



## REQUEST FOR QUALIFICATIONS

### Corporate Insurance Services

**Issue Date:** February 27, 2023

**Issuer:** Quad Cities Land Bank Authority

**Location:** Moline, Illinois

**Contact Name:** Mary Chappell, Land Bank Program Manager

**Qualifications Due:** March 20, 2023, 4:00pm CT

### EXECUTIVE SUMMARY

The Quad Cities Land Bank Authority (“QCLBA”) is requesting statements of qualifications “SOQ” from insurance firms for **corporate insurance services**.

#### Key Dates:

Release of RFQ	February 27, 2023
Qualifications Submission Due Date	March 20, 2023, 4:00 p.m. CST
Interviews (as necessary)	
Selection	March 20, 2023
Expected Start Date	April 17, 2023
Contract Expiration	April 17, 2025

### QCLBA Background

The Quad Cities Land Bank Authority is an intergovernmental agency formed in April 2022 by the City of Moline, City of Rock Island, and City of East Moline.

The Mission of the Quad Cities Land Bank Authority is to strategically acquire vacant, abandoned, tax delinquent properties, address title liabilities, and facilitate the revitalization of those properties to a productive use consistent with local government plans and priorities.

This work will be accomplished through condemnation, foreclosure, and strategic partnerships with developers, community organizations, lenders, and local governments, to improve quality of life, stabilize the tax base, and enhance economic opportunities.

## **SCOPE OF WORK**

Responders are asked to provide quotes for the following insurance services:

- Director and Officer Liability coverage
- Commercial General Liability coverage for the QCLBA
- Basic Liability coverage for real estate holdings

## **CONTENTS OF SUBMISSION**

Qualification statements should include but not be limited to the following:

- A. Cover Letter
- B. General Description of Company History
- C. Location of Office or Offices
- D. Providers relevant experience with land banking organizations (if any), Director and Officer Coverage, General Liability for organizations, and liability coverage for real estate holdings.
- E. Identify the individuals that would serve as main contact to the QCLBA, including their areas of expertise and qualifications/experience.
- F. Provide a minimum of three client references from the past five years
- G. Billing and Rate Information

## **TYPE OF ENGAGEMENT**

QCLBA will engage an insurance company as an independent contractor. Respondents must have their own insurance, and offices. The successful bidder will enter into a professional services contract with the QCLBA for a term of two years, with an option for renewal.

## **QUESTIONS**

If the responding firm finds that it cannot complete a proposal without additional information, they must submit written questions to the QCLBA. Verbal questions will not be accepted and verbal answers will not be given.

No negotiations, decisions or actions shall be initiated by any respondent as a result of any verbal discussion with any QCLBA Representative. Written questions and responses will be made part of the RFQ and distributed to all firms who received RFQ packages.

All questions in connection with this RFQ shall be sent via email to Mary Chappell, QCLBA Program Manager, [mchappell@moline.il.us](mailto:mchappell@moline.il.us)

## **PROJECT TIMETABLE**

The QCLBA is asking that all SOQs be returned by 4:00 p.m. Central time, March 20, 2023, to the following address:

Attn: City Clerk  
City of Moline  
619 16th Street  
Moline, IL 61265

Submit via e-mail to: [mchappell@moline.il.us](mailto:mchappell@moline.il.us)

In submitting a proposal, each firm or individual acknowledges that QCLBA shall not be liable to any person for any costs incurred therewith or in connection with costs incurred in anticipation of QCLBA accepting any proposal. The QCLBA may accept or reject any proposal without limitation. Nothing in this request for proposals or in subsequent negotiations creates any vested rights in any firm or individual.