



JORDAN VALLEY WATER
CONSERVANCY DISTRICT

REQUEST FOR PROPOSALS For Insurance Brokerage Services

Issued: November 26, 2018
Due Date: December 21, 2018



JORDAN VALLEY WATER CONSERVANCY DISTRICT
8215 South 1300 West
West Jordan, Utah 84088
(801) 565-4300
www.jvwcd.org

**REQUEST FOR PROPOSALS (RFP)
TO PROVIDE INSURANCE BROKERAGE SERVICES FOR THE
JORDAN VALLEY WATER CONSERVANCY DISTRICT**

I. RFP CONTACT

Inquiries regarding this RFP should be directed, in writing to:

Brian McCleary
Controller
Jordan Valley Water Conservancy District
8215 South 1300 West
West Jordan, Utah 84088
(801) 565-4300
Email: brianm@jvwcd.org

II. BACKGROUND INFORMATION

The Jordan Valley Water Conservancy District, a Utah political subdivision, (the District) was organized on September 14, 1951 under the Utah Water Conservancy Act. The District encompasses an area of approximately 175 square miles in the western and southern regions of the Salt Lake Valley and the northern tip of Utah County, in the State of Utah. The District is not a component unit of any other governmental entity.

The District is primarily a wholesale provider of water to various customer agencies that include cities, water companies and improvement districts that directly serve approximately 680,000 persons and indirectly serve approximately another 320,000 persons. Approximately 85% of the water delivered by the District is sold to its wholesale member agencies. The District also supplies water on a retail basis to over 35,000 persons, primarily in unincorporated areas of Salt Lake County, and additionally provides irrigation water to the agricultural community. The main role of the District is to develop and purchase water where it is available and treat and transport it to where it is needed to ensure that an adequate water supply is available for its service area. The District plays an important role in water resource planning, conservation, development and management within the Salt Lake County area.

Total assets for the District were \$612 million as of June 30, 2018, which included \$498 million in capital assets. The District had \$303 million of outstanding debt comprised of fifteen issues of revenue and revenue refunding bonds. Total operating revenue was \$54 million and general property taxes received were \$20 million for the fiscal year ended June 30, 2018. For the same fiscal year, the District delivered 96,700 acre feet of water to its member agencies and retail customers, and another 29,200 acre feet of irrigation water.

III. SUMMARY OF THE DISTRICT'S WATER SYSTEM

The System operated by the District is an integrated water utility system that collects surface water and groundwater from various sources, transports water to treatment facilities, and then transports treated water to wholesale member agencies and also distributes treated water to retail customers. Additionally, the facilities of the System are used to deliver irrigation water to various agricultural users in exchange for higher-quality water deliveries to the District.

The District owns and operates three water treatment facilities, with a total treatment capacity of 207 million gallons per day. There are 29 treated water storage reservoirs, with approximately 190 million gallons of capacity and over 344 miles of pipe in place. Fourteen booster pump stations, with capacities ranging from 4 to 49 cubic feet per second, lift and transport finished water to desired elevations.

The District derives its water supply from various property rights in groundwater sources (32 wells) and surface water sources, as well as contractual rights to other water storage projects.

IV. DISTRICT STAFF, LOCATIONS AND FLEET

The District employs approximately 145 employees in Administration, Operations and Maintenance. They work from three locations; the Administration site in West Jordan (which comprises the Administration Building, Education Center, Distribution Building, Vehicle Storage, Vehicle Maintenance and the Southwest Jordan Valley Water Treatment Plant), the Jordan Valley Water Treatment Plant in Herriman and the Southeast Regional Water Treatment Plant in Sandy. The estimated value of the District's facilities is approximately \$1,176 million with an additional \$21 million in business personal property.

In order to maintain, repair and replace existing equipment, facilities and infrastructure, the District operates a fleet of approximately 66 vehicles, trucks of various sizes, tractors and trailers.

V. PURPOSE OF RFP

The purpose of this RFP is to enter into a contract with a qualified company to broker insurance coverage for the District pertaining to commercial general liability, public officials and employees liability, business auto liability, property coverage, earthquake and flood, fiduciary insurance, crime and director's & officer's liability and workers compensation. The current policies are based on a fiscal year which expires on June 30th. The contract may be for a period of up to five years.

This RFP is designed to provide basic information sufficient to solicit proposals from qualified companies, but (except to the extent expressly provided otherwise) is not intended to limit a proposal's content or exclude any relevant, important, or essential information.

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VI. TIMELINE

The following timeline will be followed with respect to this RFP:

1. RFP Opening Date: November 26, 2018
2. RFP Response Submission Deadline: December 21, 2018, at 5:00 p.m. (MST)
3. Evaluation Committee review period: January 7-11, 2019
4. Anticipated Award of Contract: February 13, 2019, District Board Meeting agenda item; meeting will begin at 3:00 p.m. (MST)

VII. CONTENTS OF PROPOSAL

The District requires all proposals for Insurance Broker Services to be submitted in two separate documents. The first document will include responder information and qualification as outlined in items #2 and #3 below, and must be limited to eight pages in length. The second document will be the Cost Proposal, item #4 below, and must be limited to two pages.

Please submit your proposal following the guidelines listed below.

1. SUBMISSION TIME, PLACE, AND MANNER

a. Proposals:

An electronic copy (in PDF format) must be received by the RFP contact, Brian McCleary, on or before December 21, 2018, at 5:00 p.m. (MST). The electronic copy may be provided by email to brianm@jvwcd.org, or a printed version may be mailed to the following address:

Attention: Brian McCleary
Jordan Valley Water Conservancy District
8215 South 1300 West
West Jordan, Utah 84088

b. Cost proposal:

An electronic copy (in PDF format) must be received by our legal assistant, Jessica Richards, on or before December 21, 2018, at 5:00 pm (MST). The electronic copy may be provided by email to jessicar@jvwcd.org, or a printed version may be mailed the following address:

Attention: Jessica Richards
Jordan Valley Water Conservancy District
8215 South 1300 West
West Jordan, Utah 84088

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c. Late Submission of Proposals:

Proposals received after December 21, 2018, at 5:00 p.m. (MST) will not be considered.

2. RESPONDER INFORMATION

The first page of the proposal shall include the following information:

- a. Title: "RFP for Insurance Brokerage services to Jordan Valley Water Conservancy District"
- b. Responder Summary Information:
 - Company name:
 - RFP Contact Person:
 - Address:
 - Telephone:
 - Email:

3. RESPONSE CRITERIA

The second portion of the proposal shall include the following:

- a. A complete narrative of the responder's assessment of the work to be performed, ability and resources necessary to fulfill the requirements and narrative to demonstrate the responder's understanding of the water industry. Please list any relevant experience with or ability to perform the following:
 - i. Work performed for water conservancy districts, other special service districts or governmental agencies
 - ii. Experience dealing with clients that have exposure to the risk of underground infrastructures and your understanding of those risks
 - iii. Experience working with clients that have risk of flooding 3rd parties
 - iv. Ability to assist clients in determining appropriate level of property insurance coverage and earthquake coverage on special use facilities such as water treatment plants
 - v. Ability to negotiate with various insurance carriers in order to keep rates within acceptable ranges for the industry
- b. Provide a description of the company, including a short history, the number of staff members it currently employs, and the number of years it has been in business.
- c. A description of the qualifications, experience, education, training, and knowledge of each individual that the responder will designate to provide insurance services described in this RFP, specifying the individual who will be the lead person for the

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responder.

- d. A list of references (including a contact person and that person’s contact information and title) of persons or entities for which the responder has provided insurance brokerage services who can render an opinion regarding the ability of the responder to provide those services.

4. COST PROPOSAL (SEPARATE DOCUMENT)

In a separate document entitled “Cost Proposal”, responder shall include all information on cost for insurance brokerage services and any related items for which the responder may charge. A proposal may be rejected as nonresponsive if any cost information is included in any portion of the proposal response other than in the “Cost Proposal” document. Please include the following:

- a. Cost of proposed insurance brokerage services, whether they are fee based or commission based, and how they are determined. Attachment 1 is a schedule of existing insurance coverage. Use this schedule if necessary to determine your cost proposal.
- b. A list of any other anticipated costs that will require reimbursement, either on an actual cost basis, or any other basis, if any.
- c. Any other information relevant to cost.

VIII. EVALUATION AND CONTRACT

1. EVALUATION CRITERIA

An evaluation and selection committee will meet to consider all responsive proposals submitted and rank them based on the criteria below. Evaluation criteria are assigned a maximum number of points, with a cumulative total of 100 points. The proposals will first be evaluated and ranked based on the criteria 1-4. The Cost proposals will then be scored according to criteria 5 and added to the responder score.

	Criteria	Score (0 – 5) *	Weight	Maximum Points
1	Demonstrated ability of responder to provide insurance brokerage services and satisfy the requirements of the RFP.	5	x 4	20
2	Clearly written proposal which indicates an understanding of the key issues and the responder’s ability to meet the demands of insurance brokerage services, as they arise.	5	x 4	20

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3	Qualification and expertise of responder’s key staff, including support staff that will provide, or assist in providing, insurance brokerage services. This includes company resources.	5	x 4	20
4	Demonstrated experience of the responder and positive references indicating successful past performance with similar water conservancy districts or other similar local or special service districts.	5	x 5	25
5	Cost – based on formula (see phase 4 below).	5	x 3	15
Total Maximum Score Available				100

* Score (0-unacceptable, 5-superior)

2. EVALUATION PROCESS

a. Phase 1:

The evaluation committee will review all proposals that are timely received. Proposals that do not comply with the requirements of this RFP and the required submission format will be eliminated from consideration.

b. Phase 2:

Proposals that are not eliminated in Phase 1 will be evaluated in accordance with the criteria 1 – 4 listed above.

Proposals that achieve a total technical score of 65 points or more will move on to Phase 3.

c. Phase 3:

If needed, discussions may be conducted with responders in person or by telephone. The scores awarded under Phase 2 could be adjusted based on the discussions.

d. Phase 4:

After the adjustments described in Phase 3 are made, if any, each proposal will receive a score for “Cost” of up to 15 points, as follows:

The Cost Proposals will be received by a person not on the evaluation committee, open them and convert them to a score. The proposal with the lowest price will receive the maximum points available. All other proposals will receive points determined by the ratio of the lowest proposal’s price to its proposal’s price. The ratio is calculated as follows: the maximum points available for the cost category, multiplied by (lowest proposed price divided by its proposal price).

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3. UTAH PROCUREMENT CODE

All proposals will be evaluated in accordance with the requirements of the Utah Procurement Code.

4. CONTRACT

- a. A contract will be awarded (pending successful contract negotiations) to the responder whose proposal is the most advantageous to the District, taking into consideration price and other evaluation factors described in this RFP.
- b. In accordance with Utah Procurement Code, the District reserves the right to award the contract to a technically qualified lower-cost responder that scored lower than the highest scoring responder if, based on a cost benefit analysis required by the Utah Procurement Code, the highest scoring responder will not provide the best value offered to the District.

IX. QUESTIONS

Any questions and/or requests for clarification should be submitted by email to brianm@jvwcd.org. Responses to substantive questions, and responses to requests for clarification, will be provided in the form of an addendum to this RFP.

X. ADDENDA

1. All addenda to this RFP (including answers to questions provided by addendum) will be posted on the District's website at:
<https://jvwcd.org/public>
2. Addenda and notifications of addenda are not required to be provided in any other manner. All responders, potential responders, and other interested persons are required to check the website on a regular basis in order to receive notice of, or a copy of, any addendum.
3. The District may attempt to, but is not required to, provide email notification of an addendum to any person who sends a request to receive notification to:
brianm@jvwcd.org

XI. PROTECTED INFORMATION

Protection or disclosure of information submitted in response to this RFP is governed by Title 63G, Chapter 2, Government Records Access and Management Act. A responder who desires to request protected status of any information submitted in the response must specifically identify the information

that the responder desires to protect and the reasons that the information should be afforded protection status under the law. In making this request, the responder shall comply with the requirements of Utah Code Section 63G-2-305, Utah Code Section 63G-2-309, and all other applicable requirements of law. The District's decision regarding the protected status of information shall be final and binding on the responder. Each responder will indemnify, defend, and hold forever harmless the District from any and all liability relating to the disclosure of information included in the responder's response to this RFP, even if the responder requested protected or other confidential status for the information. Attempts to designate an entire proposal, or large portions of a proposal, as protected will not be honored. Attempts to protect information relating to cost will also not be honored.

XII. MODIFICATIONS TO, OR WITHDRAWAL OF, RESPONSE

A responder may modify or withdraw the responder's proposal, at any time before the closing date and time for submitting a proposal, by providing a written modification or a written statement withdrawing the proposal to the RFP contact. Modifications or letters of withdrawal received by the RFP contact after the closing date and time for submitting a proposal will be rejected as invalid.

XIII. COST OF RESPONDING TO RFP AND CONTRACT NEGOTIATIONS

1. All expenses relating to responding to this RFP, including, but not limited to, preparing, submitting, and presenting a proposal, attending meetings in relation to this RFP, discussions, and all travel, dining, lodging, and communication expenses will be borne by the responder. The District assumes no liability for any costs incurred by a responder in responding to this RFP.
2. All expenses of the successful responder relating to conducting contract negotiations, including, but limited to, drafting, research, legal review, preparation, attending meetings, site visits, travel, dining, lodging, and communication expenses will be borne by the responder. The District assumes no liability for any costs incurred by a responder relating to contract negotiations.
3. Responder will not bill for any expense that was incurred prior to the time that the contract is signed by all parties.

XIV. ASSIGNMENT

The successful responder shall not assign or subcontract any portion of its or their obligations under a contract without the prior written consent of the District. Assignment or subcontracting shall in no way relieve a responder of any of its obligations under a contract.

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ATTACHMENT I

**JORDAN VALLEY WATER CONSERVANCY DISTRICT
Schedule of Insurance Coverage in Force as of
June 30, 2018**

<u>Description</u>	<u>Coverage</u>
Commercial General Liability: (expires July 1, 2019)	\$1,000,000 each occurrence \$3,000,000 aggregate limit with \$100,000 self-insured retention
Public Officials and Employees Liability: (expires July 1, 2019)	\$1,000,000 each occurrence \$3,000,000 aggregate limit with \$100,000 self-insured retention
Business Auto Liability: (expires July 1, 2019)	\$1,000,000 limit per accident with \$100,000 self-insured retention
Excess Liability: (expires July 1, 2019)	\$10,000,000 each occurrence \$10,000,000 aggregate limit
Excess Liability 2 nd Layer: (expires July 1, 2019)	\$15,000,000 each occurrence \$15,000,000 aggregate limit
Combined Property Coverage: (expires July 1, 2019)	\$500,000,000 limit with \$100,000 deductible
Earthquake and Flood: (expires July 1, 2019)	\$115,000,000 limit for earthquake and \$10,000,000 limit for flood with \$100,000 deductible \$20,000 earthquake for scheduled pipelines/aqueducts
Fiduciary Insurance: (expires July 1, 2019)	\$3,000,000 limit with \$0 deductible
Crime and Director's & Officer's Liability: (expires July 1, 2019)	\$2,000,000 limit with \$25,000 deductible
Workers Compensation Insurance: (expires July 1, 2019)	\$1,000,000 each accident \$1,000,000 each employee \$1,000,000 policy limit
Cyber Liability: (expires July 1, 2019)	\$2,000,000 network and information systems \$2,000,000 communication and media \$25,000 deductible