

TUCSON AIRPORT AUTHORITY
NOTICE OF REQUEST FOR PROPOSAL FOR
COMMERCIAL INSURANCE LINES BROKER

The Tucson Airport Authority (TAA) is seeking written Request for Proposal (RFP) and interest from insurance brokers to provide professional services as follows:

1. Risk Identification – Assist with identifying, measuring and managing risks of loss (accidental or otherwise)
2. Risk-Control-Needs Evaluation
3. Insurance Placement
4. Insurance Coverage Audit
5. Service Plan Management
6. Service Measurement/Stewardship Reporting
7. Specifically excluded from the scope of services are any services related to TAA's workers compensation insurance.

Pre-Proposal Conference: A pre-submission conference for this project will be held on Wednesday, November 19, 2025 at 9:00 a.m. local Tucson time in the Catalina Room of the TAA Administration offices, Tucson International Airport Terminal, Third Level, 7250 South Tucson Boulevard, Suite 300, Tucson, Arizona, 85756. At this conference, TAA staff will discuss the scope of services, the selection process, and respond to questions about the RFP. Please contact Corrie Bussey, cbussey@flytucson.com, for a TEAMS virtual meeting invitation to the Pre-Submittal meeting. It is strongly recommended that interested firms send a representative to attend the pre-submission conference. Any amendments or supplements to the RFP arising out of the pre-submission conference will be reduced to written addenda.

Important Note: Firms with an interest in submitting a proposal must either attend the pre-submittal meeting or must submit a notification of interest by Monday, November 24, 2025.

Proposal Deadline: Proposals must be received by 2:00 p.m. local Tucson time on Tuesday, December 9, 2025. Proposals received after that time will not be accepted.

A copy of the Request for Proposals (RFP) may be obtained beginning Wednesday, November 5, 2025 by contacting Mattison Garry via e-mail at mgarry@flytucson.com. TAA assumes no obligation for any costs incurred by any party in preparing the proposal, attending an interview, or any other activity prior to award of the broker contract to the chosen insurance broker.

ADVERTISEMENT DATE: Wednesday, November 5, 2025