

REQUEST FOR PROFESSIONAL SERVICES

Request for Proposals (RFP)

**Insurance Brokerage Services
For the Port of Hueneme**
(Owned by the OXNARD HARBOR DISTRICT)

**RFP: POH-FY-18-002
February 15, 2018**

DUE DATE: MARCH 15, 2018, 3:00 p.m.

Note: Addenda will be emailed to all persons on record as having picked up this RFP. Please call 805-488-3677 to add your contact information to the list of bidders.

INSURANCE BROKERAGE SERVICES
For the Port of Hueneme
(Owned by the OXNARD HARBOR DISTRICT)

RFP: POH-FY18-002

The Port of Hueneme ("Port"), owned by the Oxnard Harbor District ("OHD"), is soliciting qualifications from interested firms to provide the Port with professional services in support of its insurance program.

The Port's goals and objectives in this RFP are guided by the need to:

- Obtain the services of an insurance broker licensed in the State of California to act as the District's Broker of Record and assist the District in all aspects of risk transfer.
- Obtain the best mix of insurance coverages, including but not limited to, general liability, public official's liability, business automobile, hull and machinery, and property at reasonable cost.

The type of contract for these professional services is a single award with a fixed flat fee for each year of the three-year contract period, April 15, 2018 through April 15, 2021.

SECTION 1. BACKGROUND

The Port of Hueneme ("Port") moves \$9 billion in goods each year and consistently ranks among the top ten U.S. ports for automobiles and fresh produce. Port operations support the community by bringing \$1.5 billion in economic activity and creating 13,633 trade-related jobs. Trade through the Port of Hueneme generates more than \$93 million in annual state and local taxes which funds vital community services. Neighbors to Naval Base Ventura County (NBVC), the Port plays a critical role in national defense, connecting the U.S., Mexico, and Canada to Asia, the Pacific Rim and European markets. The Port provides approximately 500-acres of private and public intermodal facilities including deep water berths, cargo lay down areas, warehousing and distribution centers. The Port's existing customers include those importing from or exporting to Costa Rica, Ecuador, Guatemala, Germany, Sweden, Japan and Korea.

The Port is the sole member of Ventura County Railway Company, LLC, which owns a 12-mile short line railroad that is operated by Rail America. Automobiles and other cargo move along the west-east rail corridor supporting trade routes through the Port.

The Port of Hueneme is owned by the Oxnard Harbor District ("OHD"), an independent special district that serves as a political subdivision of the State of California. The OHD owns and operates as Landlord for the commercial Port of Hueneme. The OHD was created in 1937 by Act of the Legislature of the State of California. The OHD's policies are set by a five-member Board of Harbor Commissioners elected at large from the District. The day-to-day business operations of the Harbor District are administered by the CEO & Port Director and professional staff.

The OHD is empowered to acquire, construct, own, operate, control or develop any and all harbor works or facilities necessary to the efficient undertaking of its mission. The OHD prepares and controls its own budget, administers and controls its fiscal activities, and is responsible for all Port oversight, maintenance, construction and Landlord operations. The OHD's political boundaries are comprised of the greater City of Oxnard area (population roughly 200,000) and the City of Port Hueneme (population roughly 22,000) and unincorporated areas within Ventura County. Each Harbor Commissioner is elected at-large by the citizens of the OHD for a four-year term. Their terms are staggered to maintain continuity.

The OHD receives no taxes for its operation and operates entirely on Port business-generated funds. In fact, in addition to paying fees for harbor development permits, the OHD pays significant amounts to the City of Port Hueneme through special agreements to provide for City services necessary to support Port activities and for mitigation of environmental effects on the City by reason of the Port being within the City. On an annual basis, the Port publishes a Comprehensive Annual Financial Report for the prior fiscal year and adopts a budget including a debt schedule and capital plan for the current fiscal year (July 1 through June 30).

SECTION 2. PROPOSAL SUBMISSION INFORMATION

PROPOSALS

All proposals are to be submitted no later than 3:00 PM on March 15, 2018 at the Port's Administrative offices located at 333 Ponomo St. Port Hueneme, CA 93041. Each proposal must be in a clearly marked, sealed envelope in accordance with all submission requirements set forth in this RFP.

The Port will consider only responsive proposals from responsible firms for a contract award. A responsive proposal is a proposal that complies with requirements as stated in this RFP. A responsible firm is one that demonstrably possesses the skill, ability, and integrity necessary to faithfully perform insurance brokerage services for the Port of Hueneme. The Port at its sole discretion will award the contract to the candidate submitting the most advantageous proposal(s), taking into consideration each proposal's relative merits.

The Port will determine the most advantageous proposal from a responsible and responsive candidate. The Port reserves the right to waive any irregularity, informality, or technicality in the proposals in its best interest.

A candidate may correct, modify, or withdraw a proposal by written notice received in the office designated herein for proposal submission prior to the time set for the opening of proposals. The Port may waive minor informalities or allow the candidate to correct them. If a mistake and the intended proposal are clearly evident on the face of the document, the Port shall correct the mistake to reflect the intended correct proposal and so notify the candidate in writing, and the candidate may not withdraw the proposal. The Port may permit a candidate to withdraw a proposal if a mistake is evident on the face of the document but the intended correct proposal is not similarly evident.

The Port reserves the right to cancel this Request for Proposals or to reject any proposal received, any time before a contract is approved by the Board of Harbor Commissioners of Port and executed by the Port and the firm making the proposal.

AWARD

The Port at its sole discretion will award to bidder(s) that are most responsive to the bid and have a proposal in the clear interest of the Port. The submission of a proposal by a firm does not result in a contract between the Port and the firm making the proposal. Whether the Port will enter into a contract with a firm submitting a proposal rests in the sole discretion of the Port. Any contract must be in writing and must be approved by the Board of Harbor Commissioners, and must be executed by the Port and the firm submitting the proposal with whom the Port chooses the contract.

CONTRACT

The type of contract for these professional insurance brokerage services is an individual Professional Services Agreement (“PSA”) with a fixed fee amount for each year of the three-year period, April 15, 2018 through April 15, 2021.

SECTION 3. SCOPE OF WORK

The work under this PSA may entail, but is not necessarily limited to, the following list of services:

- A.** Assist the OHD in identifying and analyzing its loss exposures on an ongoing basis.
- B.** Recommend types of insurance coverages, policy limits, policy terms, and program adjustments when appropriate.
- C.** Assist the OHD in completing and submitting insurer applications for all coverages.
- D.** Develop an insurance marketing strategy and place all required coverages.
- E.** Assure that insurance policies are placed with reputable and financially responsible insurers.
- F.** Verify the accuracy of all rates and premium charges.
- G.** Review insurance policies, binders, and endorsements to assure all wording is complete and accurate and promptly submit originals to the OHD.
- H.** Provide or obtain answers to insurance coverage questions.
- I.** Prepare insurance certificates and endorsements as required. Monitor changes on an ongoing basis in the financial ratings/status of carriers used in the OHD’s program and advise the OHD when changes occur that may negatively impact the program.
- J.** Assist with risk management questions as they arise.
- K.** Assist in the filing of claims with, and obtaining settlements from, insurers.
- L.** Obtain and maintain updated loss information from current and prior insurers.
- M.** Maintain accurate claims data and provide status reports as required by OHD.
- N.** At least 60 days prior to the renewal date of OHD policies, submit a written report discussing the anticipated issues concerning insurance terms and conditions, market conditions, trends and anticipated changes.
- O.** At the request of OHD, meet with District Staff to review the OHD’s insurance program and the Broker’s contract performance.
- P.** Provide other services customarily provided by insurance brokers.

SECTION 4. PROPOSAL SUBMISSION REQUIREMENTS

SUBMITTING INQUIRIES

All inquiries from prospective candidates concerning this RFP must be submitted in writing and addressed to Robin Campos (e-mail: rcampos@portofh.org). Questions may be delivered via postal mail, or e-mail. Inquiries must be received no later than March 15, 2018 at 3:00 PM. All responses to questions will be in writing, will be simultaneously distributed to all recipients of the RFP, and will be made available to all interested parties.

Submit questions by mail, or email:

Robin Campos – HR Management Specialist
Oxnard Harbor District
333 Ponomo Street
Port Hueneme, CA 93044-0608

Email: rcampos@portofh.org

SUBMITTING PROPOSALS

Proposal submissions must be made in accordance with this RFP. Please submit a proposal that includes all capabilities and cost of providing services.

The Port's intent is to retain a firm capable of providing services listed in the RFP. If a firm cannot provide all of the services listed, it does not disqualify the firm from the bid. Please submit pricing according to the firm's capabilities. A firm may submit a proposal as to all of the items listed under Section 3, Scope of Work, or for only a part of those items.

There are no minimum or maximum dollar limits for the value of this PSA.

Each proposer is expected to examine all instructions pertaining to this RFP contained herein. Failure to do so will be at the proposer's risk. Subsequently, the proposer cannot secure relief on the plea of error regarding the content of this RFP.

There shall be no subcontracting of the work designated in this PSA without the prior written consent of the Port.

Proposals must be delivered to the Port at the address below no later than 3:00 PM on March 15, 2018. Late proposals will not be accepted.

Submit proposals by mail or hand delivery to:

Robin Campos – HR Management Specialist
Oxnard Harbor District
333 Ponomo Street
Port Hueneme, CA 93041

The following information must appear on each envelope: [Bidders Name]:
"Proposal # POH-FY18-002"

Number of Copies:

- One (1) original plus three (3) copies

Envelopes marked “Proposal # POH-FY18-002” will be opened at 3:00 PM on March 15, 2018. The proposal contents will not be disclosed until the evaluation process is completed, or until the time for acceptance specified in the RFP, whichever occurs first. At the opening of proposals, the Port shall prepare a register of proposals for public inspection.

PROPOSAL CONTENT

The "Proposal # POH-FY18-002" must consist of the following documents:

1. Firm Information Form (Form Attached)

- 2. A Presentation of Scope of Work:** Interested Firms should prepare a written Proposal for Services based on the Scope of Work provided in Section 3 herein. Proposals should clearly demonstrate an understanding of the Scope of Services and should reflect the proposer's ability to perform the work requested. Include the following sections:

I. Introduction:

- a. Introduce the Firm, Team, or Joint Venture to include the relevant history, overall services and location of the Firm, Team, or Joint Venture.

II. Capabilities:

- a. Describe capabilities of the Firm to provide services and complete the Scope of Work.
- b. Provide a description of the types of services offered.
- c. Explain depth and breadth of services and resources.

III. Strategic Approach:

- a. Identify the Firm's proposed strategic approach to project implementation.
- b. Identify how the Firm communicates and presents work to clients.

IV. Project Management:

- a. Describe the ability of the Firm, Team, or Joint Venture to successfully and timely complete the work.
- b. Identify location of the Firm's resources.
- c. Identify capability of the Firm to manage contracted task orders.
- d. Explain ability to stay on task and on budget.

V. Creativity:

- a. Describe innovative technologies and/or special knowledge and capabilities of the Firm.
- b. Describe software usage capabilities of the Firm.

- 3. Statement of Intent** focusing on a description of the Firm and its organizational structure, size, capabilities, special qualifications, and key personnel promoted by the Firm as being particularly suited for undertaking and executing this project.

- 4. A Qualifying Projects List** from the Firm should be carefully selected from the most recent history and should demonstrate relevant experience. This list shall include relevant current

and completed projects within the past five (5) years. No more than 20 projects should be listed. This list should be submitted with the " POH-FY18-002: Proposal."

5. **A Client Reference List** with contact person names, addresses, telephone numbers, and a brief description of the Firms engagements within the last five (5) years. Each applicant Firm shall provide no less than three (3) references. (Reference Form Attached)
6. **Up to five (5) work examples** can be provided to demonstrate the proposer's expertise as relative to the RFP.
7. **A Detailed List of Hourly Rates** for professional services, and **All Other Anticipated Costs** required in the performance of this RFP with any fixed associated costs signed by an individual authorized to bind the proposing Firm contractually. The fees listed must be valid for three (3) years, commencing on the date of award of the RFP. A fee escalation is not allowed as part of the price proposal.

Reimbursable Expense Information:

The Awarding Authority shall not be responsible for travel related expenses, long distance communications or other postage, handling, binding, and delivery fees not associated with a signed work order. The Port does not reimburse for proposal preparation or associated costs.

RFP POLICIES AND PROCEDURES

1. Anyone who intends to submit a proposal must notify the Port directly by mail, phone or e-mail. Contact Robin Campos at the Port of Hueneme Office:

Robin Campos – HR Management Specialist
Oxnard Harbor District
333 Ponomo Street
Port Hueneme, CA 93044
Phone: (805) 488-3677
Email: rcampos@portofh.org

The Port is responsible for maintaining a control list of all potential proposers.

2. The Port reserves the right to amend this RFP. The Port reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive formalities, if such action is deemed to be in the best interest of the Port. The Port reserves the right to request additional information from any proposer. The Port reserves the right to award negotiated contracts to one or more persons submitting a proposal.
3. This RFP is not intended and shall not be construed to commit the Port to pay any costs incurred in connection with any proposal or to procure or contract for any services.
4. The decision to enter into a contract with any firm submitting a Proposal shall rest with the sole discretion of the Port and shall be based on the proposer's ability to provide quality services and to comply with all applicable laws, rules, and regulations. **Any person submitting a proposal must have a representative available to physically**

meet at the Port of Hueneme, CA within a week's notice should a meeting be required between the firm and the Port. Transportation costs will not be covered by the Port.

5. Each proposal will be examined to determine whether it is responsive to the requirements and requested professional services contained in this RFP.
6. While the Port is under no obligation to contact companies for clarifications, it reserves the right to do so. Depending on the number and quality of the proposals submitted, the Port, at its sole discretion, may elect to interview all or some of the firms during the selection process and to request presentations, including demonstrations of products and services.

ATTACHMENTS

- **Ownership Information Form**
- **Reference Form**

OWNERSHIP INFORMATION FORM

PLEASE FURNISH FOLLOWING INFORMATION REGARDING BIDDER:

(1) If a Proprietorship:

Name of Owner _____
Business Address _____
Zip Code _____ Telephone No. _____
Home Address _____
Zip Code _____ Telephone No. _____

(2) If a Partnership, Full names and addresses of all partners:

Name _____
Address _____
Zip Code _____ Telephone No. _____
Name _____
Address _____
Zip Code _____ Telephone No. _____
Business Address _____ Zip Code _____
Tel. No. _____

(3) If a Corporation:

Full Legal Name _____
State of Incorporation _____ Qualified in California? Yes _____ No _____
Names of Shareholders _____
Names of Officers _____
Principal Place of Business

Street / P.O. Box

City/Town State Zip
Telephone No. _____
Place of Business

Street / P.O.Box

City/Town State/Zip
Telephone No. _____

(4) If a Limited Liability Company:

Full Legal Name _____
State of Organization _____
Names of Managers _____
Principal Place of Business

Street / P.O. Box

City/Town State Zip
Telephone No. _____

REFERENCES FORM

Customer References:

1. Name:
Phone
Address:

Business Relationship:

2. Name:
Phone
Address:

Business Relationship:

3. Name:
Phone
Address:

Business Relationship: