

**ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)**  
**REQUEST FOR QUALIFICATIONS**  
**for**  
**PROFESSIONAL SERVICES**  
**INSURANCE BROKER SERVICES**  
**September 7, 2022**

**1.0 INTRODUCTION**

The Allegheny County Sanitary Authority (“the Authority”) is soliciting Letters of Interest and Statements of Qualification (collectively, “Submittals”) from firms interested in qualifying to provide Professional Insurance Brokerage Services.

This document is intended to assist firms in preparing their Submittals for this project. All Submittals that fail to conform to requirements set forth herein will not be considered by the Authority.

**Who and Where We Serve**

ALCOSAN maintains approximately 90 miles of interceptor sewers that convey wastewater from municipal sewer systems to ALCOSAN’s 59-acre treatment plant on Pittsburgh’s North Side. The service area extends over 310 square miles and provides wastewater treatment to 83 municipalities, including the city of Pittsburgh. Nearly 900,000 people rely on these services within those municipalities. Please view ALCOSAN’s website for more details and service maps at [www.alcosan.org](http://www.alcosan.org)

**COMMUNICATIONS REGARDING THE REQUEST FOR QUALIFICATIONS**

Questions and requests for clarification regarding this Request for Qualifications (“RFQ”) must be directed, in writing via email, to:

Suzanne Thomas  
Procurement Officer  
Allegheny County Sanitary Authority  
Email: [Suzanne.thomas@alcosan.org](mailto:Suzanne.thomas@alcosan.org)

Please do not contact other ALCOSAN employees or ALCOSAN’s insurance consultant, Assured Partners, regarding this procurement. Responses to all general questions and requests for clarification will be posted on ALCOSAN’s website. The Authority will provide, in writing, any clarifications, changes and/or other information deemed to be necessary as addenda to this RFQ. The Authority cannot guarantee responses to any questions received seven (7) days prior to submittal.

## 2.0 OBJECTIVE

The Authority proposes to retain a highly qualified firm to provide the services described herein. Firms and team members with significant experience will be given prime consideration for this project. Those firms that participate in this Request for Qualification (RFQ) process will be referred to as “Proposers.” “Proposer” and its Subconsultants shall be referred to collectively as the “Team.” The successful team shall be referred to as the Consultant.

## 3.0 SCOPE OF SERVICES

Project Name: Insurance Brokerage Services  
Existing Location: 3300 Preble Avenue, Pittsburgh, PA 15233  
Schedule: Thirty-six (36) months from Notice-to-Proceed

The Authority’s insurance program undergoes a major renewal every three years. Brokers would provide to the Authority and its insurance consultant, Assured Partners, a list of insurance companies and/or Wholesalers best positioned for this renewal. This information would be evaluated, and insurance brokers will be selected to provide the Authority a comprehensive insurance program specifically tailored to its needs. The Authority would then evaluate the proposed programs and customize a cost effective and efficient plan. It is anticipated this procurement will be presented to the board for approval at the April Board meeting. Brokers may wish to respond to all or part of the insurance program as they wish. If two brokers request the same market, it will be ALCOSAN’s decision to assign insurance markets. The majority of the Authority’s insurances run mid-May to mid-May of the following year.

The Authority’s current coverages includes:

- Property/Inland Marine Coverage
- Boiler
- Excess Flood
- Hull and P&I
- Crime
- General Liability
- Automobile
- Umbrella
- Public Officials Liability
- Security Professional Liability
- Workers Compensation
- Engineers Professional Errors and Omission
- Pollution Liability
- Active Assailant Coverage

The Authority’s employee benefit insurance (health and dental, life, disability, etc.) is not included in this program.

The following is an outline of the anticipated project schedule based on the information available at this time. The project schedule is subject to change. The official schedule will be included in the contract for professional services.

Task	Date
Response deadline from interested Insurance Brokers	October 27, 2022
ALCOSAN evaluation of submittals with possible follow up questions and meeting request	October 27, 2022 to December 1, 2022
RFP for shortlisted Insurance Broker notification to proceed – inclusive of insurance market assignments	December 4, 2022
Preliminary quote deadline from Selected Broker and assigned carriers	March 1, 2023
Final quote deadline from Selected Brokers and assigned carriers	March 20, 2023
Insurance Placement Award	April 20, 2023
Effective date of placements	May 16, 2023

Please note the period of performance shall be thirty-six (36) months from Notice-to-Proceed; however, the contract may be modified to accommodate the Clean Water Plan schedule.

#### 4.0 EVALUATION OF QUALIFICATIONS SUBMITTALS/SELECTION PROCESS

The Consultant will be selected based upon the following process:

**Shortlist:** Once the deadline for the RFQ has lapsed, the Authority’s Procurement Project Team shall review, discuss, and independently rank all Submittals. The Procurement Project Team will evaluate Submittals based upon the following criteria:

- Firm’s history and resource capability to perform required services
- Evaluation of assigned personnel
- Related experience
- Ability to meet schedule and project budget
- Local office within Allegheny County
- Ability to relate to project requirements
- MBE/WBE/SDV Participation

**Please note, the Authority’s insurance consultant, Assured Partners, will be participating in the evaluation process.**

Based upon the evaluations of the Submittals, the Procurement Committee will develop a shortlist of firms which will be presented to the Authority’s Professional Services Committee for approval. Only information provided in this Submittal regarding this RFQ will count toward the firm’s score.

**Request for Proposals:** Shortlisted firms will be emailed a Request for Proposal (“RFP”). The Project Procurement Team will evaluate Proposer’s proposals. All proposals will be individually evaluated utilizing criteria clearly set forth in the RFP.

## **5.0 QUALIFICATIONS SUBMITTALS**

Five (5) hard copies of Submittals and one (1) electronic copy are required. Submittals sent via email will NOT be accepted. Submittals must be received by the Authority’s Contracts Department (Administration Annex - Room 106) no later than 2:00 p.m. on October 27, 2022. Please allow time to be processed by security. If the documents are sent via courier, it is Consultant’s responsibility to ensure the documents have arrived on time.

Submittals should be addressed as follows:

**STATEMENT OF QUALIFICATIONS FOR  
Insurance Broker Services**  
Allegheny County Sanitary Authority  
Office of Procurement  
3300 Preble Avenue  
Admin Annex, Room 106  
Pittsburgh, PA 15233  
Attention: Suzanne Thomas, Procurement Officer

Late and/or noncompliant Submittals will not be accepted for any reason. Submittals that do not include requested information and/or do not follow the requested format will be considered non-responsive. Non-responsive Submittals will not be evaluated. To enable ALCOSAN to efficiently evaluate the Submittals, Proposers must strictly follow the required format in preparing their Submittals.

Each hard copy of the Submittals shall be bound using GBC or other semi-permanent binding to ensure that pages are not lost. Pages shall be no larger than standard letter size 8 ½” x 11” or folded to that dimension. Each section (as set forth below) shall be separated by a tabbed divider. Elaborate covers, binding, dividers, and the like are not required. Proposers are encouraged to submit on double-sided paper. Electronic copies shall be submitted as a PDF document or other appropriate electronic document format on a Flash Drive. E-mails will not be accepted.

Each Submittal shall be organized in the following order:

- A. Letter of Commitment** Provide a cover letter and company profile introducing the firm. This letter shall commit the firm to the terms of this RFQ and shall be signed by a person authorized to bind the company.
- B. Outside Cover and/or First Page:** Shall contain the name of the RFQ, the name of the Proposer, a point-of-contact, contact information (telephone and email) and the submittal date.

**C. Table of Contents**

**D. Team's References (Tabbed Section 1):**

Please provide names, addresses, telephone numbers and individual contacts of at least three current accounts of similar size and complexity handled by the servicing office. Please include current municipal/governmental clients if applicable.

**E. Team's Experience (Tabbed Section 2):**

The Proposer shall attach an 11x17 Organizational Chart (Part I, Section D) of the proposed Team, not to exceed one (1) page, folded to accommodate an 8 ½ x 11 formatted booklet.

The Proposer may provide no more than ten (10) resumes of key personnel for Part I, Section E, with each resume not exceeding two (2) pages. One side of each page is considered one page. The resumes should be experience based and not a chronological listing of employment.

Describe any other facets of your organization and your firm's experience that are relevant to this proposal, that have not been previously described and that warrant consideration.

**F. Commitment to MBE/WBE/SDV Participation Goals (Tabbed Section 3):**

ALCOSAN encourages businesses owned and operated by minorities, disadvantaged, women, and service-disabled veteran business enterprises to submit Submittals or to participate as subconsultants or suppliers. The Proposer shall be required to utilize minority, disadvantaged, women (M/WBE) and service-disabled veteran business enterprises (SDV) to the fullest extent possible. The MBE/WBE participation goals are 10-25% of the total value of the Consultant's proposed services. The SDV participation goals are 3% of this same total value. A copy of ALCOSAN's Supplier Diversity Business Policy Statement is available on the ALCOSAN website.

MBE/WBE/SDV firms shall present their certification on this submittal. ALCOSAN does not accept self-certification, including a certification from another agency that accepts self-certification. All SDV firms must be certified by the Veterans Administration (VA) as a service-disabled veteran-owned small business.

At this stage of submitting qualifications, ALCOSAN is looking for more than a general commitment to the goals of the policy. ALCOSAN understands that the ability to use subconsultants will vary and depend greatly on the size and type of project. The Proposer shall describe its commitment to the policy, highlighting MBE/WBE/SDV participation

rates on the Proposer's past projects. The Proposer should identify potential team members, if any, proposed under this project and integrate the firms into the project.

Failure to provide a clear MBE/WBE/SDV team structure where the team members are integrated into the program will impact a submittal's evaluation.

- G. Right to Know (Tabbed Section 4):** ALCOSAN is a municipal authority and is therefore subject to requests through the Pennsylvania Right-To-Know Law (RTKL). Submittals may become part of a RTKL request during and after the subsequent contract. **All Proposers shall clearly identify only that portion of the submittal which is considered company proprietary information and, therefore, exempt under the RTKL.** A legend at the beginning of the proposal and/or on every page will not be considered sufficient. If there is no information contained in the submittal that may be exempt from the RTKL, Proposers shall make a statement to that fact in the Submittal.
- H. Conflict of Interest (Tabbed Section 5):** Prior to submitting, Proposers and their team members should review current and past projects which may pose a potential or real conflict of interest. If there is a potential and the Proposer would still like to submit, the Proposer shall identify the issue and mitigation efforts. Having different employees from the same company work on conflicting projects is not considered an appropriate mitigation factor as the conflict is with the company and not the individuals.

# REQUEST FOR QUALIFICATIONS

## ALLEGHENY COUNTY SANITARY AUTHORITY PUBLIC NOTICE

The Allegheny County Sanitary Authority (ALCOSAN) is accepting Letters of Interest and Statements of Qualifications from Professional Companies who wish to be considered for the following:

### INSURANCE BROKER SERVICES

Five (5) hard copies of Submittals and one electronic copy (on a USB) are required. Submittals must be received no later than 2:00 PM on **October 27, 2022**, at the ALCOSAN Procurement Department office.

Allegheny County Sanitary Authority  
3300 Preble Avenue  
Pittsburgh, PA 15233  
Attention: Suzanne Thomas, Procurement Officer

All questions shall be submitted, in writing, to Ms. Thomas at [suzanne.thomas@alcosan.org](mailto:suzanne.thomas@alcosan.org)

ALCOSAN is seeking experienced insurance brokers to provide the Authority with a comprehensive insurance program specifically tailored to its needs. This procurement is described in greater detail in the RFQ located at <https://www.alcosan.org/work-with-us/planned-and-active-bids>.

ALCOSAN intends to award the services to multiple firms to perform these services. All submittals must be received no later than **2:00 p.m. October 27, 2022**. It is Consultant's responsibility to ensure the documents have been received. Late submittals will not be considered. Additional information and instructions may be obtained by visiting the ALCOSAN website.

ALCOSAN encourages businesses owned and operated by minorities, disadvantaged and women's business enterprises to submit qualification statements or to participate as subcontractors or suppliers to the selected Consultant/Firm. The Party selected shall be required to utilize minority, disadvantaged, and women's business enterprises to the fullest extent possible. The goals of the ALCOSAN's Minority and Women Business Policy are listed on the ALCOSAN website at [www.alcosan.org](http://www.alcosan.org).



Karen Fantoni, CPA, CGMA  
Director of Finance