

Fort Smith Regional Airport -- Insurance Broker RFP - 2019

Inquiries addressed to airport staff with responses provided (summarized):

Question 1: On page 5 item 6 we are asked to give the total cost of the program over term. Am I correct in thinking that the proposal is asking for our management fee for the three-year period?

Answer: Page 4 item 5 states: The preference of the airport has been to compensate an insurance broker on a fee basis. Please provide the basis upon which a fee would be determined for your firm. In addition, based on the information provided in this request, indicate the fee level you recommend for your firm.

Page 5 item 6 states: Total cost of the program over the contract period.

This your firm's compensation based on fees or based on what method you are proposing to be compensated. The compensation amount can be stated annually – be sure to clarify that it is annually.

Question 2: I understand that the airport commission will be accepting proposals on a flat fee basis AND on an embedded- inside- the- insurance- premium commission % basis. With this in mind, do we quote separately now on our flat fee concept? Or, do we wait and declare as much at the deadline time for the actual November insurance premiums proposal?

Answer: Page 4 item 5 states: The preference of the airport has been to compensate an insurance broker on a fee basis. Please provide the basis upon which a fee would be determined for your firm. In addition, based on the information provided in this request, indicate the fee level you recommend for your firm.

Page 5 item 6 states: Total cost of the program over the contract period.

As such, your proposal should include your firm's compensation as it relates to services your firm provides. The compensation amount can be stated annually – be sure to clarify that it is annually.

Question 3: Has there been a declared deadline for the insurance premium delivery phase in the process?

Answer: The airport's current insurance policies will expire on November 1, 2019. A deadline for insurance premium delivery phase will be declared after August 1, 2019.

Question 4: Is it correct that the cost of insurance will be requested later?

Answer: After the broker is selected and closer to the expiration date of the airport's current policies, the selected broker will begin approaching insurance companies regarding premiums. The airport's current insurance policies will expire on November 1, 2019.

Question 5: What is the deductible for each policy?

Answer: Deductibles for current policies are listed on Exhibit 1 of the RFP.

Question 6: What is the coverage amounts for medical payments?

Answer: Current liability policy provides \$5,000 per person.

Question 7: Do you need Hangar Liability coverage? If so, any Tie Downs and how much coverage is required?

Answer: Hangarkeepers is included in liability coverage. Tie down operations are not performed by the airport.

Question 8: What is the number of elevators, escalators, or moving sidewalks?

Answer: One elevator in terminal building for access to the airport administration office.

Question 9: Do you sponsor any Air Shows?

Answer: Currently no air shows are planned for the future. However in event of an air show, the airport will acquire additional coverage.

Question 10: Are fuel tanks located above or below ground?

Answer: Fuel tanks insured by the airport are above ground and include: 1 – 1,000-gallon auto; 1 – 1,000-gallon diesel; 1 – 2,000-gallon auto; and 1 – 12,000-gallon avgas.

Question 11: Does the airport staff perform 'in-to' aircraft fueling operations?

Answer: No. The airport's avgas is self-service. Only tenants and users pump fuel into aircraft.

Question 12: What is the airport's FAA classification?

Answer: Non-hub Primary.

Question 13: Are any NAVAIDS owned by the airport?

Answer: No. These are owned and maintained by the FAA.

Question 14: Is there any non-aviation uses on the airport?

Answer: Non-aviation related uses are commercial leases. Ground leases (insured by tenant) and two building leased include Best and Federal Express. The airport provides insurance only on the building leased by Best. (see property list in Addendum No. 2)

Question 15: Does the airport have: an airport emergency plan; an anti-terrorist plan and a wildlife & bird prevention plan?

Answer: Yes.

Question 16: Does the airport charge for parking?

Answer: The airport has a management agreement/lease with a company that collects parking fees.

Question 17: Does the airport own, operate or maintain off-airport facilities?

Answer: No .

Question 18: Is the airport fenced?

Answer: Yes, the airfield is fenced.

Question 19: Does the airport provide security. Does TSA do that? Are they there 24 hours?

Answer: TSA operates the security checkpoint and Fort Smith Police Department provide police officers. Neither are 24 hours.

Question 20: What is the frequency of patrols?

Answer: Unknown. City police officers do the patrols.

Question 21: Airport hours of operation?

Answer: The airline terminal is open 4 am to approximately 12 midnight or until after the airline arrival.

Question 22: What are the annual operations and passengers?

Answer: Information is on the airport's website.

Question 23: What is the largest aircraft using the airport?

Answer: Usual aircraft usage includes C130 (military) and CRJ-900 (commercial), with occasional 737.

Question 24: What are the airport salaries by workers compensation codes?

Answer: This information will be included in Addendum #2.

Question 25: Will a list of facilities, equipment, and vehicles be provided?

Answer: This information will be included in Addendum #2.

Question 26: Provide a list of drivers, dates of birth, and license numbers.

Answer: Number of drivers and positions will be included in Addendum #2. Other requested drivers' information WILL NOT be provided during the broker selection process.