



Arizona Department of Transportation
Intermodal Transportation Division
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September 17, 2012

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INFORMATION BULLETIN NO. 13-04

TO: ADOT Project Managers
Resident Engineers
Consultant Engineering Firms

FROM: Engineering Consultants Section (ECS)

SUBJECT: ECS INSURANCE PROGRAM

Effective September 17, 2012, the ADOT Risk Management Office will be responsible for approving and maintaining insurance certificates furnished to the Department for all ECS contracts.

During ECS contract negotiations, Consultants will continue to provide a current Insurance Certificate as part of their eCMS online Cost Proposal submittal. The ADOT Risk Management Office will review the online insurance documents and will advise the Consultant and ECS if insurance requirements are met prior to execution of the contract.

Consultants are responsible for updating or renewing insurance certificates quarterly or annually before they expire. Consultants are also responsible for ensuring their Subconsultants meet insurance requirements. All renewal Insurance Certificates must be directly submitted by e-mail or fax to the ADOT Risk Management Office:

E-mail: insurance@azdot.gov
Fax: (602) 712-6545

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

Consultants are requested to notify their insurance carrier/agent of this process change.

The ECS website (<http://www.azdot.gov/highways/ECS/InsuranceRequirements.asp>) has been updated to include information related to contract insurance requirements and insurance processing guidelines.

For questions on this bulletin, call Engineering Consultants Section at (602) 712-7525 or ADOT Office of Risk Management at 602-712-7327.

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