

BOARD ACTION ITEM

Item Number: BA2023-30

Meeting Date: April 17, 2023

Item Title: Insurance Broker Services

BACKGROUND

Trinity Metro is seeking to contract with an insurance brokerage firm that would provide consulting and placement of third-party insurance. Coverages could include liability, property, causality, cyber, and other general coverages not otherwise provided or economically available from the Texas Municipal League insurance pool. With the TEXRail extension planned for the new 2.1-mile segment, insurance options will need to be considered for claims management, builder's risk, professional liability, and pollution coverages. Additionally, as part of the overall construction project, an Owner Controlled Insurance Program (OCIP) will also be evaluated.

The overall activity of the Insurance Broker each year will be dependent on the dollar amount and types of coverages placed each year.

In accordance with Trinity Metro's Procurement Policy, a Request for Proposal (RFP 23-T018) for Insurance Broker Services was issued and advertised on Trinity Metro's website. Four firms responded to the Request for Proposal and complied with the requirements. Responding firms included:

- Arthur J. Gallagher Risk Management Services, LLC
- Higginbotham Insurance Agency Inc.
- HUB International, Ltd.
- Willis Towers Watson Insurance Services West, Inc.

A Trinity Metro evaluation committee reviewed and evaluated the Request for Proposals. As a result of the evaluations, Higginbotham Insurance Agency Inc. was selected as the highest qualified firm for entering into a contract award.

PROCUREMENT

The Trinity Metro Procurement Department has followed its procurement policies and procedures with this purchase and complies with all applicable Federal, State, and Trinity Metro procurement requirements.

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

The Disadvantaged Business Enterprise (DBE) Goal for this solicitation was 0%, due to the nature of the placement of insurance.

FINANCING

The cost for the Insurance Broker contract will be included in Trinity Metro's annual Operating Budget each year.

RECOMMENDATION

We request that the Trinity Metro's Board of Directors authorize the President / Chief Executive Officer to contract with Higginbotham Insurance Agency Inc. to assist Trinity Metro with the placement of third-party insurance and execute a three (3) year contract with two (1) one-year renewal options.

STAFF DISPOSITION

Fred Crosley

April 6, 2023

EXECUTIVE LEADER APPROVAL

DATE

DISPOSITION BY BOARD OF DIRECTORS


SECRETARY APPROVAL


DATE