Washington State Department of Transportation

Memorandum

July 14, 2021

TO: WSDOT Project Development Engineers

FROM: Chris Christopher, Director, Construction Division
Steve Roark, Director, Development Division

SUBJECT: Project Delivery Memo #21-03 – Professional Liability Insurance Risk Assessment

Purpose

The purpose of this memo is to provide direction and tools for determining the appropriate amount and type of professional liability insurance (PLI) for Design-Build contracts.

Background

The determination of PLI coverage in our contracts is currently done through close coordination with the Risk Management & Legal Services Office (RMLS). While that process is not changing, we are implementing a more consistent method for collecting project-specific information to use in making risk-based insurance coverage decisions.

Direction

Effective September 1, 2021, all Design-Build projects that have not published Request for Qualifications documents are expected to conduct a risk assessment using the agency's 'Design-Build Professional Liability: Assessment of Project Risk Level' spreadsheet. The instructions for populating this spreadsheet are provided with the companion 'Design-Build Professional Liability: Assessment of Project Risk Level Guidance'. Both items are located on the Design - Support | WSDOT (wa.gov) webpage. The tool is intended to provide a general risk profile to assist with making informed decisions about PLI coverage.

Once the Project Development Engineer/Engineering Manager, Assistant State Design Engineer (ASDE) and Assistant State Construction Engineer (ASCE) concur with the project's level of risk and sign the "Design-Build Professional Liability: Assessment of Project Risk Level" spreadsheet accordingly, the signed spreadsheet is sent to RMLS for final determination and assignment of monetary level, deductible amounts, coverage period and type of PLI for the project.

Questions

If you need assistance using the tool or have questions, please contact your ASDE or ASCE for assistance.

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