



## **REQUEST FOR QUALIFICATIONS (RFQ)**

**Insurance Advisory Services  
for the  
Urban Redevelopment Authority of Pittsburgh (URA)**

**RFQ Issue Date: June 27, 2016  
Proposal Due Date: July 18, 2016, 12 Noon ET**

## **Section 1. General Information**

- 1.1 The Urban Redevelopment Authority of Pittsburgh (URA) requests qualifications from qualified insurance professionals (“the Consultant”) to assist the URA in evaluating its risk factors and recommending appropriate insurance coverages.
- 1.2 Interested Consultants are requested to submit a detailed Qualifications Package that clearly defines the relevant experience of the proposed staff members required to achieve the results as outlined in the Description of Services section of this RFQ.
- 1.3 Contact person for all queries and for receipt of proposals:  
  
David Thomas, Asset Manager  
Real Estate Department  
Urban Redevelopment Authority of Pittsburgh  
200 Ross Street, 10<sup>th</sup> Floor  
Pittsburgh, PA 15219  
[dthomas@ura.org](mailto:dthomas@ura.org)
- 1.4 Consideration is expected to be given, but is not guaranteed to be given, to the criteria listed in this RFQ. The URA reserves the right to reject any and all qualifications, to waive any and all informalities outlined in the RFQ and in the selection process and generally to make the award that, in its judgment, will best meet the objectives outlined in this RFQ.
- 1.5 Expenses incurred by the respondents in replying to the RFQ or in making any appearance are at the respondent’s own expense and risk.

## **Section 2. Description of Services**

### **2.1 Description**

The URA is the City of Pittsburgh's economic development agency, committed to creating jobs, expanding the City's tax base and improving the vitality of businesses and neighborhoods. The URA is seeking insurance advisory services related to all aspects of the URA’s operations, including how best to manage and insure against premises liability, commercial general liability, automobile liability, director’s and officer’s (“D&O”) liability and/or public official liability (“POL”), fraud, fiduciary liability, workers’ compensation, and employee practices liability.

The URA currently has as broker contract which expires this October. These advisory services will enable the URA to prepare a subsequent Request for Proposals for future brokerage services. The selected Consultant will not be precluded from submitting a proposal for such brokerage services; however, the URA views the advisory and brokerage services to be separate and distinct.

## **2.2 Scope of Potential Services for Real Estate**

The URA owns 1,585 parcels of land ready or being made ready for redevelopment including approximately 1,580 vacant lots, vacant buildings deemed worthy of demolition, vacant buildings being held for sale and renovation, leased parking lots, managed garages, and leased commercial buildings. In addition, the URA is part of a cooperative ownership of its offices at 200 Ross Street having approximately a one third interest. The URA is seeking an experienced insurance professional or firm as an insurance advisor to evaluate its general liability and property risks and propose appropriate insurance coverages including the potential to be self-insured for some degree of its risk.

The selected insurance advisor will be expected to:

- a. Review the URA's real estate portfolio data base for an understanding of its components;
- b. Review the URA's four (4) parking and commercial leases and insurance requirements and lessee compliance;
- c. Review the URA's four (4) property and garage management agreements and coverages obtained by the managers on the URA's behalf;
- d. Review the URA's existing applicable insurance policies;
- e. Assess the URA's risks for items A through C above;
- f. Assess the URA's loss control measures;
- g. Propose insurance coverage types and specifications including amounts of coverages and deductibles;
- h. Recommend procurement process such as through insurance broker proposals or bids solicited by URA staff;
- i. Assist URA staff in reviewing broker proposals and/or bids;
- j. If self-insurance is proposed, provide terms and conditions, such as adequate reserves, etc.; and
- k. Meet with URA staff annually or as requested to review risks and coverages and recommend continuation or changes.

## **2.3 Scope of Potential Services for Commercial General Liability, Automobile Liability, D&O/POL Liability, and Fraud**

The URA oversees financing, construction, engineering, and development activities throughout the City of Pittsburgh. The URA owns or leases several vehicles and maintains an active ZipCar account, all of which are used regularly by a number of employees. A board of five directors appointed by the Mayor of the City of Pittsburgh oversee the URA's operations and control assets valued at several hundred millions of dollars.

The selected insurance advisor will be expected to:

- a. Review the URA's authorizing resolutions, by-laws and related documents establishing the Board of Directors and their duties;
- b. Review the URA's automobile usage policies, including those for owned and leased vehicles;
- c. Review the URA's annual financial statements;
- d. Review the URA's existing applicable insurance policies;

- e. Meet with URA staff to review the URA's operations to determine risks and appropriate levels of coverage;
- f. Propose insurance coverage types and specifications including amounts of coverages and deductibles, including advice regarding whether D&O/POL coverage is appropriate and efficient for the URA;
- g. Recommend procurement process such as through insurance broker proposals or bids solicited by URA staff;
- h. Assist URA staff in reviewing broker proposals and/or bids;
- i. If self-insurance is proposed, provide terms and conditions, such as adequate reserves, etc.; and
- j. Meet with URA staff annually or as requested to review risks and coverages and recommend continuation or changes.

#### **2.4 Scope of Potential Services for Workers' Compensation, Employee Practices, and Fiduciary Coverage**

The URA currently employs almost 90 people, the majority of whom are full-time employees, serving in a variety of capacities. The URA employees are professionals in the fields of finance, law, human resources, economic development, engineering, architecture, investing, lending, housing, public finance, etc. Many of the URA's employees work daily in the field, visiting clients, inspecting construction sites and demolition sites, etc. The URA offers retirement plans to its full-time employees, including a 457 deferred compensation plan and a 401(a) defined contribution plan.

The selected insurance advisor will be expected to:

- a. Review the URA's human resources policies and practices, retirement policies and plans, and retirement plan provider documents;
- b. Review the URA's existing applicable insurance policies;
- c. Meet with URA staff to review the URA's policies and plans and to determine risks and appropriate levels of coverage;
- d. Propose insurance coverage types and specifications including amounts of coverages and deductibles;
- e. Recommend procurement process such as through insurance broker proposals or bids solicited by URA staff;
- f. Assist URA staff in reviewing broker proposals and/or bids;
- g. If self-insurance is proposed, provide terms and conditions, such as adequate reserves, etc.; and
- h. Meet with URA staff annually or as requested to review risks and coverages and recommend continuation or changes.

## **2.5 Schedule**

Other than the above described service of reviewing broker proposals and/or bids, the selected Consultant will be expected to complete its work and present a written report(s) within sixty (60) days of Contract Award stated below.

## **Section 3. Organization and Required Submittals for Proposal**

### **3.1 Submission Requirements**

The respondent should submit one (1) electronic copy in a bookmarked PDF format and one (1) hard copy of the proposal package printed to double sides delivered by hand or Express Mail or other nationally-known overnight courier. All proposals must be received by the URA before or by noon on the due date listed on the first page of the RFQ. Proposals received after the deadline will not be accepted. **Postmarks are not sufficient.**

Submission should be delivered or mailed to the contact set forth in section 1.3.

### **3.2 Proposal Format and Evaluation Criteria**

1. Cover Letter containing at a minimum:
  - a. Company name and contact information
  - b. Understanding of the services and ability to proceed promptly and complete its work with sixty (60) days
2. General description of the firm or proposed consulting team
3. Statement of qualifications for services and brief discussion of other similar projects and work
4. List of references for relevant similar projects and work
5. Description of team for this project, including identification of a primary point of contact and other key personnel's experience and roles; The URA has adopted an overall project goal of 18 percent minority participation and 7 percent women's participation in its contract work. Please indicate the proposed level of MWBE participation.
6. List of job classifications and hourly rates for key personnel
7. Proposed approach to the RFQ's requested services
8. Proposed fee

## **Section 4. Process**

- Submitted proposals will be evaluated by a review committee comprised of URA staff.
- Finalists of the RFQ process may be asked to interview. Final consultant selection will be made by the URA Board. The URA reserves the right to reject any and all proposals.

|                                   |                         |
|-----------------------------------|-------------------------|
| <b>Proposal Evaluation Period</b> | Commences July 18, 2016 |
| <b>Consultant Interviews</b>      | TBD                     |
| <b>Contract Award Date</b>        | August 11, 2016         |

Mandatory Elements

- The respondent, including any and all team members, must have no conflict of interest with regard to any other work performed by the respondent for the URA or related entity.
- The respondent must adhere to the instructions contained in this RFQ in preparing the submitted proposal.

**LEGAL INFORMATION**

The URA shall have the right to verify the accuracy of all information submitted and to make such investigation as it deems necessary to determine the ability of a prospective Consultant(s) to perform the obligations in the response. The URA in its discretion reserves the right to reject any response when the available evidence or information does not satisfy the URA that the prospective Consultant(s) is qualified to carry out properly the obligations of the response; is a person or firm of good reputation or character for strict, complete and faithful performance of business obligations; or if the prospective Consultant(s) refuses to cooperate with and assist URA in the making of such investigation.

**SUPPLEMENTAL INFORMATION**

[URA's Website](#)

**Financial Statements and Required Supplementary Information 2015**