



NOTICE TO ALL PROPOSERS

ADDENDUM NO. 1

TO THE REQUEST FOR PROPOSAL FOR

COMMERCIAL INSURANCE LINES BROKER

November 25, 2025

The following Addendum dated November 25, 2025, shall be made as part of the Request for Proposal (RFP) dated November 5, 2025, for Commercial Insurance Lines Broker.

GENERAL

1. The Pre-Submittal Conference Summary dated October 20, 2020, and associated sign-in sheets are attached to this Addendum No. 1.

END

Addendum No. 1

Commercial Insurance Lines Broker

PRE-SUBMITTAL CONFERENCE SUMMARY

Project Name: Commercial Insurance Lines Broker and Consulting Services
Date: November 19, 2025
Time: 9:00 a.m.
Location: Catalina Room
Contact for Submittal: Corrie Bussey, Procurement Administrator
Project Director: Alex St. Paul, Insurance and Finance Coordinator

SIGN IN AND INTRODUCTIONS

1. See attached sign-in sheet for attendees.
2. Corrie Bussey welcomed all attendees and made brief introductions. She indicated that the minutes of the pre-submittal conference will be distributed to all registered RFP holders and all parties in attendance at this meeting. Anticipated date for distribution of first Addendum is tentatively set for November 21, 2025. A final Addendum, if necessary, will include answers to any questions submitted prior to December 1, 2025. Anticipated date for distribution of final Addendum is December 3, 2025.

GENERAL INFORMATION

1. TAA intends to award this contract in February 2026, and the contract start date will be March 1, 2026.
2. TAA shall not be held responsible for any oral instructions. Any changes to this RFP will be in the form of a written addendum, which will be furnished to all registered RFP holders.
3. This RFP does not obligate TAA to award the contract to any firm nor to pay any cost incurred in the proposal process or in the preparation of proposals submitted in response to this RFP. Firms will be required to attend in person interviews. These are expected to be scheduled in early February, and we expect to contact short-listed Firms mid-January to notify them of the specific details of the interview. Expenses associated with travel for such interview will be solely the responsibility of the firms.
4. TAA reserves the right to reject any and all submittals or to accept any firm which is deemed to be advantageous to the public and TAA.
5. No representative or agent of the Respondent may contact any member of the staff or Selection Committee, any member or director of TAA or any other agent or consultant of TAA, either directly or indirectly, except the designated contact person for this submittal as follows: questions related to the RFP or submittal process may be directed in writing to Corrie Bussey

on or before December 3, 2025, by email at cbussey@flytucson.com. Any communication, or attempted communication, with any person other than as designated above shall, in the sole discretion of TAA, be grounds for disqualification of the firm.

6. Until an award and execution of a contract by TAA, only the name of each Respondent on the short list may be made available to the public. All other information received by TAA in response to this RFP or contained in the submittals shall be confidential. The submittals shall be open to public inspection after the contract is awarded and executed by TAA. To the extent the firm designates and TAA concurs, trade secrets and other proprietary data contained in the firm's submittals will be kept confidential.

DISADVANTAGE BUSINESS ENTERPRISE

7. It is the policy of TAA to ensure Disadvantaged Business Enterprise firms ("DBEs"), have a fair and equal opportunity to participate in TAA's contracts. Pursuant to the U.S. Department of Transportation's Interim Final Rule (IFR) issued September 30, 2025, (see Disadvantaged Business Enterprise Program and Disadvantaged Business Enterprise in Airport Concessions Program Implementation Modifications, 90 Fed. Reg. No. 190, page 47969-47982), until TAA completes the reevaluation process described in the IFR, TAA will no longer include DBE contract goals or count DBE participation toward overall program goals.

Respondents are still encouraged to pursue subcontracting and partnership opportunities with disadvantaged and small businesses. If you have any questions about TAA's DBE Program, please contact Bert Resimont, TAA DBE Liaison Officer, at 520-573-4892.

SUBMITTAL REQUIREMENTS

1. Please review the major submittal requirements described in the RFP (see pages 5 - 9). Submittals must include all information requested.
2. Respondents should review the insurance requirements on page 6 of Attachment 2, Exhibit B, the sample professional services agreement, to confirm that they can comply.
3. Failure on the part of a Respondent to provide any portion of the required documentation may be cause for rejection of the submittals. In the event of any conflict between any of the submittals documents, resolution thereof shall be at TAA's sole discretion.
4. One (1) original and five (5) copies of the submittal should be submitted to TAA and should be clearly labeled with the Respondent's name and marked "Proposals for Commercial Insurance Lines Broker."
5. Submittals are due on or before 2:00 p.m. Tucson local time on Tuesday, December 9, 2025 at TAA's Administration Building, 7250 S Tucson Blvd Suite 300, Tucson, AZ 85756 and must be

time stamped by the receptionist to record TAA's receipt of the submittal. Submittals submitted after that time may not be accepted.

6. Submittals may be withdrawn either personally or by written request any time before the scheduled deadline for receipt of submittals.

SELECTION PROCESS

1. Submittals that meet the mandatory requirements of independence, being properly licensed to practice in Arizona, and liability insurance will be evaluated and ranked by an in-house selection committee to create a short list.
2. The short-listed Firms will be invited to in-person interview in early February by the Selection Committee.
3. The selection committee will rank the interviewed firms and make a recommendation to the TAA Finance, which will then make a recommendation to the CEO for approval. Notification of the selected Firm will be by email.
4. This is a qualifications-based selection. Criteria to be used in making the selection include the qualifications of the company and the service team assigned to the TAA account; the program approach in meeting the needs of TAA; and the sufficiency of communication and services provided.

SCOPE OF WORK

Alex St. Paul reviewed Scope of Work, organizational structure of TAA (as relevant), and business operations of TAA.

DISCUSSION

The floor was opened to questions and answers.

- 1) Question: I'm wondering if you have entertained the idea of doing an enterprise risk management system, an ERM system to do a holistic review and assessment of the airport's risk.

Answer: We have looked at that in the past and I believe that we will possibly be looking into that in the future.

- 2) Question: What are the normal expiration dates? Is everything lined up on one date at this point?

Answer: Refer to Attachment 4 of the RFP, TAA Insurance Summary. The majority of our policies renew on 8/15/2026 and we also have SRP and TARP policies that are separate from our normal liability policies that are related to the Superfund site and those renew on 8/17/2026 and 8/22/2026.

3) Question: Will you be providing the status of the pollution situation?

Answer: Both SRP and TARP each require a General Liability & an Excess Liability policy.

General Liability

Limits:

- General Aggregate: \$2,000,000
- Each Occurrence: \$1,000,000
- Personal & Advertising Injury: \$1,000,000
- Damage to Premises Rented: \$100,000
- Medical Expense: \$5,000
- Non-Owned & Hired Auto Liability: \$1,000,000 CSL
- ISO CG 00 01 Occurrence-based
- Carrier Rating: A.M. Best A or better
- Deductible: Not to exceed \$500 per occurrence
- Excess Liability
- Limits:
- Each Occurrence: \$4,000,000
- General Aggregate: \$4,000,000
- Carrier Rating: A.M. Best A or better
- Underlying Requirements: General and Auto Liability must be in place

4) Question: Builders risk was not one of the things that were mentioned in scope. With all construction going on, if that comes up, is that inside or outside the scope of this?

Answer: While we require Builders Risk coverage on most projects, including tenant improvements, depending on the scope of work, we do not assume the responsibility of administering or managing this coverage for all projects.

The primary reasons for this approach are:

- Responsibility Alignment: Contractors and tenants have direct control over the construction process and materials, making them best positioned to secure and manage appropriate coverage.
- Administrative Burden: Centralizing Builders Risk under the airport would significantly increase our administrative workload and introduce additional financial and compliance complexities.
- Risk Management: By requiring contractors and tenants to obtain coverage through their own brokers, we ensure that each project has tailored protection while maintaining clear accountability.

Our leases and contracts will continue to specify Builders Risk requirements, including coverage limits and naming the airport as an additional insured where applicable. We will also maintain our process of verifying compliance before work begins.

5) Question: Likewise, I'm wondering about the wrap. On any construction, if there's OSIP or CSIP wraps that are used to address the risk of the Subs.

Answer: We have looked at the feasibility of implementing wrap-up insurance programs such as Owner-Controlled Insurance Programs (OCIP) or Contractor-Controlled Insurance Programs (CCIP) for construction projects at our airport, we determined that these options were not advantageous for TAA.

- Size and Frequency: Wrap-up programs are generally cost-effective for large hub airports. Our current scale may not meet what is required to realize the benefits of a wrap program.
- Administrative Complexity: Managing enrollment, compliance, and claims under an OCIP or CCIP would introduce significant administrative burden and require dedicated resources or third-party administration.
- Cost Considerations: The upfront premium and ongoing management costs for a wrap-up program would outweigh potential savings given our current profile.

Contractors and tenants remain responsible for securing this coverage through their own brokers, ensuring accountability and tailored protection for each project.

6) Question: Couple of things you mentioned dealt with evaluating contracts and leases for insurance requirements. Will you be providing us with sample leases and sample contracts that you have been using so that we can.

Answer: Yes, generally we review most of the leases and contracts but will rely on the broker for things that are more complex occasionally.

Attendees were reminded that the SOQ due date and time is Tuesday, December 9, 2025, by 2:00 p.m.

The conference adjourned at 9:25 a.m.

The above is intended to be a summary of the proceedings as recalled by Corrie Bussey. The proceedings were recorded and is on file in the Procurement Department.

Tucson Airport Authority
7250 S. Tucson Blvd, Ste. 300
Tucson, AZ 85756
(520) 573-8100

ATTENDANCE SIGN IN SHEET

COMMERCIAL INSURANCE LINES BROKER - 2026 Pre-Submittal Conference



Date:	November 19, 2025	Time:	9:00 AM	Location:	Catalina Room
	NAME	ORGANIZATION	PHONE	EMAIL ADDRESS	
	Corrie Bussey	TAA	520-573-4821	cbussey@flytucson.com	
	Mattison Garry	TAA	520-573-4807	mgarry@flytucson.com	
	Bert Resimont	TAA	520-573-4892	bresimont@flytucson.com	
	Debbie Cruz	TAA	520-573-4831	dcruz@flytucson.com	
	Alex St. Paul	TAA	520-573-4806	astpaul@flytucson.com	
	Kim Allison	TAA	520-573-4862	kallison@flytucson.com	
	Kathleen Stalter	TAA	520-573-4851	KStalter@flytucson.com	
	Rex Jorgensen	Alliant	602-707-1894	rex.jorgensen@alliant.com	
	John P. Clements	Hub International	520-729-1354	jack.clements@hubinternational.com	
	David Shadle	The Cayemitte Group, Inc	610-217-8718	dshadle@cayemittegroup.com	
	Greg Singleton	Marsh McLennan	404-453-7903	Greg.Singleton@marshmma.com	
	Porter Pomykal	Marsh McLennan	469-381-2218	Porter.Pomykal@marshmma.com	
	Gaylene F. Santos	The Cayemitte Group, Inc	929-219-3031	gsantos@cayemittegroup.com	

Tucson Airport Authority
7250 S. Tucson Blvd, Ste. 300
Tucson, AZ 85756
(520) 573-8100

ATTENDANCE SIGN IN SHEET

COMMERCIAL INSURANCE LINES BROKER - 2026

Pre-Submittal Conference



Date:	November 19, 2025	Time:	9:00 AM	Location:	Catalina Room
NAME		ORGANIZATION		PHONE	EMAIL ADDRESS
Edmund Marquez		ez Allstate Agencies and Tucs		520-891-7601	Edmund.marquez@gmail.com
Bryung Kang		NFP		646-771-7578	byung.kang@nfp.com
Liz Duncan		TCG - The Cayemitte Group		845 - 616 - 2709	l.duncangi@cayemittegroup.com