



# PUBLIC BUILDING COMMISSION of Chicago



**PUBLIC BUILDING  
COMMISSION** of Chicago

# HOUSEKEEPING ITEMS

## While we wait...

### Please **MUTE** your computers and/or cellphones

- Press \*6 to unmute (if asked to speak)

### Please **CHANGE** your screen name

- Use 'Your Name (Company Name (or Initials))'  
EXAMPLE: James Borkman (PBC)

### Please **ADD** your name to Chat

- Use 'Your Name|Company Name (or Initials)'  
EXAMPLE: James Borkman (PBC)

### Please **WAIT** for Q&A to ask questions

- Q&A session will be at the end of session
- Feel free to use the 'Chat' feature to ask questions



# Request for Proposals for Insurance Brokerage Services

**Pre-Submission Conference**  
July 28, 2025 at 11:00am

# AGENDA

Welcome and Introductions

Insurance Brokerage Overview

Procurement Details

Evaluation and Submission Criteria

Compliance

Q&A

# Welcome and Introductions

# INTRO

PBC

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POTENTIAL RESPONDENTS

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# Insurance Brokerage Overview

# Insurance Brokerage Overview

## General PBC Program Overview

### Scope of Services

- ❖ Identify Brokers to design, market, place, and administer broad insurance coverage at a reasonable cost. The PBC, at its option, may choose to retain one or more brokers to perform services. Respondent may elect to respond to one, two, or three response categories outlined below. Respondents must clearly outline, which categories they are submitting in the Executive Summary.

## Categories

### Category One:

1. Liability (primary, excess, and umbrella);
2. Property;
3. Workers' Compensation; and
4. Other coverage and consulting services (as needed) recommended by Respondent or developed in collaboration with Risk Management.

# Insurance Brokerage Overview Continued

## Categories cont'd...

### Category Two:

1. Crime;
2. Bonds;
3. Directors' & Officers' Liability; and
4. Other coverage and consulting services (as needed) recommended by Respondent or developed in collaboration with Risk Management.

### Category Three:

1. Medical;
2. Dental;
3. Vision;
4. Life;
5. Ancillary Employee Benefits (Legal, Accident, Flexible Spending, etc.); and
6. Other coverage and consulting services (as needed) recommended by Respondent or developed in collaboration with Risk Management.

# Procurement Details

# Procurement Details

## REQUEST FOR PROPOSALS (RFP) OVERVIEW

### Procurement Timeline

Issue RFP	July 8, 2025
Pre-Submission Conference (Virtual)	July 28, 2025, at 11:00am
Questions Deadline	August 1, 2025, by 12:00pm Central Time
Submission Deadline	August 13, 2025, by 10:00am Central Time
Successful Respondent(s) Appointed (Tentative)	September PBC Board Meeting

# Procurement Details

## AVAILABILITY OF DOCUMENTS

### Request for Proposals (RFP) Insurance Brokerage Services (PS3097)

#### PROJECT DESCRIPTION

The Public Building Commission of Chicago (PBC) is issuing a Request for Proposals from firms (including firms proposing to have a controlling interest in Joint Ventures) interested in providing Insurance Brokerage Services.

#### RFP DOCUMENT(S):

- [RFP for Insurance Brokerage Services](#)

#### PRE-SUBMISSION ACTIVITIES

On **Monday, July 28, 2025** PBC will host a **Non-Mandatory Virtual Pre-Submission Conference at 11:00 am**, on ZOOM virtual meeting platform.

To join in, click on the link or call the number below:

**Virtual Meeting Link:** [Insurance Brokerage Services Pre-Submission](#)

**Meeting Phone Number:** 312-626-6799

**Meeting ID:** 879 9659 3075

**Meeting Passcode:** None required

Firms interested in submitting a response are strongly encouraged to attend the Pre-Submission Conference.

RFP Availability  
[RFP for Insurance Brokerage Services](#)

# Procurement Details

## DUE DATE

### Due Date/Time

Wednesday, August 13, 2025 at 10:00 a.m.

(Subject to Change via Addendum)

# Procurement Details

## REQUEST FOR INFORMATION (RFI'S)

### Sole Point of Contact

Miguel Fernández, Contract Officer

[miguel.fernandez@cityofchicago.org](mailto:miguel.fernandez@cityofchicago.org)

### Deadline

Current: Friday, August 1, 2025 by 12:00 p.m. CST

### Addenda

(If required)

# Submission and Evaluation Criteria

# Submission Checklist

## Submission Checklist

- ✓ Checklist
- ✓ Contact Information Page
- ✓ Cover Letter – *signed by Authorized Representative*
- ✓ Executive Summary
- ✓ Organization Chart
- ✓ MBE/WBE Past Participation (Attachment H)
- ✓ References (Attachment G)
- ✓ Cost Proposal Sheet (Attachment I)
- ✓ Attachments

A. **SUBMISSION CHECKLIST:** Please review your firm's Submission and ensure all applicable forms are completed and additional required documentation is attached. Also, please ensure your firm's electronic and hard copy Submissions are organized as noted below. The transmittal letter must be signed by an authorized officer of the firm.

TAB 1 <i>Introductory Information</i>	
	Cover Sheet – Provide completed Contact Information
	Cover Letter – Signed by Authorized Representative
	Table of Contents
	Executive Summary
	Organization Chart
TAB 2 <i>Firm and Personnel Experience</i>	
	Firm(s) Experience and Past Performance
	Qualifications of the Firm(s) including but not limited to understanding of services, identifying appropriate personnel, and business/broker licenses
	Project Approach, Insurance Markets, and Quality Assurance
	Key Personnel, Resumes and Applicable Licenses including but not limited to personnel qualifications, resumes, applicable licenses and proposed management
	References (Attachment G)
TAB 3 <i>MBE and WBE Participation</i>	
	Statement on the understanding and commitment to comply with all Special Conditions for the Utilization of MBE and WBE firms and highlight previous successful MBE and WBE projects
	MBE/WBE Past Participation (Attachment H)
	Current MBE/WBE Certification (if applicable)
TAB 4 <i>Pricing</i>	
	Submit proposed pricing for each individual category outlined in Section V.B.4. for which you are submitting (Attachment I)
TAB 5 <i>Financial Statements (Submitted under separate cover)</i>	
	Financial Statements and Related Information for the last three (3) years (audited or unaudited)
TAB 6 <i>Required Forms &amp; Other Documentation</i>	
	Attachment A – Legal Actions
	Attachment B – Disclosure Affidavit
	Attachment C – Disclosure of Retained Parties
	Attachment E – Insurance Requirements (Provide proof of current coverage)

# Submission and Evaluation Criteria

## Evaluation Criteria

Firm's Experience and Past Performance (15%)

Qualifications of Firm(s) (10%)

Project Approach, Insurance Markets, and Quality Assurance (30%)

Key Personnel, Resumes and Applicable Licenses (10%)

MBE/WBE Participation (20%)

Pricing (15%)

# Submission and Evaluation Criteria

## *Firm's Experience and Past Performance (15%)*

1. The depth, breadth and relevance of Respondent's experience capabilities and resources of both the firm(s) and the team members over the last three (3) years.
2. References

## *Qualifications of Firm(s) (10%)*

1. Respondents' professional qualifications and specialized experience which best positions firm to provide services to the PBC.
2. Respondents demonstrated understanding of the services required and ability to identify appropriate personnel for the services required as evidenced by the organization chart and the proposed list of the personnel structure indicating key personnel who will be assigned to the PBC and the responsibility each will have in the performance of the services.
3. Evidence of Respondent's valid business and Broker licenses.
4. Firm(s) utilized technologies.
5. Factors that might become or constitute a potential, apparent or actual conflict of interest in rendering services to the PBC.

# Submission and Evaluation Criteria

## *Project Approach, Insurance Markets, and Quality Assurance (30%)*

1. The PBC will evaluate the Respondent's insurance brokering process.
2. The PBC will evaluate the Respondent's QA/QC plan to assure that quality broker services are delivered.
3. The PBC will evaluate the Respondent's processes for evaluating and recommending insurers.
4. Evidence of Respondent's relationship with key insurance markets.
5. Available value-added services offered by the respondent to the PBC.

# Submission and Evaluation Criteria

## *Key Personnel, Resumes and Applicable Licenses (10%)*

1. The PBC will evaluate the qualifications of key staff, including education, training, job performance in similar capacities on comparable projects and previous experience in providing required services.
2. The PBC will evaluate the proposed personnel for the services required as evidenced by the organization chart indicating key personnel who will be assigned to the PBC's project and the responsibility each will have in the performance of the services;
3. The Respondent's proposed management and personnel structure for the PBC risk; and,
4. Evidence of appropriate licensing and training of key personnel.

# Submission and Evaluation Criteria

## *MBE/WBE Participation (20%)*

The quality of the Respondent's statement of understanding and commitment to comply with the PBC's Special Conditions found in Attachment D as evidenced in the Executive Summary. In addition, the PBC will evaluate the Respondent's past performance (Attachment H) in meeting and/or exceeding the MBE and WBE goals on PBC and Non-PBC projects as indicated in Attachment D. Please be advised the MBE/WBE participation is a minimum of 25% MBE and 5% WBE participation, as noted in Attachment D.

# Submission and Evaluation Criteria

## *Pricing (15%)*

Respondents proposed pricing to perform the services described herein in Attachment I – Cost Proposal Sheet.

# Submission and Evaluation Criteria

## RFP SUBMISSION REQUIREMENTS

### Electronic Submission

- **One** complete copy of RFP document, tabbed, page numbered, and labeled.
- Include all information requested (including Financial Information **sent separately in the same email**) in PDF format.

NOTE: Must be a single, searchable PDF document with the exception of documents that are only available as a copy. (e.g. copies of licenses, certificates, and/or permits)

- Submission Emailed to:  
[pbcc-procurement@cityofchicago.org](mailto:pbcc-procurement@cityofchicago.org) **AND** [miguel.fernandez@cityofchicago.org](mailto:miguel.fernandez@cityofchicago.org)

NOTE: There is a file size limitation of 25MB. Should your submission exceed 25 MB, please provide access to your firm's submission via Dropbox or another secure program/link.

# Submission Checklist

## Submission Checklist

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# Compliance

# Compliance Highlights

## MBE/WBE PARTICIPATION

### MBE/WBE Goals

- MBE/WBE participation is a minimum of 25% MBE and 5% WBE.

### MBE/WBE Certifications

- City of Chicago
- Cook County

### Compliance: Certification

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PBC ensures that only certified and experienced firms perform the required services.

**MBE or WBE firms must be certified with the City of Chicago and/or Cook County to be counted as an MBE/WBE firm by the PBC.**



# Compliance Highlights

## Respondents and Joint Venture Opportunities

- Schedule B – Joint Venture Affidavit
  - ❖ JV Agreement
  - ❖ Certification Letter

### SCHEDULE B - Joint Venture Affidavit (1 of 3)

*This form is not required if all joint venturers are MBE/Non-MBE or WBE/Non-WBE firms. In such case, however, a written joint venture agreement among the MBE/Non-MBE or WBE/Non-WBE firms should be submitted. Each MBE/WBE joint venturer must also attach a copy of their current certification letter.*

A. Name of joint venture \_\_\_\_\_

B. Address of joint venture \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Phone number of joint venture \_\_\_\_\_

D. Identify the firms that comprise the joint venture  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Describe the role(s) of the MBE/WBE firm(s) in the joint venture. (Note that a "clearly defined portion of work" must here be shown as under the responsibility of the MBE/WBE firm.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe very briefly the experience and business qualifications of each non-MBE/WBE joint venturer.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Nature of joint venture's business  
\_\_\_\_\_  
\_\_\_\_\_

F. Provide a copy of the joint venture agreement.

G. Ownership: What percentage of the joint venture is claimed to be owned by MBE/WBE? \_\_\_\_\_%

H. Specify as to:

1. Profit and loss sharing \_\_\_\_\_%

2. Capital contributions, including equipment \_\_\_\_\_%

3. Other applicable ownership interests, including ownership options or other agreements which restrict ownership or control.  
\_\_\_\_\_

# Compliance Highlights

## MBE/WBE COMPLIANCE

### Documentation and Monitoring

- Schedule D
- Schedule C

# Compliance Highlights

# MBE/WBE COMPLIANCE

## Schedule D

PUBLIC BUILDING COMMISSION OF CHICAGO

SCHEDULE D - Affidavit of General Contractor Regarding MBE/WBE Participation (1 of 2)

Name of Project: \_\_\_\_\_

STATE OF ILLINOIS    }  
  } SS  
COUNTY OF COOK        }

In connection with the above-captioned contract, I HEREBY DECLARE AND AFFIRM that I am the

\_\_\_\_\_

Title and duly authorized representative of

\_\_\_\_\_

Name of General Contractor whose address is

\_\_\_\_\_

in the City of \_\_\_\_\_, State of \_\_\_\_\_

and that I have personally reviewed the material and facts submitted with the attached Schedules of MBE/WBE participation in the above-referenced Contract, including Schedule C and Schedule B (if applicable), and the following is a statement of the extent to which MBE/WBE firms will participate in this Contract if awarded to this firm as the Contractor for the Project.

Name of MBE/WBE Contractor	Type of Work to be Done in Accordance with Schedule C	Dollar Credit Toward MBE/WBE Goals	
		MBE	WBE
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total Net MBE/WBE Credit		\$	\$
Percent of Total Base Bid		%	%

The General Contractor may count toward its MBE/WBE goal a portion of the total dollar value of a contract with a joint venture equal to the percentage of the ownership and control of the MBE/WBE partner.

PUBLIC BUILDING COMMISSION OF CHICAGO

SCHEDULE D - Affidavit of General Contractor Regarding MBE/WBE Participation (2 of 2)

The Undersigned will enter into a formal agreement for the above work with the above-referenced MBE/WBE firms, conditioned upon performance as Contractor of a Contract with the Commission, and will do so within five (5) business days of receipt of a notice of Contract award from the Commission.

Additionally, the Undersigned certifies to the best of its knowledge and belief that it, its principals and any subcontractors used in the performance of this contract, meet the Agency requirements and have not violated any City or Sister Agency policy, codes, state, federal or local laws, rules or regulations and have not been subject to any debarment, suspension or other disciplinary action by any government agency. Additionally, if at any time the Contractor becomes aware of such information, it must immediately disclose it to the Commission.

BY:

Name of Contractor (Print) \_\_\_\_\_

Date \_\_\_\_\_

Phone \_\_\_\_\_

IF APPLICABLE:

BY:

Joint Venture Partner (Print) \_\_\_\_\_

Date \_\_\_\_\_

Phone/FAX \_\_\_\_\_

Signature \_\_\_\_\_

Name (Print) \_\_\_\_\_

MBE \_\_\_\_ WBE \_\_\_\_ Non-MBE/WBE \_\_\_\_



# Compliance Highlights

## MBE/WBE COMPLIANCE

### Schedule C

#### PUBLIC BUILDING COMMISSION OF CHICAGO

##### SCHEDULE C - Letter of Intent from MBE/WBE (1 of 2) To Perform As Subcontractor, Subconsultant, and/or Material Supplier

Name of Project: \_\_\_\_\_

Project Number: \_\_\_\_\_

FROM:

\_\_\_\_\_  
(Name of MBE or WBE)

MBE \_\_\_\_\_ WBE \_\_\_\_\_

TO:

\_\_\_\_\_ and Public Building Commission of Chicago  
(Name of Bidder)

The undersigned intends to perform work in connection with the above-referenced project as (check one):

\_\_\_\_\_ a Sole Proprietor

\_\_\_\_\_ a Corporation

\_\_\_\_\_ a Partnership

\_\_\_\_\_ a Joint Venture

The MBE/WBE status of the undersigned is confirmed by the attached Letter of Certification, dated \_\_\_\_\_. In addition, in the case where the undersigned is a Joint Venture with a non-MBE/WBE firm, a Schedule B, Joint Venture Affidavit, is provided.

The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above-named project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above-described services or goods are offered for the following price, with terms of payment as stipulated in the Contract Documents.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### PUBLIC BUILDING COMMISSION OF CHICAGO

##### SCHEDULE C - Letter of Intent from MBE/WBE (2 of 2) To Perform As Subcontractor, Subconsultant, and/or Material Supplier

##### PARTIAL PAY ITEMS

For any of the above items that are partial pay items, specifically describe the work and subcontract dollar amount:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If more space is needed to fully describe the MBE/WBE firm's proposed scope of work and/or payment schedule, attach additional sheet(s).

##### SUB-SUBCONTRACTING LEVELS\*

\_\_\_\_\_% of the dollar value of the MBE/WBE subcontract will be sublet to non-MBE/WBE contractors.

\_\_\_\_\_% of the dollar value of the MBE/WBE subcontract will be sublet to MBE/WBE contractors.

**\*If MBE/WBE subcontractor will not be sub-subcontracting any of the work described in this Schedule, a zero (0) must be filled in each blank above. If more than 10% percent of the value of the MBE/WBE subcontractor's scope of work will be sublet, a brief explanation and description of the work to be sublet must be provided.**

The Undersigned (Contractor) will enter into a formal agreement for the above work with the Bidder, conditioned upon its execution of a contract with the Public Building Commission of Chicago, and will do so within five (5) working days of receipt of a notice of Contract award from the Commission.

Additionally, the Undersigned certifies to the best of its knowledge and belief that it, its principals and any subcontractors used in the performance of this contract, meet the Agency requirements and have not violated any City or Sister Agency policy, codes, state, federal or local laws, rules or regulations and have not been subject to any debarment, suspension or other disciplinary action by any government agency. Additionally, if at any time the Contractor becomes aware of such information, it must immediately disclose it to the Commission.

BY:

\_\_\_\_\_  
Name of MBE/WBE Firm (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

IF APPLICABLE:

BY:

\_\_\_\_\_  
Joint Venture Partner (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Print)

MBE \_\_\_\_\_ WBE \_\_\_\_\_ Non-MBE/WBE \_\_\_\_\_

# PBC CONTACT

Miguel Fernández  
[miguel.fernandez@cityofchicago.org](mailto:miguel.fernandez@cityofchicago.org)

# Q&A