



FORT DUPONT

SHAPED BY HISTORY & ANCHORED IN NATURE

Request for Proposal

Property and Casualty Insurance Brokerage and Risk Management Services
May 1, 2024

Issued by

Fort DuPont Redevelopment and Preservation Corporation

P.O. Box 521

260 Old Elm Avenue

Delaware City, DE 19706

Crystal Pini-McDaniel

Operations Manager

cpini@fortdupont.org

(302) 838 – 7374 x103

Fort DuPont Redevelopment and Preservation Corporation (FDRPC) is engaged in a process to select a firm to provide insurance brokerage services for its property, casualty, inland marine, management liability, E&O, builders risk policies, among others. Towards that end, we invite you to submit written information to assist us in assessing your firm's capacity.

Schedule is as set forth below:

- May 1, 2024 Proposals due (11:59 p.m.)
- Week of May 6th Meetings with selected brokers
- No later than May 10, 2024 Award

Our goal is to maintain a comprehensive insurance program that adequately protects the FDRPC and does so in a cost-effective manner. We are also seeking a strong partner in our risk management efforts. As indicated above, FDRPC may invite selected respondents to meet with its selection committee.

Please provide a written proposal no later than May 1, 2024 (11:59 p.m.). Your response should be emailed to Crystal Pini-McDaniel at cpini@fortdupont.org. Brevity is preferred and appreciated.

The FDRPC's schedule of insurance is attached in Schedule A for reference. Copies of current policies and five years of loss runs will be provided upon request.

This process does not involve insurance markets at this time and no insurer or reinsurer should be contacted prior to broker appointment.

Background of the Fort DuPont Redevelopment and Preservation Corporation

About FDRPC

Founded in 2014, Fort DuPont Redevelopment and Preservation Corporation is a waterfront community located along the Delaware River and Branch Canal. This mixed-use community integrates residential and commercial development into a historic district that dates back to the late 1800s. Along with the restoration and preservation of historic buildings, new construction includes a marina, restaurants, campground, office & retail space, housing, and 140 acres of park and recreation amenities. For more information about the FDRPC mission, vision, and master plan please visit our website at fortdupont.org.

Description of Work

Generally, the key brokerage services required by FDRPC are to:

Assist with procurement of insurance including introduction to insurance markets, presentation of FDRPC risk to underwriters, negotiation of favorable policy terms and conditions, and negotiation of appropriate premiums.

Assist FDRPC in its risk assessment and management.

Keep FDRPC up to date on new developments in the insurance market and provide an ongoing evaluation of the FDRPC's evolving needs.

Provide certain administrative services, including but not limited to those relating to contract review and certificates of insurance.

The specific services FDRPC seeks will encompass the following tasks:

Participate in the negotiation of policy renewals for the coverage listed in Exhibit A.

Analyze loss exposures and recommend appropriate levels of risk retention and transfer.

Thoroughly review all existing coverage and make written recommendations to the FDRPC regarding any changes in coverage based on such things as unintentional self-insurance, gaps in coverage, restrictive limits, and cost of coverage.

Develop underwriting submission and present final draft of market submissions to the FDRPC for approval prior to marketing the program.

Assist, as requested, in the preparation of insurance specifications, applications, and underwriting data to be used as the basis for presentations to insurers.

Provide complete copies of all policies and a breakdown spreadsheet to the FDRPC.

The FDRPC also seeks the following additional client services:

Keep the FDRPC abreast of current and expected property and casualty market conditions, workers' compensation issues, insurer solvency, and insurance cost and availability trends.

Assist in review of contract documents and provide analysis and recommendations with regard to contractual risk transfer, changes in authority, wording and forms.

Assist throughout the year in coordinating and documenting insurance claims with the insurance company's adjuster.

Provide any needed liability risk related safety/loss control services required during the contract period and/or coordinate such services through the insurer.

Proposal Requirements

Please address your firm's qualifications, service approach, risk management approach, claims management approach, specialized expertise, and compensation. Items to consider are set forth below.

I. Firm, Service Office Qualifications:

- A. Provide an organizational chart indicating specific individual and key staff responsible for providing services to the FDRPC and list their qualifications.
- B. Please describe your firm's Diversity, Equity & Inclusion Policy with respect to personnel and vendor selection and a statistical analysis of the firm's workplace diversity
- C. Please give organization information including if you're located in Delaware, have current clients in Delaware, length of time in business,

II. Service Approach:

The FDRPC expects its broker to assist in the design of its risk-management program and have access to and influence with insurers across a spectrum of insurance products that are most appropriate for the FDRPC. Indicate how you would approach this account and present your ideas for enhancing the current program by considering the following:

- A. Describe your customer service philosophy.
- B. Describe your firm's approach to ensure a timely and cost-effective renewal process, including favorable premiums? Describe how your team will ensure accuracy and timely delivery of policies, program agreements, binder/advice or insurance, submissions to markets, and other "insurance related" documents.
- C. Based on the information provided what do you consider to be the FDRPC's most critical exposure areas?
- D. What are underwriters' greatest concerns regarding insuring organizations like the FDRPC?
- E. What type of ongoing risk management education and support (e.g., seminars, etc.) opportunities and resources does your company offer? Describe other tools and services which are included in your services.

III. Claims Management and Loss Control

- A. Provide an overview of the claims management, loss control claims advocacy, and consulting services that you will provide.

- B. Provide examples of a situation in which your claims or loss control team was able to favorably impact total cost of risk for a current client.

IV. Compensation/Fee Proposal

- A. Describe your proposed compensation plan (i.e. commission, annual retainer, fee-for-service)
- B. Specify which services are included in this compensation and which services would require additional fees.

V. References

Please provide 3 references of clients similar in size, risk and operations to FDRPC.

VI. Future Development

FDRPC is currently in the development phase of the project with more restorations, developing, and overall changes to the site; explain how your firm is able to handle the evolving elements to risk including builders risk coverage, contract review, managing the continuous development of the project, etc.

VII. Additional Information Request

- A. Explain the renewal process (i.e. how many markets, how much information is required, renewal applications, yearly requirements)
- B. Explain initial audit procedure (i.e. reviewing current risks and potential additional coverages)
- C. Explain Risk control and if inhouse staff is available.
- D. Explain options for consolidation of policies to achieve alignment of renewal dates.

Evaluation

FDRPC will utilize a Selection Committee for the evaluation of materials submitted by prospective brokers. In addition to the Selection Committee, members of the FDRPC's board of directors may be asked to offer opinions on the candidates. The decision of the Selection Committee will be final. FDRPC reserves the right to:

- Reject any and all proposals.
- Negotiate with any, all, or none of the proposers.

Schedule A

WINDSOR-MOUNT JOY 07/01/2023-07/01/2024

COMMERCIAL PACKAGE POLICY

COMMERCIAL PROPERTY

POLICY #: 0015190SMP

260 Old Elm Ave., Delaware City, DE 19706

Building: \$589,472

Contents: \$2,000

Business Income: \$60,000

2701-2703 Staff Ln., Delaware City, DE 19706

Building: \$600,119

Business Income: \$40,200

2801-2803 Quartermaster Rd., Delaware City, DE 19706

Building: \$500,100

Business Income: \$40,200

225 Old Elm Ave., Delaware City, DE 19706

Building: \$425,123

2702-2704 Staff Ln., Delaware City, DE 19706

Building: \$600,549

Business Income: \$43,200

2818-2829 Quartermaster Rd., Delaware City, DE 19706

Building: \$613,999

Business Income: \$48,000

1306 Officers Row, Delaware City, DE 19706

Building: \$589,472

Contents: \$50,000

Business Income: \$44,400

1308 Officers Row, Delaware City, DE 19706

Building: \$714,000

Business Income: \$46,800

525 Engineer Rd., Delaware City, DE 19706

Building: \$208,208

Contents: \$5,000

503 Engineer Rd., Delaware City, DE 19706

Building: \$60,000

1605 Maple Blvd., Delaware City, DE 19706

Building: \$550,445

Contents: \$50,000

Business Income: \$34,800

520 Engineer Rd., Delaware City, DE 19706

Building: \$232,960

Business Income: \$23,000

2454 Old Battery Ln., Delaware City, DE 19706

Building: \$1,529,923

2540 Colter Rd., Delaware City, DE 19706

Building: \$1,237,993

Contents: \$2,000

471 Oak Ln., Delaware City, DE 19706

Building: \$2,338,419

2420 Old Battery Ln., Delaware City, DE 19706

Building: \$310,960

Contents: \$2,000

Deductible: \$2,500

COMMERCIAL GENERAL LIABILITY

\$1,000,000 per Occurrence / \$2,000,000 Aggregate

260 Old Elm Ave., Delaware City, DE 19706

Office - Lessors Risk

Premium Basis: 5,405 Sq. Ft.

2701-2703 Staff Ln., Delaware City, DE 19706

2 Family Dwelling - Lessors Risk

Premium Basis: 4,317 Sq. Ft.

2801-2803 Quartermaster Rd., Delaware City, DE 19706

2 Family Dwelling - Lessors Risk

Premium Basis: 2,985 Sq. Ft.

225 Old Elm Ave., Delaware City, DE 19706

Chapel - Vacant

Premium Basis: 3,395 Sq. Ft.

2702-2704 Staff Ln., Delaware City, DE 19706

2 Family Dwelling - Lessors Risk

Premium Basis: 4,317 Sq. Ft.

2818-2829 Quartermaster Rd., Delaware City, DE 19706

2 Family Dwelling - Lessors Risk

Premium Basis: 4,317 Sq. Ft.

1306 Officers Row, Delaware City, DE 19706

2 Family Dwelling - Lessors Risk

Premium Basis: 3,835 Sq. Ft.

1308 Officers Row, Delaware City, DE 19706

2 Family Dwelling - Lessors Risk

Premium Basis: 6,350 Sq. Ft.

525 Engineer Rd., Delaware City, DE 19706

Storage Bldg - Used by Insured

Premium Basis: 1,540 Sq. Ft.

503 Engineer Rd., Delaware City, DE 19706

Shed

Premium Basis: 200 Sq. Ft.

1605 Maple Blvd., Delaware City, DE 19706

1 Family Dwelling - Lessors Risk

Premium Basis: 4,253 Sq. Ft.

520 Engineer Rd., Delaware City, DE 19706

Office/Storage Bldg - Lessors Risk

Premium Basis: 2,240 Sq. Ft.

2454 Old Battery Ln., Delaware City, DE 19706

Office - Vacant

Premium Basis: 12,250 Sq. Ft.

2540 Colter Rd., Delaware City, DE 19706

Office - Lessors Risk

Premium Basis: 9,953 Sq. Ft.

471 Oak Ln., Delaware City, DE 19706

Warehouse Cold Storage - Food Distribution Center - Lessors Risk

Premium Basis: 18,750 Sq. Ft.

2420 Old Battery Ln., Delaware City, DE 19706

Office - Lessors Risk

Premium Basis: 2,500 Sq. Ft.

TOTAL PACKAGE PREMIUM: \$55,761

WINDSOR MOUNT JOY INS 07/01/2023-07/01/2024

COMMERCIAL AUTO

POLICY #: B2U4817X

Any Auto Liability

\$1,000,000 Limit

7 Scheduled Vehicles

Comprehensive Deductible: \$500/Collision Deductible: \$500

TOTAL AUTO PREMIUM: \$15,361

JOHNSON & JOHNSON INC- NAUTILUS INS CO. 07/01/2023-07/01/2024

COMMERCIAL GENERAL LIABILITY

POLICY #: NN1552385

\$1,000,000 per Occurrence / \$2,000,000 Aggregate

260 Old Elm Ave., Delaware City, DE 19706

Vacant Land

Premium Basis: 150 Acres

1617 Old Battery Ln., Delaware City, DE 19706

Vacant Building

Premium Basis: 10,350 Sq. Ft.

1609 Maple Blvd., Delaware City, 19706

Vacant Building

Premium Basis: 6,244 Sq. Ft.

2546 Colter Rd., Delaware City, DE 19706

Building - Office

Premium Basis: 56,327 Sq. Ft.

2532 Colter Rd., Delaware City, DE 19706

Vacant Building

Premium Basis: 28,645 Sq. Ft.

1655 Maple Blvd., Delaware City, DE 19706

Vacant Building

Premium Basis: 2,331 Sq. Ft.

1669 Maple Blvd., Delaware City, DE 19706

Vacant Building

Premium Basis: 1,736 Sq. Ft.

5 Bay Garage, Delaware City, DE 19706

Warehouse

Premium Basis: 2,400 Sq. Ft.

2441-2443 Old Battery Ln., Delaware City, DE 19706

Vacant Building

Premium Basis: 2,400 Sq. Ft.

2437-2439 Old Battery Lane, Delaware City, DE 19706

Vacant Building

Premium Basis: 2,400 Sq. Ft.

TOTAL GENERAL LIABILITY PREMIUM: \$9,489.39

RT SPECIALTY / WESTCHESTER SURPLUS LINES 07/01/2023-07/01/2024

COMMERCIAL PROPERTY

POLICY #: MMF17001553 001

2546 Colter Rd., Delaware City, DE 19706

Building: \$7,500,000

Deductible: \$10,000 Per Occurrence All Other Perils

TOTAL PROPERTY PREMIUM: \$27,210.54

AGENTIC INSURANCE / ALLIED WORLD SURPLUS LINES INS. CO. 07/01/2023-07/01/2024

PROFESSIONAL LIABILITY

POLICY #: 0310-0376

Limit: \$1,000,000

\$2,500 Retention

TOTAL PROFESSIONAL LIABILITY PREMIUM: \$3,897.52

RT SPECIALTY / HUDSON INSURANCE CO. 07/01/2023-07/01/2024

D&O / EPLI COVERAGE

POLICY #: HFP-HN-PTP-5620-070123

D&O Aggregate: \$1,000,000

EPLI Aggregate: \$1,000,000

EPLI Retention: \$35,000

TOTAL D&O/EPLI PREMIUM: \$8,855

SELECTIVE INSURANCE CO. 07/01/2023-07/01/2024

INLAND MARINE

POLICY #: S2426057

4 Scheduled Equipment

Kubota: \$28,000

JCB Backhoe: \$29,000

2 Historic Barrels: \$2,000

Deductible: \$1,000

TOTAL INLAND MARINE PREMIUM: \$644

EMPLOYERS 07/01/2023-07/01/2024

WORKERS COMPENSATION

POLICY #: EIG4527973

\$100k Each Accident / \$500k Policy Limit / \$100k Each Employee

Class 0953 Clerical Office Employees / \$53,000 / Rate 0.08

Class 0971 Commerical Bldg Operation-Real Estate Mgmt / \$300,000 / Rate 2.16

Schedule Credit 0.36

Experience Mod 0.977

TOTAL WORKERS COMPENSATION PREMIUM: \$4,558.00

SELECTIVE INSURANCE CO. 07/19/2023-07/19/2024

FLOOD

POLICY #: FLD2208153

2801-2803 Quartermaster Rd., Bldg. 43, Delaware City, DE 19706

Building: \$250,000

Deductible: \$5,000

TOTAL FLOOD PREMIUM: \$1,650

STERLING SURPLUS 02/14/2024-02/14/2025

FLOOD

POLICY #: 23EVFDPF2018

2441 & 2443 Old Battery Ln., Delaware City, DE 19706

Building: \$250,000

Deductible: \$5,000

TOTAL FLOOD PREMIUM: \$2,884

STERLING SURPLUS 02/14/2024-02/14/2025

FLOOD

POLICY #: 23SSP311PF2034

2437 & 2439 Old Battery Lane, Delaware City, DE 19706

Building: \$250,00

Deductible: \$5,000

TOTAL FLOOD PREMIUM: \$3,234.50

POLICY #: 22SSP311PF2033

2441 & 2443 Old Battery Lane, Delaware City, DE 19706

Building: \$250,00

Deductible: \$5,000

TOTAL FLOOD PREMIUM: \$3,244.50

POLICY #: 23SSJ231PF4172 2/5/2024-2/2/2025

1308 Officers Row
Delaware City, DE 19706

Building: \$250,00

Deductible: \$5,000

TOTAL FLOOD PREMIUM: \$2,579.12

SELECTIVE INSURANCE CO. 11/25/2023-11/25/2026

EMPLOYEE THEFT

POLICY #: B6060793

Employee Theft-Blanket: \$40,000

TOTAL CRIME PREMIUM: \$328

SELECTIVE INSURANCE CO. 01/15/2024-01/15/2025

BUILDERS RISK

POLICY #: S2476283

2441 & 2443 Old Battery Ln., Delaware City, DE 19706

Renovation of Dwellings: \$500,000 Limit

2437 & 2439 Old Battery Lane, Delaware City, DE 19706

Renovation of Dwellings: \$500,000 Limit

\$5,000 Deductible

Soft Costs: \$160,000 Limit

Deductible: 5 Days

TOTAL BUILDERS RISK PREMIUM: \$3,610

SELECTIVE INSURANCE CO. 11/25/2023-11/25/2026

EMPLOYEE THEFT

POLICY #: B6060793

Employee Theft-Blanket: \$40,000

TOTAL CRIME PREMIUM: \$150

TOTAL ACCOUNT PREMIUM: \$143,456.57