



Rhode Island Turnpike and Bridge Authority

January 19, 2022

REQUEST FOR PROPOSALS

**Insurance Brokerage Services – Property/Casualty and Risk Management Services
Contract No. 22-01**

Introduction

The Rhode Island Turnpike and Bridge Authority (RITBA) is seeking proposals from experienced and qualified insurance brokerage firms desiring to provide insurance services to RITBA that include, but are not limited to, insurance placement and servicing, risk exposure analysis claims servicing, and general advice for liability, property, and other insurance coverages. This agreement is for a three-year period with the option to extend the contract annually, up to a maximum of five years at RITBA's sole discretion.

The successful proposer shall be a professional firm which independently practices as an insurance broker, and whose principal corporate engagements, source of revenues, and client base are derived solely from brokerage services rendered directly to clients. The selected broker will be expected to maintain adequate staff and facilities, maintain and retain records, maintain all required licenses, keep current on the changes in insurance law, meet with RITBA staff and be fully prepared to address RITBA's interests and needs in terms of products and services. RITBA may select multiple brokers for these services if RITBA.

No broker shall contact insurance markets on behalf of RITBA prior to the selection of the broker by RITBA. Brokers who contact insurance markets prior to selection will be immediately disqualified from consideration. Limits of liability for the insurance programs will only be made available to the selected broker(s).

Background

RITBA is a quasi-public agency created by the Rhode Island General Assembly in 1954 as a corporate and body politic, with powers to construct, acquire, maintain, and operate bridge projects as defined by law. The Authority was responsible for the construction of the Claiborne Pell Bridge (formerly the Newport Bridge) which opened to traffic on June 28, 1969. The Authority has been responsible for the operation and maintenance of the Mount Hope Bridge between Bristol, Rhode Island and Portsmouth, Rhode Island and the Claiborne Pell Bridge between Newport, Rhode Island and Jamestown, Rhode Island since 1964 and 1969, respectively. On April 25, 2013, the State transferred custody, control and supervision of the land and improvements for the Jamestown Verrazzano and the Sakonnet River Bridges from the Rhode Island Department of Transportation (RIDOT) to the Authority. Ownership and title of the bridges remains with the State. In addition to the four (4) bridges noted above, RITBA also operates and maintains Route 138 through Jamestown and ten (10) smaller bridges associated with this highway and the approaches to the four (4) major bridges.

Request for Proposal Requirements

RITBA requires respondents keep the proposals to a maximum of fifteen (15) double sided 8 ½ x 11 pages (no less than 12 font), excluding:

- Cover Letter
- Table of Contents
- Dividers
- Executive Summary (which should not exceed two pages, double sided)
- Resumes
- Attachment A Cost Proposal.

RITBA will not accept videos, simulations, or other electronic presentations for this submittal. However, such electronic information may be presented during an interview process for the shortlisted proposers if so necessary.

Proposing firms shall submit one electronic (thumb/flash drive only) and four (4) printed copies of the proposal to:

Office of Procurement
Rhode Island Turnpike and Bridge Authority
1 East Shore Road
Jamestown, RI 02835

Attn: Insurance Brokerage Services – Contract No. 22-01

The proposal must be received no later than **2:00pm EDT February 15, 2022**. Late submissions will **not** be accepted. RITBA accepts deliveries during normal business hours Monday through Friday 8:30am to 4:00pm EDT excluding national and local state holidays. It is the sole responsibility of the responding firm to ensure delivery of its proposal on or before the due date/time, RITBA will not accept any proposals that are received after the due date/time. To control the dissemination of information regarding this RFP, firms interested in submitting proposals shall not make personal contact with any member of RITBA staff and/or Board of Directors. Questions concerning this RFP should be directed, via email to procurement@ritba.org no later than **2:00pm January 26, 2022 EDT**. RITBA will respond to all relevant questions no later than end of day **EDT January 28, 2022**. This addendum will be posted to RITBA's website (www.ritba.org) and the State of Rhode Island's Division of Purchasing website (www.purchasing.ri.gov).

RITBA accepts no financial responsibility for any costs incurred by a firm in responding to this RFP, participating in oral presentations, or meeting with RITBA prior to being awarded the contract. The proposals in response to this RFP become the property of RITBA and may be used by RITBA in any way it deems appropriate. All information submitted in response to this RFP is deemed public and subject to disclosure unless a separate redacted public copy is submitted, regardless of whether the information is marked confidential/proprietary. Firms may redact in the public copy any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the Access to Public Records Act (R.I. Gen. Laws § 38-2 et. seq.). If Firm does not submit a redacted public copy, RITBA assumes that firm is not seeking confidential treatment for any of its information and thus, all information is subject to public disclosure. By submitting a proposal, the firm certifies that it has fully read and understands the RFP, has full knowledge of the scope of work to be provided, and accepts the terms and conditions under which the services are to be performed. RITBA will be the sole judge in determining as equivalent products (if applicable).

RITBA reserves the right to, virtually, interview some, all or none of the firms responding to this RFP based solely on its judgment as to the firm(s) proposals and capabilities. RITBA reserves the right to select firms directly from the proposals received without the use of an interview process. RITBA reserves the right to request and consider additional information from submitters, and to reject any submittals on any basis without disclosing the reason. No firm may withdraw their submittal for at least one-hundred twenty (120) days after the time and date set for submission.

RITBA reserves the right to waive any irregularities and technical defects. RITBA reserves the right to modify, amend or waive any provision of this RFP, prior to the issuance of a contract for these services.

Scope of Services

The successful Broker must provide, at a minimum, the following services:

- a. Design specifications for the insurance program and market the program for coverage including assisting RITBA staff in the completion of applications, documents and gathering data which may be requested by insurance companies.
- b. Analyze proposals received from various insurance companies and other parties, negotiate changed for the benefit of RITBA and verify the reasonableness of the price for the coverage provided. Make recommendations to RITBA as to the most advantageous insurance program providing the highest level of coverage at the best possible price to meet RITBA's needs and objectives.
- c. Represent RITBA in all negotiations with insurers, underwriters and other parties
- d. Administer the placement of coverage and provide applicable binders, policies and endorsements are required by RITBA.
- e. Assure that insurance policies are placed with reputable and financially responsible insurers including keeping RITBA informed of any changes in rating of the insurers and making recommendations should ratings change during the policy term.
- f. Perform administrative and clerical services relative to account management, including but not limited to, issuance of certificates of insurance, and verification of bills, audits and all premium adjustments.
- g. Provide RITBA applicable updated market trends
- h. Coordinate claims meetings with RITBA staff and a representative of the underwriters.
- i. Review loss runs and provide copies of the loss runs to RITBA staff and advise of any anticipated problems.

I. Anticipated Insurance Coverage and Historical Premium

The Broker should have proven experience in placing the following types of insurance:

<u>Renewal</u>	<u>Coverage</u>	<u>Insurer</u>	<u>Annual Premium</u>	<u>Broker</u>
8/1/2022	Bridge Insurance (1)	Zurich	\$ 479,361	Risk Strategies
1/1/2023	Workers Compensation	Beacon Mutual	148,828	Starkweather & Shepley
8/1/2022	Property/Inland Marine	Travelers	111,430	Starkweather & Shepley
8/1/2022	General Liability	Hartford	197,010	Starkweather & Shepley
8/1/2022	Umbrella	Various	260,837	Starkweather & Shepley
10/20/2022	Automobile	Travelers	82,333	Starkweather & Shepley
1/1/2023	Cyber	Beazley	25,584	Starkweather & Shepley
8/1/2022	Public Entity/D&O	Various	114,793	Starkweather & Shepley
8/1/2022	Fiduciary Liability	Travelers	6,000	Starkweather & Shepley
8/12/2022	E&O (Lawyers)	Chubb	1,801	Starkweather & Shepley
8/1/2022	Crime	Hartford	1,814	Starkweather & Shepley
			<u>\$ 1,429,791</u>	

(1) - Claiborne Pell and Mount Hope Bridges only. RITBA is not responsible for Jamestown or Sakonnet bridges

II. Contents of Proposal

Please ensure the following areas are addressed in your submission and in the order shown. The information you provide should relate to the office within your firm which will have primary responsibility for the servicing of RITBA's account. If you intend to have

more than one office directly involved in providing the services included in your proposal, please specify the location of each office and segregate your responses by office. Please be sure to organize your response consistent with the format as described below.

Organizational Description

- Identify your principal address.
- Identify the number of offices you have.
- Identify the primary office that will service this account.
- Identify the total number of professionals who will service RITBA.

Account Executive and Team Members:

Identify the Account Executive who will be responsible for your firm's activities on behalf of RITBA and include the resume of the Account Executive and any additional team members that will work on the account. Detail the experience that each team member, including the Account Executive, has with clients of comparable size and exposure. Provide an organizational chart of your office(s) detailing how each team member fits within the organization.

Experience of Firm

Summarize relevant experience and involvement of your firm and the team members with other public sector accounts including tolling agencies for the anticipated insurance coverages noted in section II. Please indicate the accounts with comparable exposures that are serviced by your office. Your answer should be specific as to the lines of coverage placed for such clients.

Explain the size and nature of each of these organizations and the length of time each has been a client of your firm. Include the name of a contact person for at least three references who may be contacted including name, company, address, telephone number and e-mail address.

Services Provided/Offered

In addition to the minimum services described earlier, please elaborate the extent to which the following services are available from your firm and from whom:

- a. Loss control engineering services including risk identification services, loss forecasting services and property and liability loss control engineering.
- b. Claims management services including actuarial and statistical services, loss reserve analysis, in-house claims processing services and expert assistance on large, complex claims.
- c. Data processing/management information systems.
- d. Other Services, including but not limited to, educational seminars and assistance in property valuation.

Your proposal should indicate if there are specialized services available for any of the above that apply to the specific lines of coverage being proposed.

Profile of Insurance Markets

A profile of the insurance carriers you solicit is required to assist RITBA in evaluating your strengths in the marketplace. Please provide the following information:

- a. A listing of the top ten (10) principal insurers/carriers used by your office, the lines of insurance placed with each of them and the estimated premium volume of each line of coverage placed in calendar years 2018 and 2019.
- b. Specify those insurers/carriers available to you that you feel would be the appropriate match for RITBA and detail the reasons for this fit. Describe brokerage arrangements with the insurers/carriers. Please segregate your answers for each area of RITBA's insurance program.
- c. Describe any access to specialty markets that, in your opinion, would be useful to RITBA. If access is exclusive, please describe the nature of the exclusivity.
- d. Current assessment of the overall insurance marketplace with an emphasis on the lines of coverage specified in Section II. Detail your approach to changing market conditions. Include examples or opportunities that RITBA should focus on during various market conditions (lower premiums, lower deductibles, increased coverage, etc.)

Fee Proposal

Please provide an annual lump sum fee on the attached Exhibit A for Years, 1-5, which will be paid in quarterly installments for any and all services specified in the RFP. Proposers should also include a detailed summary of any additional services including the price for all such services (if any), rendered that would be considered outside of the fee proposal. Any commission earned by the Broker will be used as a direct offset to the annual lump sum fee. Please detail any lines of coverage where a commission will be earned and provide an estimate of that commission.

In evaluating proposals, RITBA will seek to assure that a reasonable fee be paid for a high quality of service. The respondent should include the estimated dollar value of any anticipated subcontract, if applicable, including a detailed description of the services to be subcontracted, the reason for the subcontract, and the rights and duties of the parties to the proposed subcontract. The respondent shall also identify the subcontractor and set forth the compensation to be paid there under.

If the respondent recommends additional services not outlined in this RFP, such services should be described and priced separately. Please note, RITBA's current brokers were paid on a commission basis.

Additional Qualifications

Explain what distinguishes your firm from others, and why do you believe your firm can best meet the insurance needs of RITBA.

Quality Control

Explain how your firm exercises quality control on risk investigation or identification, marketing, policy issuance and policy content. Describe your firm's quality control process.

Evaluation of Insurers

What capability do you have within your firm to evaluate the solvency and quality of insurers used by your firm? To what extent and how is this information made available to your clients?

Insurance Broker's License

Please provide evidence of an Insurance Broker's license for the State of Rhode Island.

SELECTION CRITERIA

A selection committee will evaluate the competing proposals and will present to RITBA the results of its evaluation with a recommendation for contract award. The standard by which the selection committee will make its evaluation is the proposal which best serves the overall interests of RITBA based upon the following criteria:

1. 25% - The quality and extent of the firm's experience and expertise in the area of insurance brokerage for operations similar to those of RITBA. - *Firm Experience*
2. 25% - The qualifications of the individuals who would be primarily responsible for providing services to RITBA. - *Account Executive and Team Members*
3. 15% - The scope and quality of services being offered. – *Services Provided/Offered*
4. 15% - The firm's strength in the marketplace - *Profile of Insurance Markets*
5. 20% - Proposed fee competitiveness with respect to scope of services provided. – *Fee Proposal*
6. Other criteria shown to be relevant to the circumstances by the context of the applicants' proposals. – *Additional Information, Quality Control and Evaluation of Insurers*

INSURANCE REQUIREMENTS

Evidence of insurance as specified in the Professional Services Agreement.

DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION

The firm must indicate that it will comply with all applicable Federal, State and Local regulations and laws, including Affirmative Action and the Disadvantaged Business Enterprise programs. In accordance with R.I. Gen. Law §§ 37-14.1-1 it is the policy of the State of Rhode Island to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) (collectively referred to as MBEs herein) in the performance of State procurements and projects.

STANDARD PROFESSIONAL SERVICE AGREEMENT

RITBA's standard PSA is attached hereto and incorporated herein as Attachment A. RITBA requires the successful Firm to sign this PSA and submit with your proposal. No changes to the PSA will be allowed without the approval of RITBA. The term of this PSA is for a three-year period with the option to extend the contract annually, up to a maximum of five years at RITBA's sole discretion.

ADDITIONAL REQUIREMENTS

Campaign Finance Compliance

Every person or business entity providing goods or services at a cost of \$5,000 cumulated value is required to file an affidavit regarding political campaign contributions with the RI State Board of Elections even if no reportable contributions have been made (RI General Law 17-27). Forms may be obtained at Board of Elections, Campaign Finance Division, 50 Branch Avenue, Providence, RI 02904, (401-222-2056).

Exhibit A

**INSURANCE BROKERAGE SERVICES
FEE PROPOSAL**

Year 1 Annual Rate \$ _____
(amount in numbers)

(amount in words)

Year 2 Annual Rate \$ _____
(amount in numbers)

(amount in words)

Year 3 Annual Rate \$ _____
(amount in numbers)

(amount in words)

TOTAL ALL THREE YEARS \$ _____
(amount in numbers)

(amount in words)

Year 4 Annual Rate \$ _____
(amount in numbers)

(amount in words)

Year 5 Annual Rate \$ _____
(amount in numbers)

(amount in words)

- END OF RFP -