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**Appendix C**  
**List of Documents**

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MUNI

PUC

SFO

General Research

Legal

## OCIP List of Documents

Document No.	Title	Author	Date	Subcommittee
MUNI-1	Transportation Authority Finance Committee Memo	Pamela Granger, Director of Management and Finance	04/29/99	f
MUNI-2	MTA SF MUNI Railway RFP	MUNI	03/27/01	a
MUNI-3	MTA SF MUNI Railway Agreement with Merriwether & Williams for Brokerage Services for OCIP	MUNI	10/19/01	a
MUNI-4	MTA Board Resolution 01-104 re: OCIP	MUNI	10/19/01	a
MUNI-5	Third Street Light Rail OCIP Program Information	MUNI	12/20/01	c, d, e
MUNI-6 (a) and (b)	Michael Burns Letter to Jose Moscovich re: Third Street Light Rail Project and Moscovich letter to Burns	Michael Burns	05/02/02	b
MUNI-7	Third Street Light Rail - Decision on Payment of Insurance Premiums and Deductibles	Transportation Authority	06/20/02	b
MUNI-8	OCIP Cancellation Issues	Merriwether & Williams	06/18/02	b, d, f
MUNI-9	Third Street Light Rail - Project Description	MUNI website	08/27/02	
MUNI-10	MUNI Metro Turnback Project	David Sutter, SFPTC & Keith Grand, Risk Manager (Luz)	1995	a, b, c, d
MUNI-11	MUNI Commission Item requesting authorization for RFP for OCIP	MUNI (Luz)	02/08/01	a
MUNI-12	Certificate of Liability Insurance	Merriwether & Williams	08/21/02	b
MUNI-13	3rd Street Light Rail Insurance Contract Language (Insurance Credit Worksheet)	MUNI	?	b
MUNI-14	Merriwether Contract Contacts & Hours	MUNI	09/10/02	d
MUNI-15	Third Street Light Rail OCIP Quote Summary	MUNI	?	b
MUNI-16	Initial Operating Segment Overview	MUNI	?	d
MUNI-17	Memo from MUNI to MTA Board regarding status of broker selection	MUNI (Luz)	07/23/01	a
MUNI-18	Contractor Manual for OCIP	MUNI	05/15/02	b, c, d, e
MUNI-19	AIG generic Payment Agreement, Side-by-side comparison, Schedule of Policies and Payments, etc.	AIG	01/00/00	a,b
MUNI-20	Professional Services Agreement Insurance Brokerage Services for the MUNI Metro Turnaround Project	PUC and Sedwick/Carrie/Leong JV	1/13/92	a
MUNI-21	Professional Services Agreement Insurance Brokerage Services for the MUNI Metro Turnaround Project (Revised Pages of Contract)	PUC and Sedwick/Carrie/Leong JV	01/27/92	a
MUNI-22	Amendment No. 1 to Professional Services Agreement Insurance Brokerage Services for the MUNI Metro Turnaround Project	PUC and Sedwick/Carrie/Leong JV	02/17/93	a
MUNI-23	MUNI Metro Turnback Project - Project Close Out Report	Lisa Chow, MUNI	10/?/02	a, d

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Document No.	Title	Author	Date	Subcommittee
MUNI-24	MTA Calendar Item 82 authorizing final contract payment to Sedgwick/Carrie/Leong JV	MTA	5/23/00	a
MUNI-25	Workers' Compensation Policy issued by AIG	Merriwether & Williams	4/11/02	a, b, e
MUNI-26	General Liability Policy issued by AIG	Merriwether & Williams	2/28/02	a, b, e
MUNI-27	Excess Liability Declarations issued by AIG	Merriwether & Williams	4/5/02	a, b, e
MUNI-28	Pollution Liability Policy issued by AIG	Merriwether & Williams	12/28/01	a, b, e
MUNI-29	Builders Risk Policy issued by Allianz	Merriwether & Williams	1/23/02	a, b, e
MUNI-30	Safety Specs	Art Wong, MUNI	7/5/02	c
MUNI-31	Safety Specs	Luz Cofresi-Howe, MUNI	2/27/02	c
MUNI-32	Escrow Agreement for Payment Agreement Obligations	MUNI	6/19/02	
PUC-1	CCSF Agreement with AON re: PUC OCIP	City Attorney's Office	05/10/02	a
PUC-2	SFPUC Commission Mtg minutes	PUC	05/22/01	a
PUC-3	PUC List of Contracts (Construction & Professional Services)	Wendy Iwata	08/07/02	d
PUC-4	PUC Commission Resolution: Brokerage Services RFP	PUC	06/26/01	a
PUC-5	PUC Commission Resolution: Brokerage Services RFP	PUC	07/24/01	a
PUC-6	PUC Commission Resolution: AON Contract and Power Point Presentation	PUC	01/08/02	a
PUC-7	PUC Commission Resolution: Insurance Policies	PUC	03/14/02	a
PUC-8	PUC Brokerage Services RFP	PUC	10/31/01	a, b
PUC-9 (pocket)	AON Monthly Report to the PUC	AON	3/02-7/02	d
PUC-10 (pocket)	PUC Brokerage Services RFP (old version)	PUC	07/27/01	a
PUC-11 (separate binder)	Marsh Proposal for Brokerage Services	Marsh	11/21/01	a
PUC-12 (separate binder)	AON Proposal for Brokerage Services	AON	11/21/01	a
PUC-13 (separate binder)	Willis Proposal for Brokerage Services	Willis	?	a
PUC-14	PUC Construction Safety Program	Michael Quan, PUC	1/23/02	c
PUC-15	PUC OCIP Program Information Packet	Marge Layne	10/31/02	a, b, d
PUC-16	OCIP Project Insurance Manual	PUC	4/24/02	a, c

## OCIP List of Documents

Document No.	Title	Author	Date	Subcommittee
PUC-17	Accident/Incident Reporting Procedures	PUC/AON	?/?/02	c
SFO-1	SF Intl. Airport OCIP Feasibility Study	Warren, McVeigh & Griffin, Inc.	11/29/93	a
SFO-2 revised	SFIA Management Services - Final Audit Report on SFIA OCIP	Ralph Stewart	08/27/02	d
SFO-3	MBE/WBE Participation Report (7/1/95-6/30/96)	Airport	08/01/96	f
SFO-4	Annual Report of Master Plan and Non-Master Plan Contracts (Fiscal Year 1997/98)	Airport	08/14/98	d
SFO-5	MBE/WBE Participation Report (7/1/96-6/30/97)	Airport	03/08/99	f
SFO-6	Annual Report of Master Plan and Non-Master Plan Contracts (Fiscal Year 1998/99)	Airport	07/21/99	d
SFO-7	Letter from Marsh to Airport regarding Worker's Compensation Retro Adjustment	Marsh (letter provided to Linda at 1st OCIP Working Group Meeting)	02/15/02	d
SFO-8	Section 01035 - Modification Procedures	SFIA-COM-9SEP97	09/09/97	d
SFO-9	OCIP Safety Program Documents	H&H Marsh & McLennan/Merriwether & Williams	01/01/97	c
SFO-10	OCIP Insurance Broker RFP	Airport	01/20/94	a
SFO-11	Contract Award Memorandum	Airport	05/31/94	a
SFO-12	Agreement between the City and Johnson & Higgins/Arisco for OCIP Broker Services	Airport	07/01/94	a
SFO-13	OCIP Broker Contract Modification 1	Airport	06/01/95	a
SFO-14	OCIP Broker Contract Modification 1	Airport	10/01/95	a
SFO-15	OCIP Broker Contract Modification 1	Airport	11/01/99	a
SFO-16	OCIP Broker Contract Modification 1	Airport	04/01/01	a
SFO-17	Estimated Premium Savings Report for AKM	Merriwether & Williams	10/01/02	d
SFO-18	Airport - Johnson & Higgins/Arisco J-V Broker Agreement	Airport	12/21/93	a
Research-1	Managed Contractors Insurance Programs (Report highlights San Francisco)	Journal of Construction Education	Summer 1999	b
Research-2	Transportation Infrastructure - advantages and disadvantages of Wrap-up insurance for large construction projects	GAO	06/01/99	a, b, c, d, e
Research-3	Task Force Report on Boston's Central Artery/Tunnel Project Recommends Strengthened Oversight, More Fiscal Responsibility	US Transportation Dept.	04/11/00	b
Research-4	ARTBA's Policy on the Use of Owner Controlled Wrap-up Insurance Programs on Transportation Construction Projects	American Road and Transportation Builders Association (ARTBA)	03/30/01	b
Research-5	OCIP's Look Before You Leap!	Associated General Contractors of America	05/18/01	a, b, c, d, e
Research-6	Best Practices Procurement Manual	Federal Transit Administration	?	b
Research-7	Owner Controlled Insurance Programs Part I and II	David Grenier	?	b
Research-8	State Department of General Services - (1) OCIP Program Review, (2) Request for Cost Quote, Review of Pilot OCIPs, (3) RFP for OCIP, Caltrans and Coalinga	Ron Rakich & Associates, Office of Risk and Insurance Management	08/01/02	a
Research-9	International Risk Management Institute (IRMI) Conference Materials (1) 2002 Agenda, (2) 2001 and 2002 Session Descriptions, (3) 2001 and 2002 Handouts	Conference Presenters	2001 and 2002	a, b, c, d, e
Research-10	Metropolitan Transportation Authority (MTA): Review of OCIP	Nicholas DiMola, MTA Auditor General (Report provided by Gary Estrada in Sacramento)	?	d
Research-11	Labor Surcharge & Equipment Rental Rates (effective April 1, 2001 through March 31, 2002)	CA Department of Transportation, Construction Program	04/01/01	d
Research-12	BART FY01 Capital Improvement Program	BART	08/24/00	
Research-13	An Employer's Guide to Workers' Compensation in CA	CA Department of Industrial Relations	02/01/00	
Research-14	Measuring Wrap-up Performance	Marsh, Prima Conference	06/12/01	d
Research-15	The Wrap-Up Guide (see book)	Gary Bird, International Risk Management Institute	06/22/05	a, b, c, d, e
Research-16	Port of Oakland Risk Management & Bonding Presentations	Jane Keegan	10/11/02	b, c, d

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Document No.	Title	Author	Date	Subcommittee
Research-17 (separate binder)	Port of Oakland OCIP Project Insurance Manual	Jane Keegan	02/01/00	b, c, d, e
Research-18 (separate binder)	Port of Oakland OCIP Construction Safety Standards	Jane Keegan	03/01/99	c
Research-19	Oakland's Feasibility Study for an OCIP	Ron Rakich & Associates	11/24/98	a
Research-20	Port of Oakland OCIP Proposal	Jane Keegan	09/23/98	a
Research-21	Port of Oakland's OCIP Contract Language for Contractors and Consultants	Jane Keegan	?	a
Research-22	Port of Oakland's Capital Improvement Program & Fiscal Plan: FY1999-00 through 2003-04 (Oakland binder)	Jane Keegan	1999-2004	
Research-23	State of CA Insurance Services Agreement with Near North Insurance Brokerage	CA Office of Risk and Insurance Management	06/05/01	a
Research-24	BART Project Insurance Manual	BART Construction Insurance Administrators	10/01/97	d
Research-25	BART Contract with OCIP Administrator	BART	07/07/99	a
Research-26	BART Project Safety Manual	BART	02/20/98	c
Research-27	BART Monthly Progress Reports	BART OCIP Administrator	April, May, June 2002	d
Research-28	State of CA CALTRANS District 7 Head Quarters Replacement Project - Project Safety Standards	Near North Insurance Brokerage, Inc.	01/00/00	c
Research-29	State of CA State Office Building at Butterfield Way - Safety Standards	AON Risk Services & State of CA	05/02/01	c
Research-30	BART - sample incentive/disincentive contract language	Jim Bridgeman, BART	10/23/02	a
Research-31	BART - Contract Book for Construction of Daly City Yard and Leads Modification (section on bonds, insurance and safety incentive/disincentive)	Jim Bridgeman, BART	?/?/2000	a
Research-32	More on OCIPs, Part I: Deducting Insurance Costs from Contractor Bids	Linda Carnevale, Risk Management Letter	?/?/2000	a
Research-33	OCIP Contractor Insurance Deduction Options	Chet Mitrani, Willis	11/21/02	a
Legal-1	US Steel Corp v. Hartford Accident and Indemnity Co.	Federal Reporter, 2nd Series	01/03/75	
Legal-2	Insuring Against Independent Contractor Exposure	Insurance Litigation Reporter	10/15/99	
Legal-3	What Does an Additional Insured Endorsement Cover?	Joseph P. Postel, Liberty Mutual Insurance Group	07/?/00	a
Legal-4	City's Insurance Requirements (Document 00805)	George Wong, City Attorney's Office	1/9/03	a

