

ALBANY CSO POOL COMUNITIES CORPORATION
REQUEST FOR PROPOSALS
INSURANCE & BROKERAGE SERVICES
RFP# 2016-002

The Albany CSO Pool Communities Corporation (the “Corporation”) located in Albany, New York, is soliciting proposals from firms to provide insurance brokerage services on behalf of the Corporation for the General Liability and Directors and Officers Insurance.

The Six Communities (the cities of Albany, Troy, Cohoes, Rensselaer, Watervliet, and the Village of Green Island) joined together and created the Corporation to lessen the burdens on local governments and provide a vehicle to jointly administer construction, finance, operation, and maintenance of certain public utilities that will be repaired and constructed as part of a Combined Sewer Overflow (CSO) abatement program mandated by a New York State Department of Environmental Conservation enforcement order.

The Corporation operates exclusively for the specific purpose of reducing discharges of wastewater and stormwater from combined sewer overflows within the municipalities that are the members of the Corporation in order to protect the quality of the waters therein and to achieve compliance with all federal, state, and local laws, regulations, and permits applicable to the management of combined sewer overflows in the municipalities that are the Corporation’s members; and acting in the public interest and performing essential government functions by lessening the burdens of the governments of the municipalities that are the Corporation’s members by achieving and maintaining compliance with applicable laws, regulations, and permits relating to combined sewer overflows and wastewater management.

The Corporation also assists the member communities by applying for, obtaining and contracting with any federal, state, or local governmental agency or foundation, organization, or natural person for the purpose of obtaining grants, loans, or other forms of financial assistance, and expending or authorizing the expenditure of such funds in furtherance of the purposes of the Corporation. The Corporation is staffed by CDRPC.

To read more about the Corporation please visit <http://cdrpc.org/programs/water-quality/combined-sewer-overflow-cso/albany-cso-pool-communities-corporation/>. Organizational documents, governance, and policies of the Board can be found on the Corporation’s website.

Workman’s Compensation coverage is NOT part of this RFP.

1. PROPOSAL GUIDELINES AND REQUIREMENTS

This is an open and competitive process.

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Proposals received after **4:00pm, April 22, 2016** will not be considered.

Proposals must contain the signature of a duly authorized officer or agent of the company submitting the proposal.

Prices quoted should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with an explanation as to the nature of those fees.

All proposals become the property of the Corporation upon receipt and will not be returned. Any information deemed confidential should be clearly noted; however, the Corporation cannot guarantee that it will not be required to disclose part or all of a submission under New York's Freedom of Information Law.

Any cost or expense incurred by the Respondent associated with the preparation of the proposal shall be borne solely by the Respondent.

Respondents may submit written questions concerning this RFP to:

Martin R. Daley, Project Director
Albany CSO Pool Communities Corporation
C/o Capital District Regional Planning Commission
One Park Place, Suite 102
Albany, NY 12205

Or

mdaley@cdrpc.org

Questions should be submitted by **April 1, 2016** with a subject heading that reads "Albany CSO Insurance and Brokerage Services RFP." Questions submitted and the Corporation's response will be posted on the Corporation's website <http://cdrpc.org/programs/water-quality/combined-sewer-overflow-cso/albany-cso-pool-communities-corporation/>

A Responders failure to request additional information or clarification shall preclude the Responder from subsequently claiming ambiguity, inconsistency or error.

2. TIME AND PLACE FOR SUBMISSION OF PROPOSAL

Proposals must be received by **4:00pm, April 22, 2016**. Postmarks will not be considered. Late submissions will not be considered.

Proposals may be mailed or delivered in person to:
Albany CSO Pool Communities Corporation

Request for Proposals for Insurance Brokerage Services

C/o Capital District Regional Planning Commission
One Park Place, Suite 102
Albany, NY 12205

or emailed to:

Martin R. Daley, Project Director
mdaley@cdrpc.org

Faxed proposals will not be accepted.

3. SCOPE OF WORK

Insurance Brokers will be expected to:

- a) Assign experience staff immediately upon proposal acceptance to assess the Corporation's insurance needs and provide recommendations regarding types and levels of coverage necessary to protect the Corporation from reasonable risk and proper deductible levels that balance risk and premium cost.
- b) Based on insurance coverage selected by the Corporation, organize and present to the markets Corporation coverage requirements and obtain that coverage from responsible insurers. Evaluate bids and present to Corporation staff a package of policies, terms, conditions and premiums that best reflects the goals of the Corporation.
- c) Represent the Corporation, as directed, in any negotiations with insurers or prospective insurers and other parties regarding insurance matters including coverage renewal.
- d) Review policies and endorsements for accuracy and conformance with negotiated coverage and ensure timely issuance of policies and endorsements.
- e) Administer claim submittals (if any) on behalf of the Corporation.
- f) Notify the Corporation of invoicing of premiums to assure no policy lapses inadvertently.
- g) Meet with Corporation staff semi-annually to review coverage needs and ensure the Corporation maintains appropriate levels of insurance. Notify Corporation staff of any industry developments that could affect insurance coverage.
- h) Provide additional services related to insurance coverage that the Corporation may reasonably request.

4. PROPOSAL EVALUATION

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Proposals will be evaluated by Corporation Staff on the following criteria:

- a) **Total Cost, Fee Structure and Value of Proposed Services** (25 points).
- b) **Professional Qualification of the Responding Firm** – Technical experience in performing work related to type of services; experience working with public agencies; strength and stability of firm; client references (25 points).
- c) **Management Approach, Staff Plan** – Ability, capacity and flexibility of staff, particularly key personnel assigned to work with the Corporation. Demonstrated success working with large private/public agencies (15 points).
- d) **Knowledge and Understanding** – Demonstrated understanding of not-for-profit corporation-related insurance needs and coverage (35 points).

5. Proposal

Please limit your responses to the specific questions below:

- a) Provide a brief history and description of your firm, the description should include the size of your firm and premium volume. Additionally, provide how many clients of similar size and scope your firm works with and other relevant information.
- b) Provide name(s) and experience of each individual that would be assigned to this account.
- c) Contact information of three (3) references
- d) Describe your process for soliciting and analyzing proposals from various insurance carriers and your ability to verify reasonableness for the price/coverage provided and your ability to negotiate terms that would benefit the Corporation.
- e) Provide a complete list of services you contemplate providing to the Corporation that would be included in your compensation. Describe your firm's plans to be compensated (fees or commissions) and how these amounts are calculated, including a comparison to industry standards.
- f) Describe your firm's ability to provide technical assistance with various claims, advice on claims, administration procedures to assist the Corporation in settling complex or difficult claims.
- g) To make it easier for staff to scan and photo copy, please do not bind proposals.

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6. SUMMARY OF CURRENT INSURANCE

As a newly formed entity the Corporation does not currently have any insurance policies.

7. TIME OF AWARD

Provided no additional information is required by Corporation staff, the Albany CSO Pool Communities Corporation Board intends to select the Insurance Broker(s) at the **June 9, 2016** board meeting. The Corporation reserves the right to accept one or more proposals or reject any and all proposals received in response to this RFP. The Corporation also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors to the RFP process.