



# Insurance Risk Assessment Traditional Highway Construction

## Insurance Risk Assessment Process for Consultant Completed Projects

The process below identifies the steps and the responsible party for completing an Insurance Risk Assessment and identifying contract insurance requirements within special provisions on Consultant Completed Projects.

### Acronym/Initialism:

Insurance Risk Assessment – IRA

Local Agency Liaison – LAL

ODOT Resident Engineer-Consultant Projects – ODOT RE-CP

Step	Responsible Party	Action
1.	Consultant Designer	Download the Insurance Risk Assessment for Traditional Highway Construction (Excel file) from <a href="#">ODOT Procurement – Consultant Forms &amp; Resources</a> under Miscellaneous Procurement Forms (typically required for consultants) dropdown.
2.	Consultant Designer	Save IRA within ProjectWise: <ul style="list-style-type: none"><li>• Save as “Insurance Risk Assessment”</li><li>• Save in Project Management folder</li></ul> Note: If ProjectWise is not applicable save in a Project Management file.
3.	Consultant Designer	<ul style="list-style-type: none"><li>• Complete the IRA</li><li>• Enter in Consultant Name, Title and Firm in Consultant Completed fields on Home page</li><li>• Enter in Project Name and Key Number in Project Information fields on Home page</li><li>• Save the IRA</li></ul>
4.	Consultant Designer	Send the completed IRA to the project’s ODOT RE-CP or LAL.
5.	ODOT RE-CP or LAL	Verify Consultant data provided within the IRA.
6.	ODOT RE-CP or LAL	Save IRA within ProjectWise (do not replace the Consultant’s file): <ul style="list-style-type: none"><li>• Save as “Insurance Risk Assessment”</li><li>• Save in Project Management folder</li></ul> Note: If ProjectWise is not applicable save in a Project Management file.
7.	ODOT RE-CP or LAL	<ul style="list-style-type: none"><li>• Use validated data to complete the IRA</li><li>• Enter in Name and Title within ODOT Completed fields on Home page</li><li>• Save the IRA</li></ul>
8.	ODOT RE-CP or LAL	Send a copy of IRA (Excel) to the Consultant Specifications Writer.
9.	Consultant Specifications Writer	Incorporate Contract insurance requirements (insurance types and amounts) from the IRA (Excel) into 00170.70 special provisions.
10.	Consultant Specifications Writer	Include a copy of the completed IRA (Excel) when submitting the PS&E package to the Project Controls Office.