

**10849. RESOLUTION 14-23 – AUTHORIZES AN AGREEMENT BETWEEN THE AUTHORITY AND WILLIS OF DELAWARE, INC. TO PROVIDE PROFESSIONAL INSURANCE BROKERAGE AND CONSULTING SERVICES TO THE DELAWARE RIVER AND BAY AUTHORITY**

WHEREAS, The Delaware River and Bay Authority (the “Authority”) is a bi-state Authority of the State of Delaware and the State of New Jersey that owns, operates and controls the Delaware Memorial Bridge, Cape May-Lewes Ferry, Delaware City-Salem Ferry, and five (5) regional airports; and

WHEREAS, the Authority desires to enter into a Services Agreement (“Agreement”) to receive professional insurance brokerage and consulting services for all non-personnel insurance coverage, for a base term of three (3) years with the option to extend the Agreement for an additional period of one (1) year after the date of expiration of the base term, such renewal to be authorized by the originating committee with the consent of the Chairperson and Vice Chairperson of the Board of Commissioners; and

WHEREAS, the Authority publicly advertised a Request for Proposals (“RFP”) for the required services in compliance with Resolution 98-31, as amended, which governs the Authority’s procedure for the procurement of professional services; and

WHEREAS, the Authority received and evaluated five (5) proposals pursuant to the aforementioned requirements; and

WHEREAS, the Authority short-listed two (2) firms and conducted oral interviews with those firms; and

WHEREAS, Willis of Delaware, Inc. (“Willis”) was designated as the highest ranking firm following final evaluation; and

WHEREAS, the Authority conducted an analysis of the cost of the proposed services and negotiated with Willis for the services to be provided at a compensation determined to be fair and reasonable; and

WHEREAS, the Budget & Finance Committee reviewed this recommendation and concurs with the evaluation.

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of an Agreement with Willis to provide such professional insurance brokerage and consulting services to the Authority and to have such Agreement, with the advice and consent of Counsel, executed by the Chairperson, Vice-Chairperson and Executive Director.

A motion to approve Resolution 14-23 was made by Commissioner Smith and seconded by Commissioner Wilson. With Commissioner Hogan voting “no”, Resolution 14-23 was approved by a roll call vote of 8 yes and 1 no.

## **Resolution 14-23 Executive Summary Sheet**

**Resolution:** Authorizes an agreement between the Authority and Willis of Delaware, Inc. to provide professional insurance brokerage and consulting services to the Delaware River and Bay Authority

**Committee:** Budget & Finance Committee

**Committee Date:** July 15, 2014

**Board Date:** July 15, 2014

### **Purpose of Resolution:**

To authorize an agreement with Willis of Delaware, Inc. (“Willis”) to provide professional insurance brokerage and consulting services for all non-personnel insurance coverage Authority-wide.

### **Background for Resolution:**

The proposed Resolution meets the requirements of Resolution 98-31, as amended, which governs the procedure for the procurement of professional services, materiel and supplies, construction and construction management contracts, and transfer of funds.

The Authority received and evaluated proposals submitted by the following five (5) firms, and short-listed\* two (2) of those firms:

AON\*  
Arthur J. Gallagher & Co. (The McIntyre Group)  
Connor Strong & Buckelew  
Lyons Companies  
Willis of Delaware, Inc.\*

The Authority conducted oral interviews with the two short-listed firms and utilized final evaluation criteria to establish a ranked list of firms for award, with Willis of Delaware, Inc. being identified as the first-ranked firm following the interviews. The Authority opened and reviewed the cost proposal submitted by Willis of Delaware, Inc., conducted an analysis of the cost of the proposed services and negotiated for the services to be provided at rates determined to be fair and reasonable.