**Consultant Contract** RISK MANAGEMENT CHECKLIST **ED 3/8/2023**

ONLY SEND HIGH RISK CHECK BOXES TO RISK MANAGEMENT: travis.steichen@seattle.gov or amber.udelhoven@seattle.gov

**CONTRACT** NAME:

**CONSULTANT** NAME:

**DEPARTMENTAL** CONTACT: **DEPT**/DIV:  **TEL** EXT:

**SUMMARY** OF SCOPE OF WORK:

**CONTINUE** ON PAGE 3 IF NECESSARY

**ONE** BOX BELOW MUST BE CHECKED FOR EACH RISK ELEMENT – DO NOT LEAVE ALL FOUR BOXES UNCHECKED

**RISK** ELEMENT LOW **M** MEDIUM MEDIUM HIGH HIGH EMAIL TO RISK MANAGEMENT\*

Attach Scope of Work for complex proj,

Professional Service, IT, Money Access

**CONTRACT** VALUE **[ ] UP TO $63K [ ] $63K-$500K [ ] $500K-$1M [ ] á$1M**

**MOTOR** VEHICLES **[ ] None used\* [ ] Autos\*/Small Trucks [ ] Large Trucks [ ] Cranes/Heavy Equipment**

**\*Check “MEDIUM” or higher if Consultant must use their own vehicle to complete *any* part of the Scope of Work**

**AIRCRAFT [ ] None/Commercial [ ] Chartered Fixed-Wing [ ] Chartered Helicopter [ ] Non-Professional Pilot**

**WATERCRAFT [ ] None [ ] <26FT X-NW\* [ ] 46-65FT or Incl NW [ ] NW Incl DIVERS**

**\*NW = NAVIGABLE WATERWAYS -** [**http://your.kingcounty.gov/dnrp/library/water-and-land/shorelines/map-folio/technical-appendix/wdnr-navigable-waters-map.pdf**](http://your.kingcounty.gov/dnrp/library/water-and-land/shorelines/map-folio/technical-appendix/wdnr-navigable-waters-map.pdf)

 **MARITIME** WC **[ ] None in NW [ ] NW X- Divers [ ] NW Incl Divers**

**ENVIRONMENTAL [ ] No RCRA levels\* [ ] Some RCRA level [ ] Truckload RCRA level [ ] Multi-truckload RCRA**

**\*** **The Resource Conservation and Recovery Act (1978)** [**https://www.epa.gov/laws-regulations/summary-resource-conservation-and-recovery-act**](https://www.epa.gov/laws-regulations/summary-resource-conservation-and-recovery-act)

**PROFESSIONAL [ ] None [ ] Any Prof Services listed below SERVICES**\* **\*Architectural/engineering (A/E),** environmental, geotechnical, real estate, medical, laboratory, surveying, mapping, Construction Management/Administration (CM/CA) or high-level Technical/Strategic Management Consulting

***NEW*: IF A/E CONTRACT, PROVIDE TOTAL PROJECT COST, INCLUDING ALL PHASES & ALL PACKAGES:**

**POTENTIAL [ ] None [ ] <$100K [ ] $100K - $1M [ ] >$1M**

**FINANCIAL LOSS (For example, total liability and remedy from potential major failure or error by consultant. Call Risk Mngt if questions.)**

**IT/Technology/ [ ]  N/A [ ]  Off-the-shelf, [ ] Any other IT/Cyber, incl. access to**

**SAAS No security issues sensitive City or customer data, PII**

**ACCESS to MONEY, [ ] None [ ] Any ACCESS to cash, credit card or**

**OR CREDIT CARD # OR BANK ACCOUNTS bank account data**

**\*FAS Risk Management contact**: Travis Steichen or Amber Udelhoven | travis.steichen@seattle.gov or amber.udelhoven@seattle.gov

**Instructions:**

**Send** ONLY Checklists with a HIGH Risk Element box checked to Risk Management for review and sign-off. When sign-off received, transfer any additional coverages and/or limits requirements to the [Insurance Transmittal Form](https://seattlegov.sharepoint.com/sites/FAS_Purchasing_Contracting/Shared%20Documents/fas-city-finance-risk-transmittal-consultant-services.docx?web=1&csf=1&e=6c64f9dc9cc04f328f62da5769c776de) and attach to Consultant Contract.

**If** all boxes checked **LOW**, check “**No Insurance Documentation Required**” box on next page and in Consultant Contract.

**If one or more boxes checked** MEDIUM or MEDIUM HIGH, but no HIGH and no items below are met, check “**Standard Insurance**.”

**If any trigger below is met, check box on next page: “NON-STANDARD**” AND

**If** “**AIRCRAFT**” Risk Element box checked MEDIUM or MEDIUM HIGH, check “**Aviation Liability**”box on next page with minimum $1,000,000 limit for MEDIUM or $5,000,000 for MEDIUM HIGH.

**If** “**WATERCRAFT”** Risk Element box checked MEDIUM HIGH, check “**Watercraft/P&I Liability**”box on next page with minimum $1,000,000 limit.

**If** “**MARITIME** WC” Risk Element box checked MEDIUM HIGH, check “**Federal Maritime**” and then “**U.S. L.& H.**”boxes under “**Federal Maritime**” on next page.

**If** “**ENVIRONMENTAL”** Risk Element box checked MEDIUM or MEDIUM HIGH, check “**Contractor’s Pollution Liability”** insurance with minimum $1,000,000 limit and also check “**Automobile Liability”** for “**MSC-90 and CA 99 48** endorsements.”

**INSURANCE** CERTIFICATION REQUIRED (STANDARD INSURANCE in Blue)

[ ]  **Standard Insurance Required**, however **No Insurance Documentation** must be submitted: Check appropriate box in insurance paragraph of Consultant Contract

[ ]  **STANDARD** Insurance: Attach Insurance Transmittal form to Consultant Contract

[ ]  **NON-STANDARD** ADDITIONALCOVERAGES OR INCREASED LIMITS: Attach Insurance Transmittal form to Consultant Contract with additional coverages and/or limits as per instructions or as may be specified by Risk Management.

**REQUIRED** COVERAGES AND MINIMUM LIMITS **(STANDARD INSURANCE in blue; ADDITIONAL COVERAGES AND/OR INCREASED LIMITS OF LIABILITY in red.)**

**A. STANDARD INSURANCE REQUIRED:**

**T Commercial General Liability (CGL)** or equivalent insurance including coverage for:

Premises/Operations, Products/Completed Operations, Personal/Advertising Injury

Contractual and Stop Gap/Employers Liability (coverage may be provided under a separate policy). Minimum limit of liability shall be $ 1,000,000 each occurrence Combined Single Limit bodily injury and property damage (“CSL”) except:

— $ 1,000,000 each offense Personal/Advertising Injury

 — $ 1,000,000 each accident/disease Stop Gap/Employers Liability.

 **T Automobile Liability** insurance for owned, non-owned, leased or hired vehicles, as applicable. The minimum limits shall be $1,000,000 CSL. **[ ]**  MSC-90 and CA 99 48 endorsements required unless In-transit Pollution coverage MSC-90 and CA 99 48 endorsements required unless In-transit Pollution coverage is covered under required Contractor’s Pollution Liability insurance.

 **T Worker's Compensation** insurance for Washington State as required by Title 51 RCW Industrial Insurance.

**B. ADDITIONAL COVERAGES AND/OR INCREASED LIMITS:**

**[ ]  Umbrella or Excess Liability** “follow form” insurance over primary CGL and Automobile Liability insurance limits, if necessary, to provide **total** minimum limits of liability of **[ ]** $2,000,000 **[ ]** or$      CSL. These required total minimum limits of liability may be satisfied with primary limits or any combination of primary and umbrella/excess limits.

**[ ]  Contractor’s Pollution Liability** insurance with minimum limits of liability of **[ ]** $1,000,000 **[ ]** or$      CSL each claim.

**[ ]  Aviation Liability** insurancewith minimum limits of **[ ]** $1,000,000 or **[ ]** $      CSL each occurrence.

**[ ]  Watercraft/P&I Liability** insurance with minimum limits of **[ ]** $1,000,000 or **[ ]** $      CSL each occurrence.

**[ ]  Federal Maritime** insurance with:

 **[ ]  U.S.L.&H.** minimum limits **[ ]** $1,000,000 or **[ ]** $     .

 **[ ]  Jones Act** minimum limits **[ ]** $1,000,000 or $     .

**[ ]  Professional Liability (E&O/Technical E&O)** insurance appropriate to the consultant’s profession. The minimum limit shall be **[ ]** $1,000,000 or **[ ]**  $      each claim.

**[ ]  Crime Insurance/Employee Dishonesty** with minimum limits **[ ]** $1,000,000 or **[ ]** $      per occurrence.

**[ ]  Technology E&O Insurance** with minimum limits  **[ ]** $1,000,000 or **[ ]** $      each claim.

**[ ]  Network Security/Cyber Liability (Cyber Protection)** with minimum limits  **[ ]** $1,000,000 or **[ ]** $      each wrongful act.

**[ ]  Other:**       (to be provided by Risk Management)

 **REQUIRED FIELD**

Name of individual completing this form :  Date:

 Risk Management Sign-off:       Date:

 [RM Signature NOT REQUIRED FOR STANDARD INSURANCE ONLY]

**CONTINUATION** OF SUMMARYOF SCOPE OF WORK MAY CONTINUE TO PAGE 3: