



**Request for Proposals
Professional Services**

Insurance Broker Services for Transit Services

Solicitation Date:	March 29, 2023
Proposal Submission Deadline:	April 21, 2023
Projected Contract Award Date:	April 28, 2023

Request for Proposal for Professional Services

1 Information for Proposers

1.1 Advertisement for Professional Services

Request for Proposals for Professional Insurance Brokerage Services

The Three Rivers Regional Commission (TRCC) currently is soliciting proposals for Insurance Brokerage and Risk Management Services for their Transit Services.

1.2 TRCC Services Profile

TRRC is a regional commission that provides transit service in seven counties south of Atlanta Georgia. Transit services are run in the following counties: Butts, Carroll, Lamar, Meriwether, Pike, and Spalding which are in the Three Rivers Regional Commission area. Through June 30, 2023, The TRRC rural transit program utilizes a third-party operator (TPO). Starting July 1, 2023 TRCC will directly operate all transit services to provide a Georgia Department of Transportation (GDOT) "5311" public transit service in seven counties mentioned above. 5311 vehicles are owned by the individual counties and used by the TRCC transit service. TRRC also administers a Department of Human Services (DHS) program in all ten counties.

1.3 Scope of Work

The purpose of this solicitation is to solicit letters of interest from qualified individual(s) or firms for Broker of Record services to assist TRRC Transit in acquiring necessary insurances including but not limited to Automobile Liability, Commercial Liability, Umbrella Liability and Professional Liability.

The qualified individual(s) or firms to provide Insurance Brokerage and Risk Management Services will be contracted for one year, with four additional one year options (total of 60 months). The contract would begin May 1st 2023. TRCC may cancel the contract at their discretion.

TRCC Transit Operations shall be the sole contracting entity for the services outlined in this RFP. It is TRCC's intent to work with one brokerage to procure all Insurance for the specified transit services for the contracted period.

1.4 Federal Participation in Contract

The contract to be awarded as a result of this solicitation shall be financed, in part, by funds from the United States Department of Transportation (USDOT) as awarded through programs of its operating administrations, including the Federal Transit Administration (FTA). As this contract will utilize FTA funding, the selected contractor will be required to comply with compliance of FTA Circular 4220.1F, "Third Party Contracting Requirements."

The professional services to be performed shall generally fall into the following National Institute of Government Purchasing (NIGP) commodity codes: 953-00-00 and 953-52-00

1.5 TRCC Contact Information

The mailing and delivery address for all correspondence and/or deliveries to TRCC is as follows:

Three Rivers Regional Commission Transit
Tommy Kennedy
TRRC Transit Program Director
PO Box 818
120 N. Hill St., Griffin, GA 30224
(678) 692-0510
tkennedy@threeiversrc.com

1.6 Instructions for Proposer

The response to this RFP should be a letter directed to TRRC outlining the qualified individual(s) or firms brokerage experience in the below areas.

- Industry experience
- Years in operations
- Previous experience with insurance coverage for transit and transportation organizations.
- Knowledge of Transit and Transportation industry
- Customer service abilities

The letter can also include any additional information the individual(s) or firms deems relevant.

1.7 Solicitation Schedule

This solicitation will be governed by the following schedule:

Solicitation Date: March 29, 2023

Deadline for Submission of Written Inquiries to TRCC: April 10, 2023

TRCC Response to Written Inquiries Posted on: April 14, 2023

Deadline for Submission of Proposals to TRCC: April 21, 2023

TRCC Announcement of Recommendation for Contract Award: April 28, 2023

TRCC Executive Director Awards Contract: April 28, 2023

1.8 Inquiries

Inquiries regarding the RFP must be submitted to TRCC in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) by 5:00 p.m. (ET) on

April 10, 2023. Written inquiries must be submitted to the attention of Tommy Kennedy, TRCC Transit Program Director, specified in Section 1.5 above. Written inquiries must be in the form of questions. There is no prescribed form for the submission of written inquiries. Written inquiries received after the submission deadline will not be responded to by TRCC.

TRCC staff will review and evaluate all written inquiries that are received by the submission deadline. If applicable, an addendum to the RFP that incorporates the changes necessitated by TRCC's responses to written inquiries will be issued on or after April 14, 2023.

All potential Proposers that have previously requested and received a copy of the RFP document will be notified via e-mail that an addendum is available. This process will be repeated each time an addendum is made available by TRCC.

A valid e-mail address must be provided when requesting the original RFP in order for TRCC to notify potential Proposers of the availability of addenda. TRCC will not be responsible for a potential Proposer failing to receive notification of the availability of addenda if an invalid e-mail address is provided to TRCC. TRCC will only be responsible for providing notification of the availability of addenda to potential Proposers who directly request and receive copies of the original RFP document from TRCC.

It is the sole responsibility of the Proposer to make itself aware of TRCC's responses to written inquiries and their impact on the RFP.

1.9 Confidential / Proprietary Information

All proposals that are received by TRCC in response to this RFP will be considered public records subject to the Georgia Open Records Act and shall be fully open to public inspection following award of a contract. If a Proposer believes a portion of the information submitted in its proposal constitutes a trade secret as provided by Georgia state law, the Proposer may request that TRCC consider keeping confidential the trade secrets which the Proposer believes should be legally protected from disclosure. For such information to be so considered, the Proposer must mark in **boldface** as "PROPRIETARY TRADE SECRET INFORMATION" the top and bottom of each page of its proposal that contains such information. Notwithstanding the Proposer's claim of or designation of information as a trade secret, the determination whether it is or not will be determined by TRCC under Georgia state law.

1.10 Reserved Rights

TRCC reserves the right to reject any and all proposals or any portion of a specific proposal for any reason. Issuance of this RFP and receipt of proposals does not commit TRCC to award a contract.

TRCC has the sole right to select the successful proposal for contract award; to reject any proposal as unsatisfactory or non-responsive due to non-conformance with the requirements of this RFP; to cancel the solicitation and to advertise for new proposals; to award a contract to other than the Proposer submitting the lowest cost proposal; or not to award a contract as a result of this RFP.

TRCC reserves the right to accept any proposal deemed to be in the best interest of TRCC and to waive any irregularities in any proposal that does not prejudice other Proposers. TRCC further reserves the right to negotiate with any source whatsoever. A contract will be negotiated with the Proposer whose proposal is considered by TRCC in its sole discretion to be most advantageous to TRCC.

TRCC further reserves the rights to retain all proposals submitted and to use any ideas or concepts in any proposal for any purpose regardless of whether that proposal is selected for contract award.

Proposals shall be submitted to TRCC on the most favorable of terms possible from the standpoint of cost, quality, and technical capability. No Proposer shall have any cause of action against TRCC arising out of the methods by which proposals are evaluated.

1.11 Protest Procedures

1.11.1 Pre-Proposal Protests

All protests concerning solicitation specifications, criteria and/or procedures shall be submitted in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) to the TRCC Transit Program Director as specified below not later than ten (10) business days prior to the deadline for submission of bids/proposals.

The Transit Program Director may, within his discretion, postpone the deadline for submission of bids/proposals, but in any case, shall provide a written response to all protests not later than five (5) business days prior to the deadline for submission of bids/proposals. If the deadline for submission of bids/proposals is postponed by the Transit Program Director as the result of a protest the postponement will be announced through an addendum to the solicitation.

The decision by the Transit Program Director shall be the final agency decision on the matter but shall be subject to judicial review as set forth by FTA below.

1.11.2 Pre-Award Protests

With respect to protests made after the deadline for submission of bids/proposals but before contract award by TRCC, protests shall be limited to those protests alleging a violation of Federal or State law, a challenge to the bids/proposals evaluation and award process, TRCC's failure to have or follow its protest procedures or its failure to review a complaint or protest. Such protests shall be submitted in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) to the Transit Program Director as specified below not later than five (5) business days after the Recommendation for Contract Award announcement by TRCC.

The Transit Program Director may, within his or her discretion, postpone the award of the contract, but in any case, shall provide a written response to all protests not later than three (3) business days prior to the date that TRCC shall announce the contract award.

The decision by the Transit Program Director shall be the final agency decision on the matter but shall be subject to judicial review as set forth or review by GDOT as specified below.

1.11.3 Requirements for Protests

All protests must be submitted to TRRC in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail), with sufficient documentation, evidence, and legal authority to demonstrate that the Protestor is entitled to the relief requested. The protest must be certified as being true and correct to the best knowledge and information of the Protestor and be signed by the Protestor. The protest must also include a mailing address to which a response should be sent.

Protests received after the deadlines for receipt of protests specified above are subject to denial without any requirement for review or action by TRRC.

All protests must be directed in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) to the Transit Program Director at the address shown in the solicitation documents.

1.11.4 Protest Response

The Transit Program Director shall issue written responses to all protests received by the required protest response dates. All protest responses shall be transmitted by first-class U.S. Postal Service to the address indicated in the protest letter.

For convenience, TRRC will also send a copy of the response to a protest to the Protester by facsimile and/or electronic mail if a facsimile number and/or electronic mail address are indicated in the protest letter. The protest response transmitted by U.S. Postal Service shall be the official TRRC response to the protest and TRRC will not be responsible for the failure of the Protester to receive the protest response by either facsimile or electronic mail.

1.12 Award Only to a Responsible Bidder

TRRC will award the contract to responsible proposers possessing the ability, willingness, and integrity to perform successfully under the terms and conditions of the contract and who demonstrate that its proposed subcontractors also qualify as responsible. The chosen awardee is at the sole discretion of the Transit Program Director. TRRC must consider such matters as contractor integrity, compliance with public policy, record of past performance and financial and technical resources when making a determination of contractor responsibility.