



**CITY OF HOUSTON
ADMINISTRATION & REGULATORY AFFAIRS
DEPARTMENT
S22-Q23169
NOTICE OF INFORMAL REQUEST FOR PROPOSALS
FEBRUARY 12, 2009**

**STRATEGIC
PURCHASING DIVISION**
901 Bagby Street, Concourse
Level
Houston, Texas 77002
(832) 393-8726
(832) 393-8758 Fax

DESCRIPTION OF SERVICES

The City of Houston's Administration & Regulatory Affairs Department (the City) is soliciting proposals from qualified professional firms (Consultant) specializing in property losses as a result of natural or man-made disasters. The selected consultant shall be responsible for assisting the City in identifying, evaluating and achieving maximum recovery of eligible insurance proceeds for damages and losses resulting from Hurricane "Ike".

Please review the Scope of Services below. If you should have additional questions regarding this RFP or believe that the company/organization meets the minimum requirements as outlined in the Scope of Services of this RFP, please submit your response to **Tina Paquet, Deputy Assistant Director**, via one of the methods listed below by **4:30 p.m. CST, Thursday, February 19, 2009**:

Pre-Proposal Conference: There will be no pre-proposal conference. Prospective proposers needing additional information or clarification to this Request For Proposal (RFP) are requested to e-mail questions to Tina Paquet at tina.paquet@cityofhouston.net. The deadline for submitting questions is **Tuesday, February 17, 2009 at 1:00 p.m. CST. No questions will be accepted after February 17, 2009.** All questions will be answered via letter of clarification to this RFP and posted on the City's e-bidding website and automatically e-mailed to all who registered to receive this RFP.

e-mail (preferred method): tina.paquet@cityofhouston.net
Fax Number: (713) 837-9917
Mail: City of Houston
Tina Paquet, Deputy Assistant Director
Insurance Management Division
611 Walker, 10th Floor
Houston, Texas 77002

SCOPE OF SERVICES

A. General:

The City is seeking a qualified firm to provide property loss consulting services to assist the City in identifying, evaluating and achieving maximum recovery of eligible insurance proceeds for damages/losses resulting from Hurricane "Ike". The firm **must have 15 or more years** of experience in maximizing and expediting financial recovery from complex multi-million dollar public entity and private sector property insurance losses. The consulting services should be performed by executives of the firm.

B. Meetings:

The selected firm shall be required to:

- Participate in meetings and inspections with City and insurance company representatives.
- Participate in claim status meetings with the Insurance Management Division of the Administration & Regulatory Affairs Department; a minimum of weekly intervals or as required by the department director.



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C. Property Damage (Building and Contents) & Equipment Damage:

The selected firm shall be required to:

- Identify, investigate, document, and analyze all property damage to City buildings, including the increased cost of construction to comply with enforcement of an ordinance or law under the terms of the policy.
- Identify, investigate, document, and analyze all property damage to the building contents, including stock, supplies, furniture, fixtures, machinery, equipment, improvements and betterments, computer systems, etc.
- Identify, investigate, document, and analyze all property damage to City equipment.
- Verify that the loss/damage falls within the term of the insurance policy.
- Prepare details of the loss, using replacement costs or restoration costs, where applicable, in accordance with insurance policy terms.
- Develop and disseminate communications protocol to manage the claim documentation process.
- Collaborate with the City's FEMA expert and coordinate the insurance claim.
- Provide strategic recommendations for formalizing the insurance claim.
- Prepare and present a clear, concise, detailed, well-documented insurance claim.
- Prepare and present periodic claim summary reports as required by the Director of the Administration & Regulatory Affairs Department
- Participate in meetings and inspections with City and insurance company representatives.
- Negotiate the most favorable and expeditious insurance claim settlement to the City.
- Negotiate with insurance adjusters and insurance carrier representatives to achieve a maximum and expeditious insurance claim settlement on behalf of the City.

D. Time Element Coverage (Business Interruption & Extra Expense

The selected firm shall be required to:

- Collect and develop pertinent information relating to extra costs and inefficiencies of operation and payroll.
- Assess revenue costs and the appropriate period of suspension within compliance of insurance policy terms.
- Identify and calculate expediting expenses; expenses related to reducing the loss.
- Prepare financial projections for the period of suspension.
- Provide total business interruption claim management to ensure consistency with the property portions of the claim.

Additionally, the documents listed below must be provided with the proposal:



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- Licenses and certifications
- Resumes of firm executives actively participating in performance of all aspects of property loss consulting services /proposed staff
- Client references for which proposer has provided property loss consulting services for public or private sector entities of similar size and scope as requested herein
- Brief overview of consultant's experience and an explanation of the proposer's understanding of the work that must be accomplished
- Proposed Fee Schedule (Must be submitted in separate sealed envelop marked "pricing").
- Required forms identified in the table below.

TABLE 1 - REQUIRED FORMS
Affidavit of Ownership.doc
Fair Campaign Ordinance.doc
Statement of Residency.doc

The documents listed in Table 1 above can be found at http://purchasing.houstontx.gov/solicitation_forms.htm

Evaluation of each proposal shall be done in the following order:

- Expertise/Experience/Qualifications
- Proposed Strategy
- Conformance to RFP Requirements