

PHILADELPHIA REDEVELOPMENT AUTHORITY

INSURANCE REQUIREMENTS

The individual or entity seeking to enter into a contract with the Philadelphia Redevelopment Authority ("**PRA**") or who is entering into a contract with such individual or entity (collectively, the "**Contracting Party**") will procure and maintain during the entire period of the contract, the insurance described below. All coverages must be provided by an insurance company authorized to do business in the Commonwealth of Pennsylvania and with a minimum A.M. Best Rating of A- Class VIII. All insurance, except Professional Liability, must be written on an "Occurrence Basis" and not a "Claims-Made Basis."

The insurance policies must provide for at least thirty (30) days prior written notice to be given to PRA in the event that coverage is materially changed, cancelled or non-renewed or once any policy limits have been exhausted by fifty percent (50%). In the event of material change, cancellation or non-renewal of coverage(s), the Contracting Party must replace the coverage(s) to comply with the contract requirements to prevent a lapse of coverage for any time period during the term of the contract.

The Contracting Party will provide the PRA with the provisions from each of the required insurance policies or endorsements for each of the required insurance policies stating the following:

- 1) Contracting Party's insurance coverage is on a primary and non-contributory basis with any insurance carried or administered by the PRA;
- 2) includes coverage for ongoing operations and completed operations;
- 3) Philadelphia Redevelopment Authority, Philadelphia Housing Development Corporation ("**PHDC**"), the City of Philadelphia (the "**City**"), and their respective officers, directors, employees and agents are named as additional insured on a primary and non-contributory basis on all of the insurance policies, except for workers' compensation and professional/lender liability insurance policies, even for claims regarding their partial negligence;
- 4) includes a waiver of subrogation in favor of the PRA and all of the other aforementioned additional insureds;
- 5) coverage is applicable separately to each insured against whom a claim is made or suit is brought and there is no "Cross Liability" exclusion on the insurance policies that preclude coverage for suits or claims between the Contracting Party and the PRA or between the PRA and any other insured or additional insured under the insurance policies; and
- 6) no act or omission of the PRA, PHDC, the City, or their respective officers, directors, employees or agents will invalidate coverage.
- 7) Contracting Party shall not have a Self-Insured Retention ("**SIR**") on any policy greater than \$150,000, which is the responsibility of the Contracting Party. If Contracting Party's policy(ies) has a SIR exceeding this amount, approval must be received from PRA prior to starting work. In the event any policy includes a SIR, the Contracting Party is solely responsible for payment within the SIR of their policy(ies) and the Additional Insured requirements specified herein shall be provided within the SIR amount(s).

Endorsement forms required include CG 20 01, CG 20 10 and CG 20 37 as published by the Insurance Services Office ("ISO") or on equivalent forms that are satisfactory to the PRA.

If the contract pertains to a specific property, the property address must be identified on the Certificate of Insurance. Otherwise a contract/work order number or project reference should be included.

Certificates of Insurance must be addressed to: Philadelphia Redevelopment Authority, 1234 Market Street, 16th floor, Philadelphia, PA 19107.

The PRA reserves the right to request and obtain complete copies of the Contracting Party's insurance policies.

I. Insurance Review - Insurance requirements are subject to the periodic review by the PRA. Any failure, actual or alleged, on the part of the PRA to monitor or enforce compliance with any of the insurance requirements will not be deemed as a waiver of any rights on the part of the PRA. The PRA may require additional types of insurance or higher limits if, in its sole discretion, the potential risk warrants it. The amount of insurance provided in the required insurance coverages outlined below, shall not be construed to be a limitation of the liability on the part of the Contracting Party.

II. Without in any way affecting the indemnity obligations of the Contracting Party pursuant to its contract with the PRA and in addition thereto, the insurance coverage required by all Contracting Parties is as follows:

- a. **Commercial General Liability**: The policy will be provided on ISO form CG 00 01 04 13 or an equivalent form, include a "Cross Liability" endorsement, name the PRA, PHDC, the City, and their respective officers, directors, employees and agents as **Additional Insured** and include coverage for all operations performed by or on behalf of the Contracting Party for bodily injury and property damage arising out of:

Products and Completed Operations

Premises Operations and Mobile Equipment

Independent Contractors

Employees and Volunteers as Additional Insured

Elevators and/or Escalators (if applicable and within the scope of the services of the contract)

Blanket Contractual Liability (written and oral and must include liability for employee injury assumed under a contract as provided in the standard ISO policy form)

No amendment to the definition of an "Insured Contract"

No sexual abuse or molestation exclusion

Broad Form Property Damage (including completed operations)

Coverage for Resulting Damage (Expanded Definition of Occurrence-Property Damage) (if applicable and within the scope of the services of the contract)

Explosion, Collapse and Underground Hazards (if applicable and within the scope of the services of the contract)

Personal Injury and Advertising Injury

No Exclusions for residential construction with respect to the work to be completed by the Contracting Party (if applicable and within the scope of the services of the contract)

- The following minimum limits will be provided:
- \$1,000,000 Each Occurrence (combined single limit for bodily injury (including death) and property damage)
- \$1,000,000 Personal and Advertising Injury
- \$2,000,000 General Aggregate (other than Products/Completed Operations)
- \$1,000,000 Products/Completed Operations Aggregate

• The definition of "occurrence" must be expanded via endorsement to state the following (if applicable and within the scope of the services of the contract):

"Occurrence" means an accident, including continuous or repeated exposure to substantially the same general harmful conditions. Faulty workmanship in "your work" is not an "occurrence" but "property damage" that is ancillary and accidental damage caused by faulty workmanship in "your work" is considered an "occurrence" if the following conditions are met:

- 1) faulty workmanship in "your work" causes "property damage" to property other than "your work;" and
- 2) such "property damage" was not expected or intended by you or the persons performing "your work."

b. **Workers' Compensation and Employer's Liability Insurance:** The Contracting Party will obtain a workers' compensation policy which provides benefits in accordance with the statutory requirements of the Commonwealth of Pennsylvania and includes "all states" coverage or at least coverage in all other states in which the Contracting Party performs work or through which the Contracting Party's employees travel. This policy will also include coverage for United States Longshoremen and Harbor Workers (if applicable) and employer's liability. The following minimum employer's liability limits will be provided:

\$100,000 Each Accident	Bodily Injury by Accident
\$100,000 Each Employee	Bodily Injury by Disease
\$500,000 Policy Limit	Bodily Injury by Disease

- Coverage should cover all individuals, including sole proprietors, partners, members, officers, or volunteers, providing services on behalf of the Contracting Party.
- This coverage must be obtained when the Contracting Party hires any employees.

- c. **Automobile Liability Insurance:** The policy will name the PRA, PHDC, the City, and their respective officers, directors, employees and agents as **Additional Insured** and cover liability arising out of the use of all owned, non-owned and hired automobiles (or symbol 1 - Any Auto) with the following minimum coverages:
- \$1,000,000 Per Occurrence (combined single limit for bodily injury (including death) and property damage)
- For Contractor(s) involved in the transportation of hazardous material, include the following endorsements: MCS-90 and ISO-9948
 - Contractual Liability Coverage (including liability for employee injury assumed under a contract as provided in the standard ISO policy form)
 - Coverage for all owned automobiles will be waived if the Contracting Party does not own any automobiles so long as the Contracting Party provides the PRA with a letter stating that the Contracting Party does not own any automobiles. The letter must be on company letterhead and executed by an individual authorized to make such a representation on behalf of the Contracting Party. When the Contracting Party does not own any automobiles, coverage for non-owned and hired automobiles must be endorsed to the commercial general liability policy or provided under a separate non-owned and hired automobile liability policy.
- d. **Professional Liability:** Professional Liability Insurance with a minimum policy limit of \$1,000,000 per claim and aggregate with a deductible not to exceed \$50,000. The definition of "Covered Services" shall include those services outlined in the contract. This insurance shall extend to the Contracting Party and its legal representatives in the event of death, dissolution or bankruptcy, and coverage provided will cover all actual or alleged acts, errors and omissions arising out of the professional services rendered by the Contracting Party's agents, employees or any person for whom the Contracting Party is responsible in the performances of the services under the contract as well as liability assumed under the contract. The retroactive date must be on or prior to the contract date. The Contracting Party will also obtain tail coverage or an extended reporting period or maintain its current coverage for occurrences happening during the performance of the contract for at least 2 years after completion of the contract.
- e. **Commercial Umbrella Liability:** Commercial umbrella liability insurance with a minimum limit of \$5,000,000 for each occurrence and the annual aggregate amount (where applicable) that will apply on a following form basis (including additional insureds) of the commercial general liability, automobile liability, and employer's liability insurance policies.

- f. **Cyber Liability or Security and Privacy Liability Insurance:** Cyber liability or security and privacy liability insurance to cover third party liability arising out of: (i) breach of privacy, inclusive of confidential and proprietary business information; (ii) intellectual property, copyright, trademark, trade secret, and/or patent infringements; (iii) Health Insurance Portability and Accountability Act violations; and/or (iv) other breaches of personally identifiable information, proprietary business information, and/or protected health information, that may arise from the Contracting Party’s work under the contract. The limit of liability for each claim and the annual aggregate will be \$1,000,000. Privacy breach notification and credit monitoring must be included in the above. The policy will name the PRA, PHDC, the City, and their respective officers, directors, employees and agents as **Additional Insured**.
- g. **Crime Insurance:** Crime insurance with a minimum limit of \$500,000 per claim that will cover the Contracting Party and its employees and independent contractors and has the following sublimits for each coverage listed below:

\$500,000	Employee Theft (Employee Dishonesty)
\$500,000	Premises Coverage
\$500,000	In Transit Coverage
\$500,000	Forgery (Forgery & Alteration)
\$500,000	Computer Fraud
\$500,000	Client Coverage
\$500,000	Funds Transfer Fraud
\$500,000	Money Orders & Counterfeit Currency

The crime insurance policy shall include the employee theft of clients' property and theft, disappearance and destruction coverage parts. The employee theft coverage part shall include the clients' property endorsement, ISO form CR 04 01 or its equivalent. The crime insurance policy shall name the PRA as an **Additional Insured** and a loss payee.

III. During the term of the contract, the PRA may require additional types of insurance or higher limits if, in its sole discretion, the potential risk warrants it. Contracting Party will be required to consult with the PRA for specific insurance requirements for any contractors hired to perform services at the properties such as maintenance (routine or otherwise), repairs, snow removal, landscaping, etc.