

**VENTURA COUNTY TRANSPORTATION COMMISSION
REQUEST FOR PROPOSALS
FOR
INSURANCE BROKERAGE SERVICES**



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950 County Square Drive, Suite 207
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**VENTURA COUNTY TRANSPORTATION COMMISSION
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INTRODUCTION

The Ventura County Transportation Commission (VCTC) is requesting proposals from qualified Insurance Brokers who possess the experience, capability and expertise in the area of various commercial insurance markets including but not limited to property and casualty insurance, to submit a proposal to serve as a Broker of Record to the Commission. The purpose of this process is to select the Insurance Agency that can offer the highest quality services to the Commission.

To be considered, four (4) printed copies and one electronic (not emailed) copy of the proposal and bids must be submitted by 4:00 PM on Tuesday, August 21, 2017 to:

Ventura County Transportation Commission
RFP for Insurance Brokerage Services
Sally DeGeorge, Finance Director
950 County Square Drive, Suite 207
Ventura, CA, 93003

There is no expressed or implied obligation for the VCTC to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Proposals submitted are subject to public inspection and will be evaluated by a review committee.

During the evaluation process, VCTC reserves the right, where it may serve the agency's best interest, to request additional information or clarification from proposers, or to allow corrections of errors and/or omissions. At the discretion of the VCTC, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The VCTC reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the VCTC and the firm selected.

The VCTC intends to engage services of an insurance broker for its insurance needs including, but not limited to, its property and casualty insurance needs. This is not to be considered an authorization to approach any insurance companies/markets. In fact, VCTC requests that no contact or solicitation of the insurance companies/markets be made on its behalf and that no insurance market reservations be made, by or for any proposer, with respect to any insurance to be provided for the Commission. Any such action may result in proposer's disqualification.

VCTC feels it is prudent to periodically evaluate the insurance brokerage services available. VCTC is seeking responses to the RFP as the five year contract with its current insurance broker, Alliant Insurance, will expire in November 2017. Alliant is eligible to respond to this RFP.

It is anticipated the selection of a firm will be completed by September 2017. Following the notification of the selected firm, it is anticipated that a recommendation will be prepared for review and approval by the Commission at its October or November 2017 meeting. VCTC reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept or reject any items or combination of items.

DESCRIPTION OF AGENCY

The Ventura County Transportation Commission (VCTC or Commission) was created by Senate Bill 1880 (Davis), Chapter 1136 of the Public Utilities Code in September of 1988 (effective January 1, 1989) as the successor agency to the Ventura County Association of Governments (VCAG) assuming all the assets and liabilities of that body. In 2004, VCTC was reorganized under Assembly Bill 2784, expanding the Commission to its current configuration of a seventeen-member board composed of five Ventura County Supervisors; ten City Council members; two Citizen Appointees, one representing the cities and one representing the county. In addition to the above membership, the Governor appoints an Ex-Oficio member to the Commission, usually the Caltrans District #7 Director.

VCTC's mission is to improve mobility within the County and increase funding to meet transportation needs. To fulfill that mission, VCTC establishes transportation policies and priorities ensuring an equitable allocation of federal, state and local funds for highway, transit, rail, aviation, bicycle and other transportation projects. Our mission is the foundation for all we do, the time we invest and the resources we allocate.

The Commission is responsible for establishing transportation policies, setting priorities and coordinating activities between the various transportation operators, agencies, cities and the County. The Commission controls and/or reviews the allocation of federal, state and local funds for highway, transit, rail, aviation, bicycle and other transportation projects including but not limited to Congestion Mitigation and Air Quality Improvement Program funds (CMAQ), Transportation Enhancement Activities Program funds (TEA), State Transportation Improvement Program funds (STIP), Surface Transportation Program funds (STP), Transportation Development Act funds (TDA), State Transit Assistance funds (STA), Federal Transit Administration funds (FTA), etc. The Commission is also designated to act as the Airport Land Use Commission (ALUC), the Consolidated Transportation Service Authority (CTSA), the County Transportation Authority and the Congestion Management Agency (CMA). The VCTC also manages the operation and expansion of the callbox system for the Service Authority for Freeway Emergencies (SAFE).

VCTC has a staff of 21 employees. Its budget of approximately \$64.5 million consists of the following programs: transit and transportation, highways, rail, community assistance, planning and programming and general government. For more detailed information about VCTC, please review the VCTC website and VCTC budget which can be found on its website at www.goventura.org.

INSURANCE PROGRAM

The Commission's insurance program and assets insured are summarized below. Detailed information of the current insurance policy can be reviewed in the December 2, 2016 Agenda Item 8G and the attachment. Insurance requirements include:

- Property insurance (including Electronic Data Processing Coverage insurance).
- General liability insurance.
- Excess liability insurance.
- Crime insurance.
- Public Entity Errors and Omissions and Employment Practices Liability insurance.
- Excluded from RFP:
 - Workers' Compensation insurance.
 - Employee Benefits insurance

General information, underwriting and insured asset information for VCTC includes the following unless otherwise noted:

- Fiscal Year 2017/2018 budget of approximately \$64.5 million with 21 employees and payroll approximately \$2 million.
- No agency vehicles.
- Leased office space and contents at 950 County Square drive is approximately 6,750 square feet.
- Bus operation service is contracted out with two vendors with approximately 48 vehicles. VCTC owns 32 buses and the vendor owns additional buses used in service. The contractors currently cover the property insurance for the VCTC owned buses. The buses may be equipped with:
 - Paratransit Communication Equipment (13 buses)
 - On-bus Video System (48 buses)
 - Automatic Passenger Counter System (33 buses)
- On-bus Transit Stop Enhancement Equipment – approximately 140 machines installed on 6 public bus systems in Ventura County.
- Freeway Emergency Callboxes (564) located on highways throughout Ventura County.
- Santa Paula Branch Rail Line approximately 390 acres including rail tracks and the land under the tracks east of Ventura. There are 35 bridges. The branch line includes a pedestrian trail along portions of the branch line. This rail line has limited use.

- Santa Paula Mill Building at 212 N. Mill Road/926 Railroad Avenue, Santa Paula. This historical building (built in 1880 and approximately 12,100 square feet) currently is leased for use as an agricultural museum. The agricultural museum is responsible for insuring contents of the building. Estimated value of the building is approximately \$3.1 million. This rail line has limited use.
- Santa Paula Station, Platform and Parking Lot at 200 North 10th Street, Santa Paula is approximately 11,430 square feet. The building at the station is owned, maintained and insured by the City of Santa Paula and is used for meetings and the local chamber of commerce. This rail line has limited use.
- Piru Station, Platform and Parking Lot at 3977 Piru Street, Piru is approximately 1,800 square feet. A small building at the station is owned, maintained and insured by the County of Ventura. This rail line has limited use.
- Moorpark Rail Line approximately 155 acres from the west city limit of Moorpark to the Los Angeles County line, including the land under the tracks and a 40-foot strip of land from the center rail line of the main track to the north side. This is an active rail line with freight and passenger service run and maintained by other agencies.
- Simi Valley Station, Platform and Parking Lot at 505 Los Angeles Avenue, Simi Valley is approximately 7.6 acres. This is on an active rail line with freight and passenger service run and maintained by other agencies.
- Moorpark Station, Platform and Parking Lot at 300 High Street, Moorpark, north and south side platforms, and north and south side parking lots is approximately 6 acres. This is on an active station with freight and passenger service run and maintained by other agencies.
- Camarillo Station, Platform and Parking Lot at 120 Lewis Road, Camarillo north and south side platforms, and, north and south side parking lots is approximately 5.7 acres. This is on an active station with freight and passenger service run and maintained by other agencies.
- Montalvo Station, Platform and Parking Lot at 6175 Ventura Boulevard, Ventura is approximately 3 acres. This is on an active station with freight and passenger service run and maintained by other agencies.

SCOPE OF SERVICES

The Commission is seeking proposals for an insurance broker for its insurance needs. In order to implement the program, the insurance broker will be expected to:

- Assign experienced staff to assess the Commission's operational risks and provide recommendations regarding the appropriate types of insurance, the levels of coverage necessary to protect the Commission from reasonable risks, the levels of deductible for each policy to provide the best balance of risk limitation and lower premium and such other factors as the broker shall recommend.
- Based on the insurance coverage selected by the Commission, organize, develop, present the Commission insurance coverage requirements to insurance vendors and obtain price quotes from responsible insurers for that coverage. Evaluate those quotes and present the package of insurance policy terms, conditions and premiums to the Commission that best reflect the goals and objectives of the Commission.
- Represent the Commission, as directed, in any negotiations with insurers or prospective insurers and other parties regarding insurance matters.
- Act as the liaison and advocate for the Commission with underwriters and claims staff.
- Assist VCTC with establishing proper insurance requirements in contracts.
- Verification of insurance policies, checking policy wording to ensure the Commission has received desired coverage in compliance with the specifications.
- Issue evidence of enrollment, certificates of insurance, and insurance policies to all insured parties and as needed to third parties.
- Answer coverage and program questions from the Commission and/or its consultants or contractors in a timely manner.
- Be responsible for notifying the Commission of invoicing of premiums for all outstanding policies to assure that no policy lapses inadvertently.
- Assess insurance company stability, solvency and service records.
- Meet with the Commission at least annually and/or as requested to audit existing Commission insurance policies to determine adequacy of coverage/value of insurables and limits, appropriate deductible levels, overlap or gaps in coverage, restrictions in coverage, and notify the Commission of any new developments in the industry or markets generally that affect the Commission in any way or that impact the insurance coverage or policies sought by the Commission.
- Upon request, provide timely, verbal or written interpretation of coverage.
- The primary account representative and other account team members for the insurance broker shall be reasonably available to the Commission and its staff to address questions related to this account.

- Provide such other services related to the insurance coverage as the Commission may reasonably request.
- Work with current insurance broker to transfer agency information, insurance coverage and other items as needed for a smooth transition.

IMPORTANT DATES

The following is a list of key dates. VCTC reserves the right to modify this schedule if it is in their best interest to do so. If VCTC does modify the schedule, it shall provide written notice of such to all parties known to have received copies of this RFP.

<u>Activity</u>	<u>Date</u>
RFP released	July 7, 2017
Question period closed	August 7, 2017
Proposal deadline	August 21, 2017 by 4:00p.m.
Interviews with finalist (if utilized)	TBD (likely September 11-22, 2017)
Insurance Broker selection/Board Approval	October or November meeting 2017

Insurance Renewal Dates

The VCTC's property insurance coverage period is July 1 through June 30 while all other requested insurances are covered November 20 through November 19.

VCTC's current insurance broker will assist VCTC with the November 2017 renewal coverage, but the successful proposer will need to work with the existing insurance broker to coordinate a successful transition and provide on-going support throughout the year.

TERM OF CONTRACT

Proposals for a potential five year agreement are being requested. Upon selection of the Insurance Broker, the Commission and proposer will enter into an agreement for a period of three years with two one-year options. The contract shall include a 90 day termination clause. Federal Funds may directly or indirectly be used to pay for insurance costs; therefore, Federal Contract clauses will be included in the contract.

PROPOSAL REQUIREMENTS

General Requirements

Any inquiries concerning the request for proposals should be directed in writing to:

Sally DeGeorge
Finance Director
ssellers@goventura.org

Questions will be responded to directly and then posted on the website for all respondents to review. Contact with personnel of the agency other than the above regarding this request for proposals may be grounds for elimination from the selection process.

All proposing brokers shall submit four (4) printed copies and one electronic copy of the proposal and bids. Facsimiles, emails and electronic media shall NOT be accepted. To be considered, materials shall be received no later than 4:00 pm on August 21, 2017 at:

Ventura County Transportation Commission
RFP for Insurance Brokerage Services
Sally DeGeorge, Finance Director
950 County Square Drive, Suite 207
Ventura, CA, 93003.

Proposal Contents

1. Title Page – A title page showing the request for proposals subject; the insurance firm's name; the name, address and telephone number of the contact person and/or person authorized to represent and bind the firm; and the date of the proposal.
2. Introduction – Briefly introduce the size of the firm and years in business. Identify the staff you are anticipating assigning to this engagement, their respective roles, their relevant experience and office locations. Indicate whether your firm operates independently or, if your firm is a wholly owned subsidiary or affiliate of a parent company, identify the parent company. Include whether you are a broker-dealer or other type of financial institution. If a broker, the broker must be licensed for insurance coverage in California and for coverage related to this proposal. Please include broker license if applicable.
3. Qualifications – Explain your understanding of the work to be done and why the firm believes it to be best qualified to perform the engagement. Specifically include any experience with public transit and transportation, railroads and similar commissions including a listing of such clients and how they are similar. The proposal should also include a commitment to perform the work within the time period including a draft schedule and a statement that the proposal is a firm and irrevocable offer for 180 days and signed.

4. References – Please include a minimum of three references with contact information, scope of work and dates of service that the firm performed similar services to those being proposed here. VCTC reserves the right to contact any or all of the listed references regarding the audit services performed by the proposer.
5. Process – Describe the process your company will use to prepare the bid specifications that will be sent out to prospective counterparties. Summarize the bidding process including your role after the bids are taken through to closing on the agreements.
6. Additional information – If you believe the Commission should consider additional insurance coverage or services not contemplated in this proposal, please identify and discuss them in your proposal. Identify the process your firm will use to assist VCTC with contracts and on-going insurance information and guidance. Also, please specify any additional information regarding your firm that sets you apart that would benefit the Commission and should be consider in making its decision.
7. Fees – Describe what fees (fixed, percentage, etc), commissions, or other income your firm will receive/charge in relation to the proposed services. Identify additional charges that will apply should the scope or term of services extend beyond those contemplated in this proposal. Provide a sample of your firm's proposed service agreement.

Proposal Evaluation

The VCTC staff shall examine and evaluate all proposals for the purpose of ascertaining their completeness and responsiveness to the provisions of this RFP. The top qualified candidates may be scheduled for an interview for review and ranking by the review committee. The top proposer will be invited to participate in contract negotiations with the VCTC for insurance broker services. If these negotiations should fail to produce an agreement, the second ranked proposer will be invited to participate in contract negotiations. A recommendation for award of a contract will be made to the VCTC Board.

The VCTC reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected. VCTC also reserves the right, without prejudice, to reject any or all proposals submitted. Award of the contract will be made to the firm, who, based on evaluation of all responses and criteria, is determined to be the best qualified to perform the services required.

Proposals will be evaluated by a review committee based on the following criteria and rating system with a maximum point value of 100 points:

Responsiveness and preciseness of the proposal	10 points
Credentials, experience and structure of the team	10 points
Qualifications and experience with comparable services	20 points
Understanding of the insurance needs	15 points
Knowledge and expertise with government, rail, transit, etc.	20 points
Services provided and corresponding fees	5 points
Insurance Recommendations and Additional Qualifications	10 points
References and/or interview	<u>10 points</u>
Total Score	100 points