

**New York City Water Board: Request for Proposals for Risk and Insurance Consultant  
Addendum #1  
Responses to Inquiries**

- 1) In reviewing Section VII (page 5), there appear to be very specific requirements relative to acting as a consultant or broker to the City of New York or other public benefit organizations. While in the past five years we have had limited undertakings in this arena, we feel we are very qualified relative to many other aspects of the RFP. Can you share your thoughts relative to how critically this section of the RFP is viewed?

**Section VII sets forth what the Water Board considers the Minimum Qualification Requirements for this engagement. All proposers must meet this requirement to be considered. However, please note that, pursuant to Section VIII.B.3, the extent of your experience providing services to public entities is only one part of the evaluation of your qualifications.**

- 2) Do I read Section VII (Minimum Qualification Requirements) correctly that having served a comparable public entity outside NYC or NY State within the last five years would qualify a Proposer?

**Yes. Having served a comparable public entity outside NYC or NY State within the last five years would meet minimum qualification requirements.**

- 3) Do you expect that the scope of services envisioned in this assignment constitutes services for which a New York Insurance Consultant license is required? We have a number of qualified senior consultants who hold a NY license, but we would like some guidance as to your expectations. Which team members, if any, need to be licensed in New York?

**It is the obligation of the Consultant to adhere to all applicable laws and regulations, including New York Insurance Law licensing requirements relating to itself and employees who work on this engagement.**

- 4) If chosen as the Consultant would Consultant and affiliated companies be precluded from placing insurance on behalf of the DEP, their projects, implementing new ideas and insurance products that would benefit the Board?

**We do not anticipate that Consultant would be restricted from any of the aforementioned opportunities with DEP or the Water Board in the future. While, pursuant to City Rules, a contractor is generally precluded from responding to any solicitation for which such contractor has actually drafted specifications, it is not anticipated that this Consultant contract will include the drafting of any specifications for future consultant or brokerage services.**

- 5) If the response to the question above (#4) is yes, would brokerage compensation (for insurance placements beyond the scope of the Consultancy) be allowed in addition to the Consultant fee?

**As stated above, we do not anticipate that Consultant would be restricted from any future opportunities with DEP or the Water Board as a result of this contract.**

- 6) Would the Board accept a negotiated Limitation of Liability on behalf of Consultant and, if allowed, brokerage services?

**The Board is open to negotiations on Limitation of Liability consistent with the insurance requirement limits of the RFP.**

- 7) Does NYC WB or the DEP currently work with a consultant on a similar scope of services? Have they done so in the past? If yes, can you identify the firm(s)?  
8) Does the Water Board / DEP currently have anyone in the role of Risk and Insurance Consultant? In other words, will the Responder awarded this contract be replacing anyone?  
9) If there is someone currently in this role, are they paid on a flat fee basis or hourly?

**Neither the Water Board nor DEP currently works with a consultant on a similar scope of services, nor has either done so, at least in the recent past.**

- 10) Is there any preference for independence? In other words, would you value an independent fee-for-service only consultant over an insurance broker?

**The RFP calls for a Consultant that will not place its own interests (or the interests of others with which it has a financial or business relationship) above the interests of the Board, DEP and the City. See Section VIII.B.3. In light of this, no preference is given to a Proposer simply because it does not provide brokerage services to some of its clients.**

- 11) Are copies of the City's Standard Construction Contract and the City's General Provisions Governing Contracts available for review (or at least the insurance, indemnification, and surety bond provisions in them)?

**Yes. Please email Jason Low at [jasonl@dep.nyc.gov](mailto:jasonl@dep.nyc.gov) if you would like a copy of these documents.**