


M E M O

Alameda Corridor Transportation Authority

Meeting Date: August 15, 2024
From: Kevin Scott, Chief Financial Officer 
Subject: Approve Agreement No. C0925 with Willis Towers Watson Insurance Services West, Inc. for Insurance Brokerage Services

Recommendation:

Approve Agreement No. C0925 with Willis Towers Watson Insurance Services West, Inc. (Willis) for Insurance Brokerage Services in an amount not-to-exceed \$500,000 for a five-year term; and authorize the Chief Executive Officer or his designee to execute said agreement.

Discussion:

In May 2024, ACTA published a Request for Proposals (RFP) for insurance brokerage services. ACTA advertised its RFP on social media via LinkedIn, posted the RFP on its website, and sent the RFP announcement directly to several firms. The Ports of Long Beach and Los Angeles also posted the RFP information on their respective contracting opportunities websites. Several firms registered to review the RFP on the ACTA website and two responses were received on or before the due date of June 25, 2024. A three-member proposal review panel consisting of ACTA's Chief Executive Officer, Chief Financial Officer and Chief Operating Officer reviewed and evaluated the responses. The firms were not interviewed because the written proposals provided adequate information to evaluate the proposers. Each firm was evaluated based on firm qualifications; project organization and management; experience and qualifications of proposed personnel; fees; and clarity and comprehensiveness of the proposal. All three evaluators ranked Willis first. As a result, the review panel recommends awarding the proposed agreement to Willis to provide ACTA with insurance brokerage services. Willis has been ACTA's broker of record since 2005.

The proposed agreement with Willis will be for a five-year term and compensation will be a fixed annual fee of \$85,000 (four quarterly payments of \$21,250) plus an additional annual payment of up to \$15,000 based on performance criteria established in the agreement.

Budget Impact:

Funds for the current fiscal year in the amount of \$100,000, including the base services and the annual performance-based payment, are included in the FY25 Operating Budget.

Co-General Counsel Review:

ACTA's Co-General Counsel has reviewed and approved the proposed Agreement as to form.

Transmittals:

Transmittal 1 – Scoring and Ranking Matrix

Transmittal 2 – Insurance Broker Services Agreement No. C0925

