.L. EACH ACCIDENT \$ 2,000,000
									E.L. DISEASE - EA EMPLOYEE \$ 2,000,000
									E.L. DISEASE - POLICY LIMIT \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Purple Line Light Rail Project I OCIP JOBSITE AonWrap Contract No. _____ Project Location: Montgomery & Prince Georges Counties, Maryland
 "Commercial General & Excess Liability and Workers' Compensation coverages apply OFF-SITE ONLY." MDOT/MTA and State of Maryland, its officials, employees and agents and any other wholly owned subsidiaries are included as Additional Insureds for Ongoing and Completed Operations on a Primary and Non-Contributory basis as respects General Liability, and as Additional Insureds on a Primary and Non-Contributory basis as respects Automobile Liability, where required by written contract. Waivers of Subrogation apply in favor of these Additional Insureds as respects General Liability, Automobile Liability, and Workers' Compensation, where required by written contract. Umbrella Liability is Following Form basis extending over the GL, AL and EL.

CERTIFICATE HOLDER: MDOT/MTA Purple Line OCIP (570000085644)
 c/o Aon Risk Services
 4 Overlook Way, Lincolnshire, IL 60069
 Attn: Jordan Castle

CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
 AUTHORIZED REPRESENTATIVE: _____

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ACORD 25 (2016/03)

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ACS – Work to be Processed – 2 Options

1. Uploading documents/instructions/forms is the Processing Method of Choice!

- *It is routed quicker for faster processing*
- *You can now “drag-and-drop” 5 documents at once!*

2. Email Subcontractor provided forms to ACS.construction@aon.com

▪ **If emailed**, Subject line *must include*:

- **The Purple Line/570000085644/Contractor Name/Contract #**

Why uploading is best!

» *IMPORTANT NOTE – Thousands of documents are received each day. To ensure prompt processing, please send all documents with the Subject line outlined above*

Wrap Up Technology

AonWrap is a proprietary Aon software that we use to manage all our CIPs. Capabilities include:

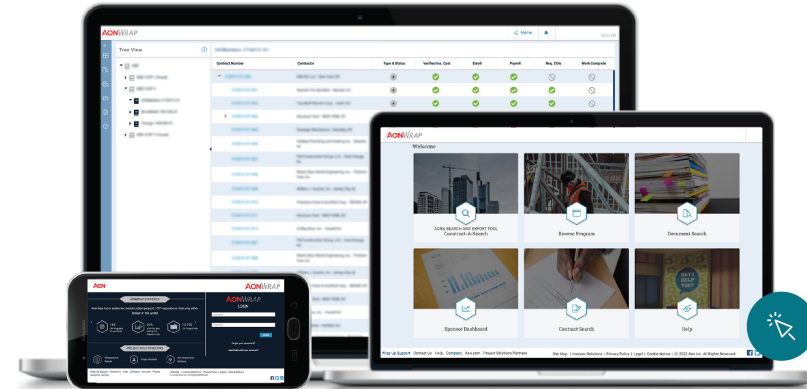
- View enrolled and excluded contractors
- Easy viewing of completed vs incomplete or missing enrollments
- Allows posting, viewing and managing of insurance documents related to the management of your CIP.
- Real-time information always available.

Key Features

- Format-able Search
- Easy 'A-Z' data sorting
- Flexible On-Demand Reporting Capabilities: Eliminates need for "paper" report
- Easy upload via Drag-&-Drop allowing 5 documents at a time
- Easy search and download of emails, submitted documents, reports, letters and forms
- Suite of Reports with multiple criteria can be run on demand



AonWrap



Reporting Capabilities

Users can personally run 20 standard reports as well as save their own custom selections and formatting; and retrieve them at any time

Available in Excel format:

- Contract Status Log
- Insurance Cost Status and Activity
- Contractor Insurance Costs - Initial Vs. Verified
- Contract List
- Contractor Insurance Costs - GL Only
- Enrollment Status and Activity
- Payroll - Missing Summary
- Contractor Insurance Costs - Change Order Detail
- Contractor Insurance Costs - Rate x Actual Exposure
- Payroll Status and Activity
- COI Tracking Detail
- COI Status and Activity
- Payroll List Detail

Available in PDF format:

- Contractor Insurance Cost (Form 1)
- Enrollment Application (Form 3)
- Payroll (Form-4)



Contract Process Overview Report (CPO)

The Contract Process Overview Report (CPO) gives an overview of the subcontractor's status (compliant, non-compliant or missing) on their Insurance Cost Worksheet, Enrollment Status, Payroll, Offsite / Onsite Certificate of Insurance and Work Completion.

This report generally goes out weekly and can be used by the project teams, accounting and safety to review the subcontractor's status and if they are good to go onsite.

Contract Process Overview (CPO)

Purple Line - Owner Direct Owner Controlled Insurance Program

Report Date: 05/17/2023

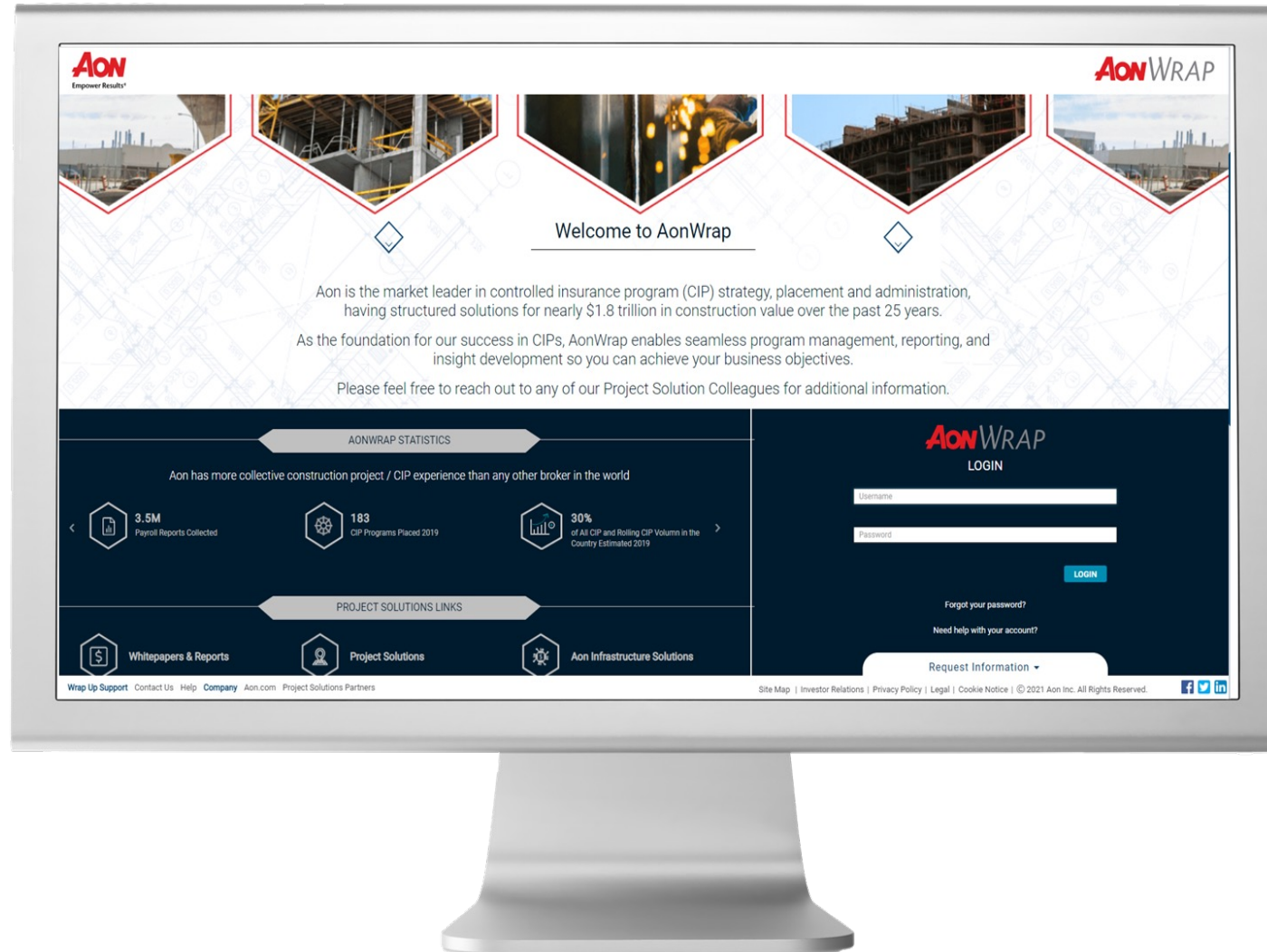
Contractor	Contract	Contract Type	Contract Status	Contract Start Date	Contract End Date	Actual	Pending / Working OnSite	Enrollment Status	Payroll # of missing	Overall COI Compliance Status	Active Individual WC Policy #
Bardon, Inc. dba Aggregate Industries	PLT4-C-100	P	C	12/21/2020	02/28/2023	Act		Complete		Compliant	C56979001
Firvida Construction Corporation	PLT4-C-103	P	C	12/21/2020	08/31/2022	Act		Complete		Compliant	C56979475
Pessoa Construction Company, Inc.	PLT4-C-104	P	E	02/04/2021	12/21/2025			Complete		Compliant	C56980179
Manuel Luis Construction Company, Inc	PLT4-C-104-01	P	C	05/05/2022	05/05/2022	Act		Complete		Compliant	C5697992A
Metro Paving Corporation	PLT4-C-104-02	P	C	10/11/2022	10/31/2022	Act		Complete		Compliant	C56979980
High Steel Structures, LLC	PLT4-C-105	P	C	12/21/2020	07/31/2022	Act		Complete		Compliant	C56979608
High Structural Erectors, LLC	PLT4-C-105-01	P	C	12/21/2020	08/03/2021	Act		Complete		Compliant	C5697961A
Sautter Crane Rental Inc.	PLT4-C-105-01-01	P	C	03/22/2021	08/03/2021	Act		Complete		Compliant	C56980441
Corrtech, Inc.	PLT4-C-106	X	C	12/21/2020	04/30/2022	Act		Excluded	Excluded	Compliant	Excluded
M.C. Dean	PLT4-C-108	P	C	12/21/2020	05/31/2022	Act		Complete		Compliant	C56979918
Quinta Construction Inc	PLT4-C-108-01	P	C	12/24/2020	02/28/2021	Act		Complete		Compliant	C56980295
Long Fence Company	PLT4-C-109	P	E	12/21/2020	12/21/2025			Complete		Compliant	C5697989A
Pleasants Construction, Inc.	PLT4-C-110	P	E	12/21/2020	12/21/2025			Complete	1	Compliant	C56980209
Mulford Construction Co. Inc.	PLT4-C-110-01	P	C	06/21/2021	01/08/2022	Act		Complete		Compliant	C56980064
Scott A Duncan Inc	PLT4-C-110-02	P	E	03/01/2022	12/31/2022			Complete		Compliant	C56980453
Barco Enterprises, Inc.	PLT4-C-111	P	C	12/21/2020	12/21/2020	Act		Complete		Missing	Completed
Terra Site Constructors, LLC	PLT4-C-113	P	C	12/21/2020	05/31/2022	Act		NKLL		Non-Compliant	C5698060A
L & L Construction Associates, Inc.	PLT4-C-113-01	P	C	12/21/2020	09/30/2021	Act		Complete		Compliant	C56979852

5

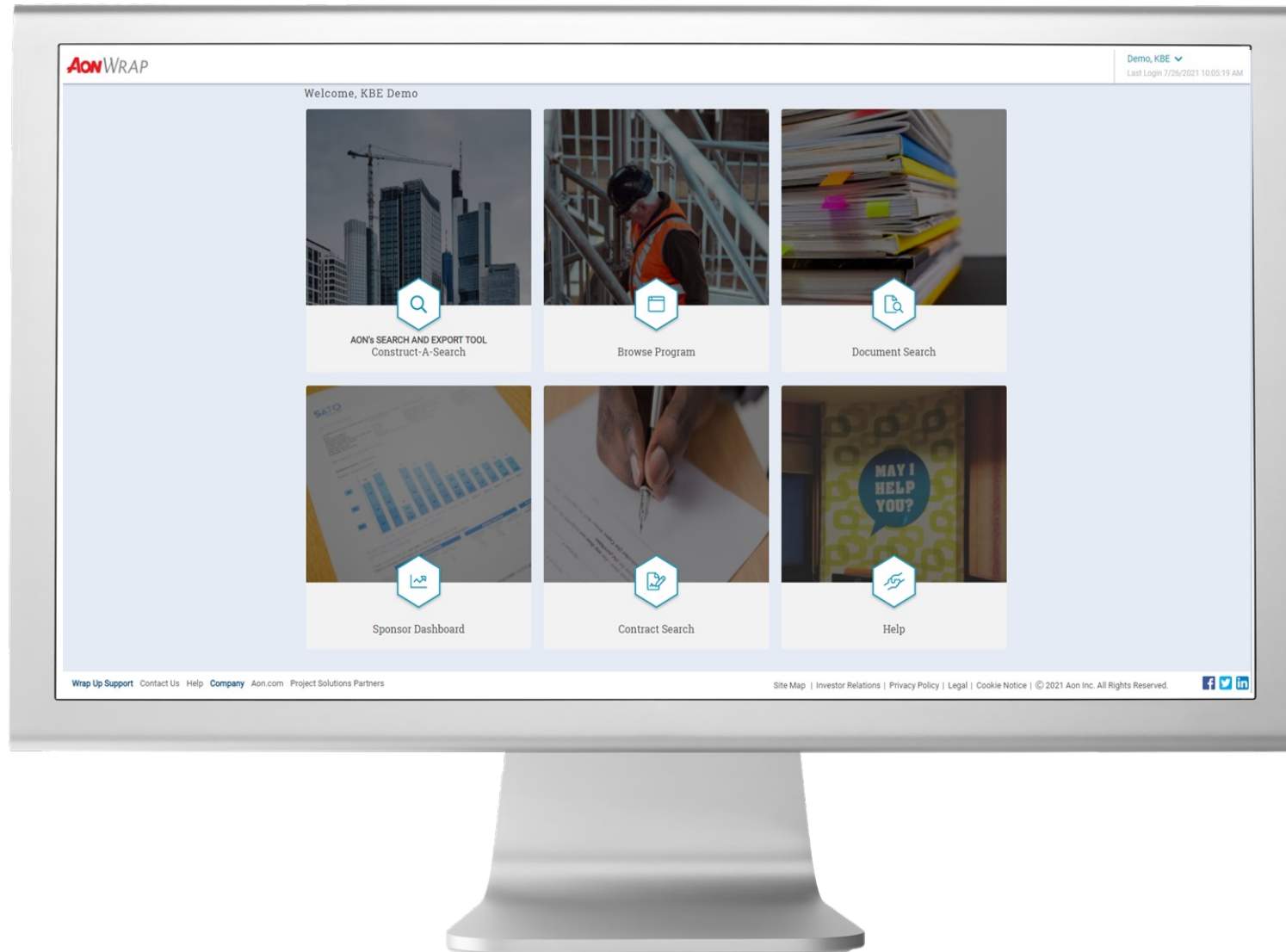
Aonwrap

AON

AonWrap Landing Page



AonWrap After Sign In Page



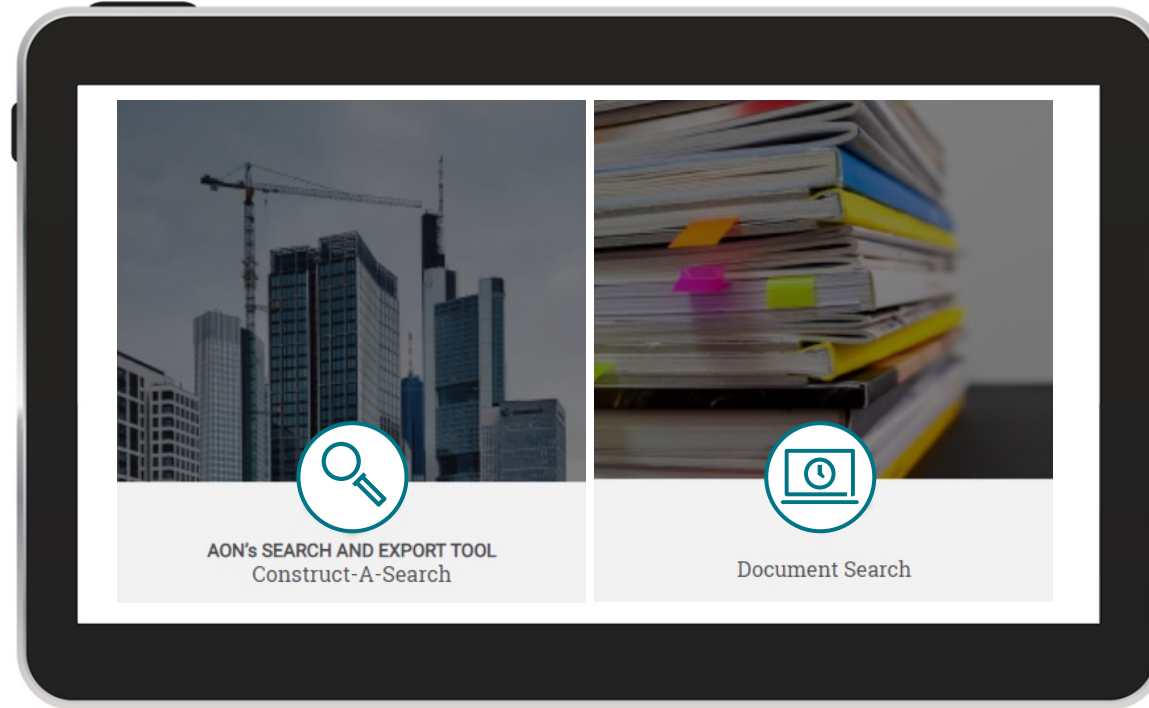
AonWrap Website www.aonwrap.aon.com

- Tip – Use only Google Chrome or MS Edge for best results
- Up to date/real-time information on all Subs – Enrolled and Excluded
- New and improved system makes Sub deficiencies are easy to identify
- All Subs of all tiers are listed – enrolled and excluded
 - If a Sub of any tier is missing, contact Aon
- All information collected from Subs can be viewed online
 - Uploaded Off-site certificate of insurance
 - Enrollment information
 - Lower tier Subs
 - Payroll information
 - Emails/letters sent by Aon to Subs
- **All** Payroll (Aon Form-4) and Work Completion Notices (Aon Form-5) are entered in AonWrap
- Review Quick Start Guides or AonWrap Help

Search Functionality

Construct-a-Search, Contract Search and Document Search

- These features are available from either the Home screen or any ribbon.
- Construct-a-Search offers very powerful search capability where users can build custom searches with 9 major categories which can be further customized – with multiple sorts, filters and selected items in each category.
- Quickly find what you need – when you need it!



*All generated **Reports** are available to Sponsors for download.*

*All letters sent between Aon and the sub are available within **Documents** for view and download.*

Help Menu

Video Tutorials, Manuals and Guides are available, which provide simplified instructions for key features in AonWrap

AonWrap Help Desk is available 12-hours per day, Monday through Friday via toll-free number and/or email



Manual and Guides



AonWrap Help Desk



07:00-19:00 Central



Monday-Friday



+1-866-283-7122



acs.construction@aon.com

Video Tutorials



How to Find Your Contract

Uploaded on: 3/20/2021 7:48:14 AM



How to Submit (Upload) Documents

Uploaded on: 3/20/2021 7:44:19 AM



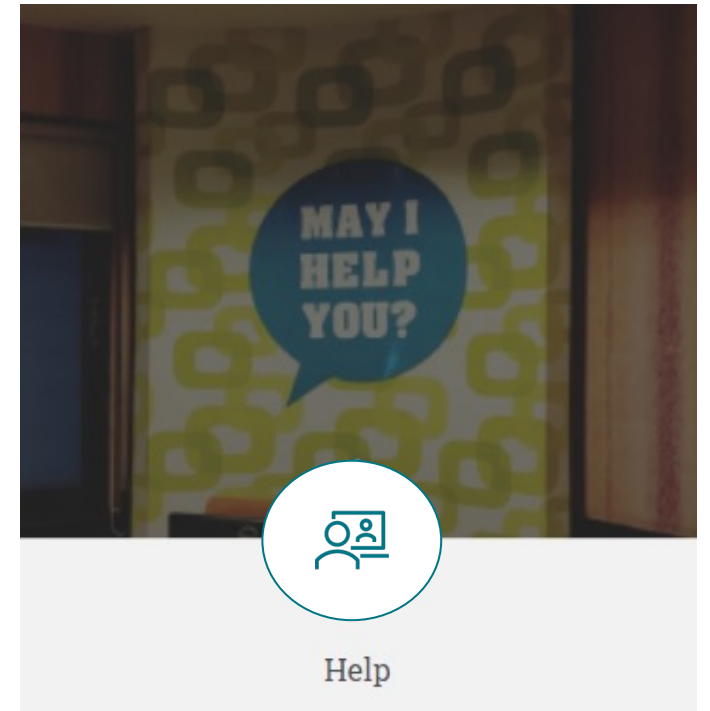
How to Submit a Notice of Award (NOA)

Uploaded on: 3/20/2021 7:34:00 AM



How to Submit Payroll

Uploaded on: 3/20/2021 7:39:51 AM



6

Claims &
Investigations

AON

Claims and Investigations

Reporting of Incidents in Timely Manner –

- Every incident must be reported to MTS Safety Immediately, and without delay.
 - It is the responsibility of the Concessionaire and MTS to report all incidents, injuries, occupational-related illnesses or property damage to the MTA Resident Engineer, a Safety Manager and MTA Risk Analyst within 20 minutes of Concessionaire and MTS becoming aware, or when they should have become aware, of the incident. The initial report can be made by phone or email. Concessionaire shall likewise require all Contractors to instruct, their respective employees and other personnel of this requirement as well.

Investigation Assistance –

- Concessionaire shall assist, and shall cause all Contractors to assist, in the investigation, defense of any accident, occurrence or insured loss. This may include securing and giving evidence and obtaining the participation and attendance of witnesses required for the investigation and defense of any claim or lawsuit.

Claims and Investigations

Complete and provide Contractor Incident Report to MTS Safety Management

1. Date/Time
2. Loss Location
3. Loss Description
4. Injured/Damaged Party (if known)
5. Contractor(s) involved
6. Any Witnesses – Names, Contact Information

Litigation Documents –

If an insured party is served with a summons, subpoena, notice of deposition, or suit papers related to an OPIP claim or coverage provided under the OPIP, Concessionaire shall, or shall cause the Design-Build Contractor to: **IMMEDIATELY NOTIFY** MTA Risk Analyst of the document. Failure to do so may result in denial of a covered claim. a) **SEND** a copy of the document as soon as possible to the MTA Risk Analyst by email to: karen.treciak@purplelinemd.com, CC: Mia.Liley@purplelinemd.com; and DMiller6@mdot.maryland.gov

Claims and Investigations

First Report Workers' Compensation Claims –

All enrolled contractors must report their Workers' Compensation Claim to the OCIP Carrier/ESIS Claims – Please refer to the Claim Kit.



QUESTIONS?



Contact Us

Contracts, Safety, Risk, & DBE Contacts

MTS Contracts, Safety, and Risk Mgmt Teams



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Safety Manager

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Risk Manager

Edmond Elmokian

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Cory Raymond

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DBE Program Administrator

Crystal Ruiz

cruiz.ext@mtsJV.com



DBE Program Administrator

Ola Awodiya

oawodiya.ext@mtsJV.com



Register with us at www.marylandtransitsolutions.com

A large, modern industrial building is under construction. The building features a mix of dark grey and light tan panels. Several large, open bay doors are visible. In the foreground, there is a construction site with a pile of dark gravel, several large grey pipes lying on the ground, and a green metal fence. A yellow excavator and other construction equipment are visible near the building. The sky is clear and blue.

THANK YOU