REQUEST FOR PROPOSAL
Risk Management Consulting and Brokerage Services,
Including Owner Controlled Insurance Program

RFP SUMMARY AND KEY DATES

1. Purpose. Victor Valley Community College District (“District”) seeks qualified insurance brokerage firms (“Broker”) to submit proposals for risk management consulting and insurance brokerage services for its Measure JJ Bond Program (“Program”), including an Owner Controlled Insurance Program (OCIP).

*Broker is hereby instructed not to contact any insurer or risk management service provider in the formulation of its proposal. Any such contact may disqualify Broker from further consideration by District.*

RFP Schedule:

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<td>RFP Issued to Prospective Brokers</td>
<td>July 27, 2009</td>
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<td>Broker Requests for Additional Information</td>
<td>August 10, 2009</td>
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<td>Written Proposal Due to District</td>
<td>August 21, 2009</td>
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<td>Oral Interviews With Finalists</td>
<td>TBD (between Aug. 21 – 31)</td>
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<td>Selection of Successful Broker</td>
<td>September 11, 2009</td>
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<td>Approval by Board of Trustees</td>
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PROGRAM OVERVIEW

2. The Measure JJ Bond was approved by the voters on November 4, 2008. The $297.5 million program will provide funding for approximately $150 million of construction (hard costs) over the next 5-8 years. Land acquisition, debt retirement, and other miscellaneous soft costs will comprise the balance of the bond proceeds. There are three major components of the bond capital program; the Eastside Center, the Westside Center, and the main campus.

The Eastside Center includes a new Public Safety Training Center that will be built on a 9 acre site in the Town of Apple Valley, approximately 14 miles from the main campus. This $30 million project will be built using a design-build delivery method and is scheduled for completion in December 2011.

The Westside Center consists of a Workforce Development Center that is to be built on a 55 acre site in Hesperia, approximately 10 miles from the main campus. The site was recently acquired by the District. The Westside Center will be a three-phased project, with phase I (approx. $25 million) being completed in late 2012. Most of the development of the Westside Center will utilize a design-build project delivery method, while some elements may use a more traditional design-bid-build delivery system.
The main campus improvements will include replacing old outdated buildings with modern classroom facilities, upgrading campus building to prolong their useful life, improving energy efficiency and implementing green technologies, expanding and equipping science facilities, and building additional facilities that support the mission of the College.

**OCIP DESCRIPTION**

3. **Intent.** It is the District’s intent to contract with a broker for OCIP brokerage and management services for the life of the Program. Insurance coverages which may be included in the OCIP are:
   a) Workers’ Compensation, including Employer’s Liability
   b) Commercial General Liability
   c) Umbrella and/or Excess Liability
   d) Builder’s Risk
   e) Environmental
   f) Other necessary or appropriate coverage.

The OCIP will be designed to protect the District, its agents, contractors and subcontractors of every tier from loss resulting from construction and construction related activities. Coverage will not be extended to materials, dealers, delivery persons, and others who do not have employees working on the construction site.

4. **Proposal Requirement and Scope of Work.** District requests capabilities and service proposal for risk management consulting and insurance brokerage services during construction and after project completion. Coverage proposal should include all risk management steps and insurance coverage that the Broker recommends to support a successful program for District and all program participants. If you believe the District should consider additional insurance coverage or services not contemplated in this RFP please identify and discuss them in your proposal.

5. **Proprietary Information/Confidentiality.** District will treat all proposals on a confidential basis. Proprietary information contained in any one broker’s proposal will not be shared with other brokers. In order to protect District’s interest, all information provided to Broker during the RFP process, in any form, including any copies made within Broker’s organization, shall be returned to District or destroyed upon request. Such information shall be treated as confidential by Broker and shall be used only for the purpose of responding to this RFP.

6. **Broker Evaluation Process.** The District will use the following criteria in evaluating Proposals:
   a) Knowledge and expertise with regard to construction risk management
   b) Knowledge and expertise with regard to insurance coverages proposed
   c) Credentials, experience and structure of account team
   d) Quality of work produced during the RFP process
   e) Total cost, fee structure, and value of proposed services
REQUEST FOR PROPOSAL

7. General Information
   
a) Describe your firm’s mission statement and attention to quality of service, and how these will be applied to District’s program.

b) Provide a brief history and description of your firm, including the office(s) that will provide services to District’s program.

c) Describe your company’s overall experience in providing construction risk management and insurance services to similar programs or projects.

d) Provide the name, role, and credentials of all members of the proposed service team. Include the name and role of any personnel or resources outside of the proposed service team that may provide services to District’s program.

e) Provide the name and contact information for at least three references that we may contact with regard to your ability to deliver the services contained in your proposal.

It is contemplated that a short list of two to three finalists will be interviewed during the month of September 2009 with the goal of engaging a broker during September or October 2009.

8. Proposed Construction Risk management Services
   
a) Describe your firm’s approach to construction risk management, including those steps that will be critical to the success of District’s program.

b) Based on your knowledge of District’s planned program, identify key risks faced by District.

c) Describe the services your firm may provide to identify, prevent, and mitigate losses on District’s construction program.

d) Describe risk management services that may be provided by District or another vendor, and the benefits they will provide to the program.

e) Where practicable, quantify the potential benefits of the proposed construction risk management services.

9. Proposed Insurance Brokerage Services
   
a) Describe in detail the types of insurance coverages that your firm proposes for the Project, including the current state of the market for each coverage, and whether coverage includes first party protections.

b) For each proposed coverage, provide names and ratings of qualified insurance companies that may be approached for insurance premium quotations, and provide your firm’s written premiums for the most recent available annual period.

c) For each proposed coverage, describe in detail key recommended coverage features.

d) For each proposed coverage, describe in detail your proposed program structure, including limits, sub-limits, and deductibles or retentions, and estimated cost (including premiums and, if applicable, deductible losses).

e) For each proposed coverage, describe the benefits and drawbacks of owner-provided vs. contractor-provided policies.
f) For each proposed coverage, describe in detail your firm’s marketing and placement process, and how it will deliver advantageous terms and pricing to District. Include a timeline and all information and activity that will be required of District and other program participants.

g) Describe the services your firm will provide to service the recommended insurance policies, including (but not limited to) issuance of certificates, audit, loss control, and claims services (to the extent these are not described in your answers in item 8.)

10. Proposed OCIP Administration Services

a) Identify those aspects of administration, including specific challenges faced on this program, which will be critical to the success of District’s OCIP, and Broker’s unique qualifications for managing them.

b) Describe your firm’s approach to determining which contracts/contractors will be covered by District’s OCIP.

c) Describe how your firm will ensure that insurance costs are properly removed from the general contract and subcontracts of every tier, and properly adjusted at time of close-out.

d) Identify the roles and responsibilities of District, Broker, insurers, contractors of every tier, and any other parties in administering Owner’s OCIP.

e) Describe in detail the steps your firm will take to properly enroll contractors, and ensure that payroll reports and other administrative requirements are kept current.

f) Describe in detail your firm’s approach to stewardship and claims review meetings; describe and/or provide examples of critical reports, and explain how they will be used to manage the success of District’s OCIP.

11. Risk Management Information Systems

Describe any proprietary risk management information systems that your firm will employ to deliver the services described in your proposal, and how they will benefit District and all program participants.

12. Brokerage Service Agreement and Remuneration

a) Quantify the scope and term of services contemplated in Broker’s proposal.

b) Describe in detail the total remuneration your firm will receive in relation to the proposed services, including fees, commissions, and any other income.

c) Identify the additional charges that will apply should the scope or term of services extend beyond those contemplated in Broker’s proposal.

d) Provide a sample of your firm’s proposed service agreement.

e) Describe Broker’s policy on transparency of income as well as position on the collection of contingency fees, bonus commissions or other income that is not directly related to the placement of policies or delivery of services to District.
RESPONSE TERMS OF RFP

All requests for clarification or information must be in writing and shall be delivered by hand delivery, mail, fax or e-mail between the hours of 9:00 a.m. and 4:00 p.m. and prior to the deadline in the RFP schedule for Broker Requests for Additional Information to the following:

Victor Valley Community College District  
Department of Facilities & Construction Management  
18422 Bear Valley Road, Building 10  
Victorville, CA 92395  
Attn: Stephen Garcia, Director  
Phone: 760-245-4271, Ext. 2250  
E-Mail: mailto:garcias@vvc.edu

Proposals shall be hand delivered to, or received by mail at Victor Valley Community College District, 18422 Bear Valley Road, Bldg. 10, Victorville, CA 92395, at any time during regular working hours of 9:00 a.m. to 4:00 p.m., up to and including the deadline in the RFP Schedule of August 21, 2009. The District reserves the right, prior to opening any of the sealed Proposals, to extend or reset a new deadline for submission of Proposals. In the event that the deadline for submission of Proposals is so extended, the Proposals that were received prior to the original deadline for receipt of Proposals will held, without opening them, until the new deadline for submission has passed. Proposals shall be limited to a maximum of 25 pages, not including appendices or exhibits. All proposals shall be submitted in triplicate.

Proposals shall at the time of delivery be enclosed in a sealed opaque envelope. Said envelope, as well as any other outer envelope or packaging in which said envelope may have been placed by Proposer or the carrier for delivery, shall be addressed and delivered as provided in these Instruction and shall be clearly and conspicuously labeled with the Project (RFP) name and the Proposer's name and address.

Responsive proposals will be reviewed and evaluated by representatives of the District (hereinafter, the *Selection Committee*) with the intent of recommending an OCIP broker to the District Board at its regularly scheduled Board Meeting on September 8, 2009. The Selection Committee intends to conduct individual conferences with selected responders during the month of August, 2009.

The District reserves the right to select responders for conference at the District’s sole discretion, to schedule the order of conferences and to select responders without conference, all at the District’s sole discretion.

13. Unauthorized Communications. Unless and except requested to do so in writing either in response to a written request for clarification from District or as otherwise permitted by the RFP Documents, Proposers shall not communicate, either verbally or in writing, with: (1) any member of the Selection Committee; (2) any consultant or professional retained by the District for the purpose of providing the District or College advice or professional services in respect to the Program or this RFP; or (3) any employee or representative of the District or College.