

CITY OF TUSCALOOSA, ALABAMA



**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL SERVICES
Property and Liability Insurance Brokerage Services**

OCA File Number A22-0211

Issued by:

City of Tuscaloosa
Office of the City Attorney
2201 University Boulevard
Tuscaloosa, Alabama 35401

Date Issued: 04/12/2022
Deadline for Proposals: 05/17/2022

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PART 1 – OVERVIEW

The City of Tuscaloosa is requesting qualifications from professional firms for Property and Liability Insurance Brokerage Services. Part 2 of this RFQ provides a general description and abbreviated scope of work for the project.

This is a procurement of professional services, and will be conducted in a manner to provide full and open competition. A selection committee made up of City of Tuscaloosa staff will review all proposals and recommend the selection of a firm to the Tuscaloosa City Council Insurance and Litigation Committee based on criteria identified in Part 5 of this RFQ document. The Tuscaloosa City Council Insurance and Litigation Committee will vote on the selection of a firm and refer this matter to the full Tuscaloosa City Council for authorization to negotiate a scope and fee with their selected firm. City staff will enter into negotiations with the selected Respondent firm. Pending successful negotiations, the full Tuscaloosa City Council will authorize the Mayor to sign a contract with the selected firm for Property and Liability Insurance Brokerage Services with the City.

The anticipated schedule for awarding this RFQ to the selected firm is as flows:

Date of Issuance of RFQ.....	April 12, 2022
Responses to the RFQ due.....	May 17, 2022
Staff evaluation and due diligence.....	May 2022
Council evaluation, presentations and due diligence.....	June-July 2022
Selection of a firm.....	August 2022
Firm performs services brokerage of policies.....	September-November 2022
Resolution authorizing binding and payment of policies....	December 2022/January 2023
Policies go into Effect.....	February 2023

PART 2 – THE PROJECT AND SCOPE OF WORK

The City of Tuscaloosa seeks the services of a professional firm that has the qualifications, licensing, knowledge, experience and expertise to perform the following types of professional services upon request from the City:

Assist the City of Tuscaloosa with strategically planning, designing and negotiating the best coverage for the City's liability, property, casualty, professional liability, errors and omissions coverage and for providing other insurance-related services.

The broker which results from the awarding of this RFQ shall begin services immediately upon selection by the Tuscaloosa City Council as the Agent/Broker of Record for the policy period beginning February 1, 2023. The term of service shall continue until any subsequent RFQ for the same services is issued and awarded, unless otherwise terminated.

Current policies issued on behalf of the City of Tuscaloosa which are anticipated to continue are attached to this document and labeled, "Exhibit A."

The selected firm shall agree that the named principal and other key personnel responsible for the program services will not be removed from the account by the Broker without prior notification to the City. Replacements of key personnel are subject to approval by the City.

Selected Broker and subconsultants shall be asked to perform as agents of the City including issues relating to confidentiality.

The firm must comply with all applicable state, local, and federal regulations related to the services provided to the City. The City reserves the right, subject to negotiation and agreement, in writing, with the selected firm, to either expand or limit the scope of services as needed.

All costs incurred by Respondents in preparing and delivering their proposal and any subsequent time and travel to meet with the City shall be borne at the Proposer's expense.

PART 3 – CONTENT OF RESPONSE TO THIS REQUEST FOR QUALIFICATIONS

In order to facilitate the Selection Committee's evaluation, each Respondent firm responding to this request for qualifications should include the following content, in the following order:

- Brokerage Services and Concept
- Experience
- Licensing and Professional Standing
- Conflicts of Interest

3.1 Brokerage Services and Program Concept

- a. Demonstrate the firm's understanding of the City of Tuscaloosa's risk management program and public sector industry challenges.
- b. Explain the firm's insurance markets and ability to provide insurance products for the City of Tuscaloosa's risk financing program.
- c. Compensation. It is the City of Tuscaloosa's expectation that brokerage fees and commissions will be borne by the selected firm. If additional brokerage fees or any fee-supported services are part of the firm's proposal, please outline all additional costs, fees and services.

3.2 Experience

- a. Please provide brief narrative about the firm's qualifications and experience, history, service office, ownership and primary clients served by the firm, including the firm's experience with other public entities similar to the City of Tuscaloosa (property placements for total insured values of over \$500M) and the locations of the firm office and team members who will be assigned to the subject accounts.
- b. Indicate experience providing risk management consulting for routine risks faced by public entities, such as law enforcement liability, governmental requirements, disaster and pandemic preparedness.
- c. List at least three (3) present public sector clients for whom the firm has provided similar brokerage and insurance services for at least five (5) years and include a client contact name, email address and phone number.
- d. Include a statement as to whether the firm is a Minority/Disadvantaged/Women Owned Business Enterprise (MBE/DBE/WBE).
- e. List of the firm's proposed team who would be assigned to the City of Tuscaloosa to provide claim assistance and those team members' qualifications, experience and location.

f. Firm and team member qualifications and experience administering loss control services; i.e. risk identification, loss prevention control recommendations, control services, and cyber liability assessments.

g. Qualifications and experience providing client services: educational webinars, white papers, industry benchmarking, contract review.

h. Indicate the firm's ability to write a policy for Alabama Municipal Insurance Corporation (AMIC).

3.3 Licensing and Professional Standing

a. Please include a brief statement confirming that the firm is legally authorized to do business in Alabama and in the City of Tuscaloosa, and that all staff assigned to perform services solicited in this RFQ are licensed or certified to perform such services in Alabama.

b. Please include a statement confirming that neither the firm nor any of its agents or staff are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any state or federal department or agency.

c. Finally, for the five year period preceding submission of the response for this RFQ the firm shall please identify:

(1) All contracts for services terminated (in whole or in part) to which the Respondent firm was a party- for convenience or default, by either the Respondent firm or by another party to the contract with the Respondent, including: contract value; description of work; and client names and telephone number for a representative of the client.

(2) All claims made against the Respondent arising out of the Firm's professional services; and

(3) All litigation (including any arbitration or mediation proceedings) to which the firm or any of its principals has been a party.¹ If no contracts have been terminated, or if neither the firm nor any of its principals has not been a party to any claims or litigation, please include a statement to that effect.

¹ The disclosure of terminated contracts, claims, or litigation will not automatically disqualify a Respondent from consideration. The Selection Committee will review any matter disclosed, and make an independent determination as to whether the matter should disqualify the Respondent from consideration.

3.4 Conflicts of Interest

Please identify all actual or potential conflicts of interest that would prevent the firm from entering into a professional relationship with the City generally, or for this project specifically. If no such conflicts exist, please include a statement to that effect.

PART 4 – INSTRUCTIONS FOR PROPOSALS

Before submitting a response to this RFQ, the Respondent should carefully review the entire RFQ and be familiar with its contents. The Respondent firm's submission shall be considered evidence that the Respondent has fully studied the RFQ and is familiar with the general conditions to be encountered in performing the services requested.

4.1 Inquiries

The City will accept inquiries on the contents and requirements of the RFQ in electronic form only. Inquiries may only be submitted by email. Inquiries should be submitted to:

City Project Representative: Tom Bobitt

Contact Information: tbobitt@tuscaloosa.com and 205-248-5140

Inquiries must be submitted at least seven (7) days before the deadline for submission of proposals. **For this RFQ, the deadline for inquiries is May, 10, 2002 at 12:00 midnight CDT, after which time no further inquiries will be addressed by the City.**

If the City chooses to respond to an inquiry, the City will do so in writing, in the form of an addendum to this RFQ. The addendum will be sent to all recipients of the RFQ, and will be posted to the City's website at www.tuscaloosa.com/bids.

Each addendum issued by the City shall become part of this RFQ and proposals shall include any work or requirements described in the addendum. No addendum will be issued or posted less than 72 hours before the deadline for submission of responses to this RFQ.

4.3 Submissions

Respondent firm submissions must be received by the City by May 17, 2002 at 12:00 midnight CDT, Late proposals will not be accepted or reviewed. It is the Firm's responsibility to ensure that their submission is received within the time required by this RFQ.

Respondents MUST submit proposals electronically. Electronic submissions should be made in Portable Document Format (PDF) file format, and should be sent to via email to:

**Tom Bobitt
tbobitt@tuscaloosa.com**

Proposals should be clearly labeled with the following information:

**Proposal for Property and Liability Insurance Brokerage Services
OCA A22-0211**

The Respondent is responsible for obtaining confirmation that the City received the Firm's proposal.

4.4 Additional Items Related to submissions by Respondent Firms

a. Submission rejection/costs

By issuing this RFQ, the City does not commit to entering into a contract, to paying any costs incurred in the preparation of a submission, proposal, or to procuring or contracting for services. The City reserves the right to cancel this RFQ in whole or in part, to reject any and/or all submissions and proposals, to accept the submission and proposal it considers the most favorable to the City's interests in its sole discretion, and to waive irregularities or informalities in any submissions/proposals or in the submission procedures. The City reserves the right to reject all submissions or proposals and issue a new RFQ, at its sole discretion. All submissions and proposals and other materials submitted in response to this RFQ will become property of the City.

b. Contract and Insurance Requirements

The City has standard contract and insurance requirements for professional services contracts, and is unable to make substantial changes to the requirements for the contract to be used for this project. The laws of the State of Alabama shall govern the contract executed between the successful Consultant and the City, as well as any interpretations or constructions thereof. Further, the place of performance and transaction of business shall be deemed to be in the City of Tuscaloosa, Alabama, and in the event of litigation, the exclusive venue and place of jurisdiction shall be in the Tuscaloosa County, Alabama.

c. Requests for Additional Information

The City reserves the right to request additional information from Respondents to clarify the submissions.

4.5 Public Records

Each Respondent is hereby informed that, upon submission of its proposal to the City in response to this RFQ, the proposal becomes the property of the City.

Unless otherwise compelled by a court order, the City will not disclose any submissions while the City conducts its deliberative process in accordance with the procedures identified in this RFQ. However, after the City either awards an agreement to a firm, or after the City rejects all submissions, the City shall consider each submission from Respondents subject to the public disclosure requirements of the Alabama Open Records Act (Ala. Code § 36-12-40) and Tuscaloosa City Code § 2-4, unless there is a legal exception to public disclosure.

If a Respondent believes that any portion of its proposal is subject to a legal exception to public disclosure, the Respondent shall: (1) clearly mark the relevant portions of its proposal "Confidential"; (2) upon request from the City, identify the legal basis for exception from disclosure under the Open Records Act; and (3) defend, indemnify, and hold harmless the City regarding any claim by any third party for the public disclosure of the "Confidential" portion of the qualifications submittal.

PART 5 – SELECTION PROCEDURE

The City will use a Selection Committee of qualified City employees for the evaluation of submissions. This is a qualifications-based procurement for professional services, in which the qualifications of the responding firms will be reviewed and evaluated, and the most qualified firm will be selected, subject to negotiation of fair and reasonable compensation.

The Selection Committee will review the submissions submitted in response to this RFQ, and rate the submissions based on the following grading system, which includes both numerical and pass/fail criteria:

Numerically-Scored Criteria	Max. Points
Brokerage Services and Concept	30
Experience	50
Minority- or Woman-Owned Business	5
Conflicts of Interest	P/F
Location of Office, Key Team and Claims Adjusters	10
Pass/Fail Criteria	
Compliance with RFQ Instructions	P/F
Licensing and Professional Standing	P/F
Conflicts of Interest	P/F

The Selection Committee will eliminate from consideration any firm submission which receives a “Fail” grade on any one or more of the pass/fail criteria for evaluation.

After review and evaluation of the submissions, the Selection Committee may select one or more Respondents for interviews. However, the Selection Committee is not required to conduct interviews. The Selection Committee may determine that interviews are not necessary for the selection process, and such decision is within the sole discretion of the Selection Committee.

When the Selection Committee concludes its work, it will make a recommendation to a City Council Committee, and request authority to begin negotiating an agreement, including final scope of work and fees for services, with the successful Respondent firm.

Upon approval by the City Council Committee, City staff will begin contract negotiations with the successful Respondent. If the negotiations are unsuccessful, or if an agreement cannot be reached within a reasonable time, as determined by the City, then City staff will terminate negotiations the firm, and will request authority from the City Council Committee to begin negotiations with another Respondent firm. Any compensation discussed with one Respondent will not be disclosed or discussed with any other Respondent.

Upon the conclusion of negotiations, the successful Respondent firm will enter into an agreement with the City. The agreement shall not be in force until it is approved by the Tuscaloosa City Council, and it is signed by the Mayor. The City cannot pay for any work or services performed

prior to the approval of the agreement by the City Council, and the issuance of a notice to proceed by the City.

Please note, this RFQ does not guarantee that the City will make any contract award. The City reserves the right to modify, amend, or withdraw this RFQ, in whole or in part, at any time and for any reason, in its sole discretion. The City also reserves the right to reject all submissions, in its sole discretion.

END OF RFQ, See Exhibit A Attached

Exhibit A

RFQ for Property and Liability Insurance Brokerage Services OCA File Number A22-0211

City Insurance Policies:

- Property and General Liability Insurance
- Automobile Liability and Physical
- Equipment Loss and Liability
- Business Income/Extra Expense including loss of Tax Revenue
- Contents Coverage for Transportation Museum
- Professional Liability Coverage for EMT Home Health
- Animal Mortality for Police Dogs
- Stop Loss Health Insurance
- Engineers Professional Liability
- Police Officers and Firefighters Supplemental Retirement Plan
- Helicopter Liability and Physical
- Cyber Liability
- Crime
- Airport Liability
- Flood Coverage for Amphitheater
- Flood Coverage for River Market
- Excess Workers Compensation
- Accident and Volunteer Coverage
- Special Events Coverage

End of Exhibit A