



Commissioners

Suzie Weirick, President  
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117 S. Second Street  
Goshen, Indiana 46526  
(574) 534-3541  
[ccommissioners@elkhartcounty.com](mailto:ccommissioners@elkhartcounty.com)

February 22, 2021

## REQUEST FOR PROPOSALS

Request for Qualifications (RFQ) for Courthouse Project OCIP/Builder's Risk

Due Date: March 15, 2021 at 9:00 a.m. EST

Contact: Jeff Taylor

County Administrator

574-534-3541

[tjtaylor@elkhartcounty.com](mailto:tjtaylor@elkhartcounty.com)

### Description

Elkhart County Indiana Government, through the Board of County Commissioners, is undergoing a broker selection process for a possible OCIP for an approximate \$65 million Courthouse Project to begin approximately in the Summer of 2021. The purpose of this request is to solicit proposals from interested agents and brokers with demonstrated experience in providing OCIP Coverage and Supporting Services to similar sized OCIP Projects related to governmental entities. It is the County's intent to solicit proposals to be received by 3/15/21.

Interested Agents/Brokers that have an expertise and experience in placing OCIPs for similar sized Counties/Cities is a requirement and demonstrated with at least 5 references of similar sized projects.

## **Scope of Services Required**

- Recommend appropriate insurance coverage and retention levels
- Include and describe loss/safety consulting services provided
- Provide education and training on developments in risk transfer and emerging trends in government risk management as it relates to OCIPs
- Claims consulting/management services
- Cost Benefit Analysis
- Work in partnership with Insurance Consultant, Elkhart County Legal Counsel, Elkhart County Engineering Dept., Elkhart County Administration, Elkhart County Commissioners
- Obtain Quotes and Bind OCIP as appropriate

## **Community Profile**

Elkhart County Government provides the required statutory governmental services to a population of approximately 200,000 residents. There are approximately 1000 part-time and full-time employees of County Government assigned in various locations throughout the County.

## **Submittal Requirements**

- Firms must be licensed to conduct business in the State of Indiana. Please provide a copy of your resident or non-resident license with your proposal
- Professional Errors & Omissions Coverage of \$5 million per occurrence required. Please include a certificate with proposal
- RFQ Questions/Responses Addendum A

## **Contact Information**

All questions may be directed to Jeff Taylor, County Administrator. Inspection requests may be assigned upon receipt of interest.

Jeff Taylor, [tjtaylor@elkhartcounty.com](mailto:tjtaylor@elkhartcounty.com), 574-534-3541.

Any request for interpretations shall be submitted in writing. No oral interpretations will be offered. Any interpretation will be added as an addendum to the Request for Proposal and disbursed to all interested agents/brokers who have made their intention to provide a proposal known.

**\*\*NOTICE\*\*** Firms intending to submit a proposal must send an email contact in order for the County to contact you with addendum information. Addendums will be posted on the web site and provided via email to prospective firms who have provided contact information.

## **Selection Process**

- Proposals will be due by 3/15/2021 at 9:00 a.m. with Finalist Presentation of 2 Agent/Brokers during the week of 4/5/2021.
- Final Awarding by 4/16/2021 at 5 p.m.
- Elkhart County, IN Government is not responsible for any costs related to the submission of this proposals by Agents/Brokers

**All proposals must be submitted to Elkhart County Government, 117 N. 2<sup>nd</sup> Street, Goshen, IN 46526. After each proposal has been submitted, proposals will be evaluated and determined conformity to the requirements described in this RFQ. Companies may be requested to supply additional information if needed. Selection of an insurance provider will be based upon price, ability to service Elkhart County Government, and acceptance of the terms and conditions included in the proposed agreement. At no time should competing entities reach out to the Elkhart County Commissioners.**

**Elkhart County reserves the right to reject any and all proposals and the right in its sole discretion to accept the proposal it considers most favorable to Elkhart County's interests. Elkhart County reserves the right to select all insurance policies/coverages collectively or individually by policy/coverage. Elkhart County further reserves the right to reject all proposals and seek new proposals when such procedure is deemed reasonable and in the best interest of the County.**

**Proposals will be reviewed internally with a recommendation to Elkhart County Commissioners. Subsequent presentations by the two finalists may take place to finalize the awarding of the contract or no presentation may be required to make the final determination.**

**\*\*NOTE\*\* Please submit proposed agency/brokerage and service agreements with the proposals**

# Addendum A

## Elkhart County – RFP for Owner-Controlled Insurance Program (OCIP) - \$65M Estimated Construction Value

Elkhart County is seeking insurance brokerage representation for a General Liability only OCIP on an upcoming \$65M construction project. Our selection will be based on your experience, qualifications, team members, and expertise, both in the insurance and construction sectors. We are looking forward to learning more about your organization and how you would be an asset to Elkhart County.

### QUESTION 1

Describe your firm's experience and performance in placing and management of Controlled Insurance Programs for similar sized or larger construction projects, \$50 million+. Please provide a narrative description of at least 5 programs demonstrating capability and qualifications. For each program, please provide the name of the program, the owner, the location, and construction value along with references/contact information.

### QUESTION 2

What services, other than placement of insurance policies, will be made available to Elkhart County and the OCIP program participants (i.e. claims management, safety consulting, contract review, etc.).

### QUESTION 3

Identify team members and experience as well as a profile of the client base handled by the proposed service team.

### QUESTION 4

Describe how your firm manages the administration of CIPs and identify any 3<sup>rd</sup> party vendors. If a 3<sup>rd</sup> party vendor is going to be used, please provide a narrative description of at least 5 programs demonstrating capability and qualifications plus references/contact information.

### QUESTION 5

Please provide a summary of what technology/platforms your firm uses in management of CIPs and examples of how that has made the programs you manage more successful.

Thank you,  
Elkhart County