



**INSURANCE BROKERAGE AND RISK MANAGEMENT
CONSULTING SERVICES**

ADDENDUM NO. 1

March 5, 2010

RFQ Clarification

1. **SCOPE**

Addendum No. 1 consists of 2 pages. It includes the following:

- a. Clarification to questions submitted

2. **RFQ CLARIFICATION**

Q1: What is the reason for the RFQ and does the scope of work include non-marine insurance placement?

A1: In June, 2009, WETA adopted the *Emergency Water Transportation System Management Plan* and *Transition Plan* which outlined WETA's expanded responsibilities for coordinating waterborne emergency response activities, consolidating Alameda-Oakland, Alameda Harbor Bay and Vallejo Baylink ferry services under WETA and planning and implementing new ferry routes. These responsibilities require WETA to acquire property and liability insurance in assuming existing services and implementing new routes which may include landside facilities.

With this RFQ, WETA is seeking to secure the services of an insurance broker with expertise in maritime, marine construction and public transit experience.

Q2: Who is your current broker and how long have they been managing your account?

A2: WETA currently holds office policies through Alliant Insurance Services for liability which includes personal injury, non-owned and hired automobile liability, public official's errors and omissions, and employment practices liability as well as property insurance and workers compensation. Liability and property insurance have been provided since 2003 and workers compensation has been provided since 2007.

Employment health benefits have been provided through various insurance brokers since 2007.

Q3: Please clarify Section II, F Selection Process.

Water Emergency Transportation Authority
Insurance Brokerage and Risk Management Consulting Services

A3: The WETA anticipates interviewing at least three and not more than five respondents to the RFQ.

Q4: Does the cover letter count towards the fifteen page limit?

A4: The cover letter should be included as part of the fifteen page limit.

Q5: The RFQ is requesting information regarding governmental entities obtained and lost in the past three years. Is this information specific to the servicing office (s) or companywide?

A5: Information regarding this question should include all servicing office(s) and indicate servicing office affected.

Q6: Would we be correct in assuming that we should include the financials in the appendix?

A6: You may include the financials as an appendix and can mention a few financial highlights in your response.

Q7: Section V, K Legal, Regulatory and Ethics Actions is written broadly and could be interpreted to also be requesting information on errors and omissions claims for each firm submitting a proposal. Should we limit our response to Legal, Regulatory and Ethics Action?

A7: Please provide a summary of any legal proceedings, pending, adjudicated, or settled including errors and omissions that your firm has been subject to involving services your firm provided as an insurance broker. Please note whether proceedings exist that can not be disclosed.

Q8: Is your current broker compensated on a commission or fee basis? What is the current annual compensation?

A8: WETA purchases policies that best suit our needs based upon total cost which may include commission and fees (ie, pooled policies, etc).

Issued by:

Melanie Jann

**Manager, Administration &
Business Services**

March 5, 2010

Date