

CITY OF CORAL GABLES

-MEMORANDUM-

TO: Honorable Mayor and
Members of the City Commission

Date: October 1, 2025

FROM: Peter J. Iglesias
City Manager

SUBJECT: Award Recommendation
RFP 2025-019 Insurance Brokerage and
Risk Management Services

At the next available City Commission Meeting an award recommendation for RFP 2025-019 Insurance Brokerage and Risk Management Services will be included on the agenda. This memorandum serves to notify you that in accordance with Section 2-763 of the City Code entitled "Contract Award", my recommendation to the City Commission for award of the subject RFP is as follows:

- 1) Accept the recommendation of the Chief Procurement Officer to award the RFP and authorize negotiations with Arthur J. Gallagher Risk Management Services, LLC, the recommended responsive and responsible proposer for Insurance Brokerage and Risk Management Services, RFP 2025-019.
- 2) Reaffirm the City's right to pursue alternative courses of action.

On July 17, 2025, the Procurement Division of Finance formally advertised, issued, and distributed Request for Proposals (RFP) 2025-019 Insurance Brokerage and Risk Management Services. One hundred and thirty-four (134) prospective proposers were notified by INFOR, the City's web-based e-Procurement system.

On August 27, 2025, three (3) firms responded to the RFP, including one (1) No Bid (NB): Arthur J Gallagher Risk Management, LLC, Aon Risk Services, Inc. of Florida (NB) and Hotaling Insurance Services.

The responses were reviewed by the Procurement Division in order to determine responsiveness to the requirements of the RFP. During the review, it was determined by Procurement, after consulting with the City Attorney's office, that Hotaling Insurance Services was deemed non-responsive based on their failure to submit sufficient documentation to verify that they meet the minimum qualification requirements, as required in Sections 3A1 and 3A2 of the RFP.

On September 30, 2025, the Evaluation Committee convened to evaluate the one (1) responsive and responsible proposal. The Evaluation Committee recommended that the City negotiate with Arthur J. Gallagher Risk Management Services, LLC to provide the requested services for an initial three (3) year term with two (2) one (1) additional year periods.

After successful negotiations, a Professional Services Agreement will be executed. A more detailed description of the RFP, proposal response and evaluation results will be provided to you as part of the agenda package.

Please contact me should you have any questions.

Copy:

Cristina M. Suárez, City Attorney

Billy Y. Urquia, City Clerk

Raquel Elejabarrieta, Human Resources Director

Diana M. Gomez, Finance Director

Celeste S. Walker-Harmon, Chief Procurement Officer