



## **NOTICE TO ALL PROPOSERS**

### **ADDENDUM NO. 1**

#### **TO THE REQUEST FOR PROPOSAL FOR**

#### **TUCSON AIRPORT AUTHORITY**

#### **COMMERCIAL INSURANCE LINES BROKER AND CONSULTING SERVICES**

**OCTOBER 23, 2020**

The following Addendum dated October 23, 2020 shall be made a part of the Request for Proposal (RFP) dated October 9, 2020 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.
2. The recommended firm will no longer be submitted to the TAA Board of Directors for approval. The final approval will be completed by TAA's President/CEO.

#### **ANSWERS TO PRE-SUBMITTAL CONFERENCE QUESTIONS**

- Q. Are electronic copies of RFP response wanted in addition to the printed copies?
- A. TAA is requiring that one PDF be submitted electronically to DropBox  
<https://www.dropbox.com/request/YFGNouH9pcxsf20MGU5u>  
Both the hard copies and the DropBox submittal must be received by 2:00 pm, Tuesday, November 10, 2020.
- Q. Will TAA consider electronic submissions only, in light of the COVID restrictions? Or is the hardcopy still required?
- A. Hard copies as specified in the RFP are required in addition to one electronic copy as specified above.

#### **CLARIFICATION**

If sending by FedEx, UPS or USPS, written proposals should be addressed as follows:

TAA Warehouse  
Attn: Susan Rose, Procurement Administrator  
2747 E. Airport Dr., Bldg. 2  
Tucson, AZ 85756

#### **ANSWERS TO WRITTEN QUESTIONS**

- Q. Can a copy of the RFP be obtained in WORD format?
- A. It is the practice of Tucson Airport Authority to send solicitations in PDF format to maintain their integrity.
- Q. Will TAA share the expiring broker fee amount?
- A. Compensation for the term of March 1, 2020 through February 28, 2021 will be \$64,714.63.

**END**

## **PRE-SUBMITTAL CONFERENCE SUMMARY**

**Project Name:** Commercial Insurance Lines Broker and Consulting Services  
**Date:** October 20, 2020  
**Time:** 10:00 a.m.  
**Location:** Computer Training Room (WebEx / Conference Call)  
**Contact for Submittal:** Susan Rose, Procurement Administrator  
**Project Director:** Kathleen Stalter, Insurance and Property Coordinator

### **SIGN IN AND INTRODUCTIONS**

1. See attached sign-in sheet for attendees.
2. Susan Rose welcomed all attendees and made brief introductions. She indicated that the minutes of the pre-submittal conference will be distributed to all parties in attendance at this meeting or who have submitted timely Statements of Interest. Anticipated date for distribution of first Addendum is tentatively set for October 23, 2020. A final Addendum, if necessary, will include answers to any questions submitted prior to November 2, 2020. Anticipated date for distribution of final Addendum is November 4, 2020.

### **GENERAL INFORMATION**

1. TAA intends to award this contract in December 2020 or January 2021 and the contract start date will be March 1, 2021.
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 interviews via WebEx. These are expected to be scheduled in early December and we expect to contact short-listed Firms mid-November 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 Susan Rose on or before November 2, 2020, by email at [srose@flytucson.com](mailto:srose@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.
7. It is the policy of TAA to ensure that Disadvantaged Business Enterprise firms (DBEs) have a fair and equal opportunity to participate in TAA's contracts. Specifically, it is the goal of TAA to ensure that, to the extent reasonably possible and consistent with other legal requirements that: (a) DBEs are not discriminated against in the award and administration of TAA's contracts; (b) a level playing field is created on which DBEs can compete fairly for TAA's contracts; and (c) any barriers to the participation of DBEs in TAA's contracts are removed.

## **SUBMITTAL REQUIREMENTS**

1. Please review the major submittal requirements described in the RFP (see pages 4 - 7). 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 and Consulting Services."
5. Submittals are due on or before 2:00 p.m. MST on November 10, 2020 at TAA's Administration Building, 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 December 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 Board of Directors for approval at a Board Meeting currently planned for December 2020 or January 2021. Notification of the selected Firm will be by email or other means by which written confirmation of notification may be obtained.

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**

Kathleen Stalter 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) Q: Are electronic copies of RFP response wanted in addition to the printed copies?

A: TAA will answer this question in RFP Addendum No. 1.

2) Q: Will TAA consider electronic submissions only, in light of the COVID restrictions? Or is the hardcopy still required?

A: TAA will answer this question in RFP Addendum No. 1.

The conference adjourned at 10:20 a.m.

The above is intended to be a summary of the proceedings as recalled by Susan Rose. The proceedings were tape-recorded and the tape is on file.

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

## ATTENDANCE SIGN IN SHEET

### COMMERCIAL LINES BROKER Pre-Proposal Conference



Date: <b>October 20, 2020</b>	Time: <b>10:00 a.m.</b>	Location:	<b>WebEx</b>
NAME	ORGANIZATION	PHONE	EMAIL ADDRESS
Susan Rose	TAA	520-573-4870	srose@flytucson.com
Kathleen Stalter	TAA	520-573-4806	kstalter@flytucson.com
Dick Gruentzel	TAA	520-573-4833	dgruentzel@flytucson.com
Kirk Eickhoff	TAA	520-573-4862	keickhoff@flytucson.com
Barbara Hempel	TAA	527-573-4819	bhempel@flytucson.com
Kathy Myers	TAA	520-573-4823	kmyers@flytucson.com
Mike McGee	Crest Insurance Group		mmcgee@crestins.com
Deanna Chew	Willis Towers Watson		deanna.chew@willitowerswatson.com
Doug Adelberg	Lovitt & Touche		dadelberg@lovitt-touche.com
Robert Schimke			Robert.Schimke@alliant.com
Roger Maldonado	Lockton Companies		rmaldonado@lockton.com
Rex Jorgensen	Alliant Insurance Services		rex.jorgensen@alliant.com
J. B. Shockey	Crest Insurance Group		jshockey@crestins.com
Faith M. Ortiz	Hub International - The Clements Agency, LLC	520-729-1372	fortiz@clemensinsurance.com
Jack Lansdale	USI Insurance		Jack.Lansdale@usi.com
James Van Meter	USI Insurance		James.VanMeter@usi.com
Jim Clements	Hub International - The Clements Agency, LLC		jmclements@clementsinsurance.com; jim.clements@hubinternational.com
Jack Clements	Hub International - The Clements Agency, LLC		jpglements@clementsinsurance.com
Sheryl Hako	Willis Towers Watson		sheryl.hayko@WillisTowersWatson.com