

RFP for Insurance Brokerage and Risk

RFP ADDENDUM #1

Date of Addendum: November 13, 2025

Notice To All Potential Respondents

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

Proposal Submittal Deadline

The Proposal submittal deadline remains the same and is not changed by this Addendum.

1.0 - RFP

Item	Section	Item Section Description of Change
1.1	2.1a	Section changed to read: A brief profile of your firm (1 to 2 pages) indicating the scope of its practice and the range of activities performed by the firm. Identify contact person, phone number and email address. State the head office address as well as the address and phone number of any local office that will manage or assist in managing the insurance services.
1.2	2.1g	Section changed to read: Your firm's fee, whether a flat fee or percentage of premium, or other methodology and any cost for additional services. Proposals that are firm for a three-year renewal period past the April 2026 renewal are preferred.

2.0 - Questions and Answers

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section of this Addendum.

2.1	<p>Question: Can you please provide the Statement of Values (SOV) for the property insured under GVHA's insurance program.</p> <p>Answer: The total SOV for the property is \$272M. Please see attached documents.</p>
2.2	<p>Question: Can you share your most recent Ports Liability insurance application or similar document showing detailed revenue sources, and whether in a landlord or operational capacity.</p> <p>Answer: Our audited financial statements are found on our website at https://gvha.ca/</p>
2.3	<p>Question: Please provide GVHA's claim record for last 5-years (for individual claims over \$25,000 in amount).</p> <p>Answer: This detail will be provided to the successful proponent of this RFP.</p>

2.4	<p>Question: Can you confirm that the \$1.1M reported in the most recent financial statements is the annual insurance spend related to the 14 policies listed in the RFP? Does GVHA's have excess/umbrella policies that are not listed in the RFP?</p> <p>Answer: \$1.1M is the total of our insurance policy we do have excess property and Side A DIC for our directors and officers.</p>
2.5	<p>Question: Can you provide a copy of GVHA's ERM Risk Register?</p> <p>Answer: Our corporate risk register is not shared publicly but will be available to the successful proponent of the RFP.</p>
2.6	<p>Question: Please provide basic details on storage tanks: number, capacity, type of contents, age, and location.</p> <p>Answer: This detail will be provided to the successful proponent of this RFP.</p>

3.0 - Information

The following item(s) are provided as a matter of reference and information only to all respondents and do not modify or become part of the Contract Documents.

Item	Description
3.1	Statement of Values.

END OF ADDENDUM

STATEMENT OF VALUES - Ogden Point

Name of Insured

GREATER VICTORIA HARBOUR AUTHORITY

Values Current as of:

4/8/2024

Loc. No.	Address	Description	City	Prov	Postal Code	Country	Basis of Valuation	Building	Tenants Improvements	Equipment	EDP	Office Contents	Valuable Papers	Accounts Receivable	Extra Expense	Business Interruption Profits 12 mos	Total Insured Value	COPE Information	Security Measures
1	189 Dallas Road	Old Corporate Office	Victoria	BC	V8V 1A1	Canada	ACV	\$ 193,285									\$ 193,285	1949 - 2-storey building that has been leased to three companies. Tenants are Harbour Ferries, a Charter Bus Service, and Pacific Northwest Transportation Services	
2	85 Dallas Road	Whitehall Building (Trotac on old papers)	Victoria	BC	V8V 1A1	Canada	ACV	\$ 504,550									\$ 504,550	Year built 1980. Wood Frame and Masonry Construction. Building occupied by Whitehall Rowing and Sailing. Building provides space for offices and product display.	Site is fully fenced.
3	75 Dallas Road	Tymac Building	Victoria	BC	V8V 1A1	Canada	ACV	\$ 293,693									\$ 293,693	Built 1980 - wood construction	
4	130 Dallas Road	Storage Bld Tin shed (north entrance)	Victoria	BC	V8V 1A1	Canada	ACV	\$ 69,031									\$ 69,031	Built approx 1979	
5	187 Dallas Road	Pier A Warehouse	Victoria	BC	V8V 1A1	Canada	ACV	\$ 5,034,206									\$ 5,034,206	Year built 1979. Concrete tilt up construction, flat roof construction. Fire extinguishers and private fire hydrants within 150 meters	CCTV cameras are located on all four corners of the building
6		Storage Garage (near café)	Victoria	BC	V8V 1A1	Canada	ACV	\$ 22,592									\$ 22,592	Breakwater Café located near storage garage	
7	135 Dallas Road	Maintenance Shop	Victoria	BC	V8V 1A1	Canada	ACV	\$ 414,455		\$ 119,000	\$ 17,170	\$ 85,000					\$ 635,625	Originally Built 1975+ - Updated 2014 - 1 and 2-storey building . Large flat roof	Partial security alarm system using a combination of magnetic contacts and motion sensors to detect unwanted activity
8		Utility Service Building	Victoria	BC	V8V 1A1	Canada	ACV	\$ 22,592									\$ 22,592		
9		Utility Service Building 2	Victoria	BC	V8V 1A1	Canada	ACV	\$ 12,551									\$ 12,551		
10	185 Dallas Road	Pier B Building	Victoria	BC	V8V 1A1	Canada	ACV	\$ 1,280,202									\$ 1,280,202	Year built 2000. Steel stud and metal clad construction. Fire extinguishers and private hydrants within 150 meters	
11	187 Dallas Road	Ogden Point Breakwater	Victoria	BC	V8V 1A1	Canada	RC	\$ 27,636,248									\$ 27,636,248	Built 1914-18 Mass Rubble and Concorite stricture granite armouring on south face	CCTV cameras throughout property, high mast lighting
12	187 Dallas Road	Pier A Ogden Point	Victoria	BC	V8V 1A1	Canada	RC	\$ 74,095,087									\$ 74,095,087	Constructed in 1913-17. Concrete caisson and asphalt construction. Private fire hydrants within 150 meters.	CCTV cameras throughout property. Fencing is 10-ft high chain link fence. Locks are high quality grade padlocks
13	185 Dallas Road	Pier B Ogden Point	Victoria	BC	V8V 1A1	Canada	RC	\$ 76,610,216									\$ 76,610,216	Construction in 1913-17. Concrete caisson and asphalt construction. Private fire hydrants within 150 meters	CCTV cameras throughout property. Fencing is 10-ft high chain link fence. Locks are high quality grade padlocks
14	185 Dallas Road	Pier B Expansion - Dolphin	Victoria	BC	V8V 1A1	Canada	RC	\$ 6,240,167									\$ 6,240,167	2014-15 First Expansion	CCTV cameras/ high mast lighting throughout property
15	185 Dallas Road	Pier B Expansion - Dolphin	Victoria	BC	V8V 1A2	Canada	RC	\$ 8,018,420									\$ 8,018,420	2019- 20 - Second expansion	
16		OP Fixtures & Other	Victoria	BC	V8V 1A1	Canada	ACV	\$ 860,999									\$ 860,999		
17		Multi-Use Float					RC	\$ 652,175									\$ 652,175	2016	
18	189 Dallas Road	Portable building 1-10'X32 Britco Port BLDG SN J93010	Victoria	BC	V8V 1A1	Canada	RC	\$ 38,858									\$ 38,858		
19	187 Dallas Road	2- 9x22' Port Blings (storage container)	Victoria	BC	V8V 1A1	Canada	RC	\$ 46,570									\$ 46,570		
20		Security camera & swipe access System	Victoria	BC	V8V 1A1	Canada	RC	\$ 124,724									\$ 124,724		

Loc. No.	Address	Description	City	Prov	Postal Code	Country	Basis of Valuation	Building	Tenants Improvements	Equipment	EDP	Office Contents	Valuable Papers	Accounts Receivable	Extra Expense	Business Interruption Profits 12 mos	Total Insured Value	COPE Information	Security Measures
22		Public Boat Launch ramp - Includes Portable Building	Victoria	BC	V8V 1A1	Canada	RC	\$ 1,729,350									\$ 1,729,350		
23		Cafe Garbage Disposal Shelter	Victoria	BC	V8V 1A1	Canada	RC	\$ 1,255									\$ 1,255		
24		Electric Car Charging Station	Victoria	BC	V8V 1A1	Canada	RC	\$ 25,906									\$ 25,906		
25		Electric Bus Charging Station	Victoria	BC	V8V 1A1	Canada	RC	\$ 47,718									\$ 47,718		
26		Portable Washrooms	Victoria	BC	V8V 1A1	Canada	RC	\$ 177,462									\$ 177,462		
27		OP Pedestrian Ramp	Victoria	BC	V8V 1A1	Canada	RC	\$ 185,040									\$ 185,040		
28		Business Interruption	Victoria	BC		Canada		\$ -								\$ 11,181,299	\$ 11,181,299		
29		Extra Expense	Victoria	BC		Canada		\$ -							\$ 1,171,800		\$ 1,171,800		
30		Accounts Receivable	Victoria	BC		Canada		\$ -						\$ 45,000			\$ 45,000		
31		Valuable Papers	Victoria	BC		Canada		\$ -					\$ 20,000				\$ 20,000		
Total								\$ 204,337,354	\$ -	\$ 119,000	\$ 17,170	\$ 85,000	\$ 20,000	\$ 45,000	\$ 1,171,800	\$ 11,181,299	\$ 216,976,622		
																		\$ 272,264,678.69	

* EDP = Computer Equipment (including laptops), Data and Media. If applicable, please attach separately a list of the laptop values, identified by location.

** Other (describe)

Comments


RC - Replacement Cost

ACV - Actual Cash Value

Location: 187 Dallas Road - Maintenance Shop - Office Contents are RC valuation

Declaration and Signature

THE UNDERSIGNED DECLARES THAT TO THE BEST OF HIS OR HER KNOWLEDGE AND BELIEF THE STATEMENTS SET FORTH HEREIN ARE TRUE. THE INSURANCE COMPANY IS HEREBY AUTHORIZED TO MAKE ANY INVESTIGATION AND INQUIRY IN CONNECTION WITH THIS APPLICATION THAT DEEMS IT NECESSARY. THIS APPLICATION MUST BE SIGNED BY THE RISK MANAGER OR OTHER PERSON RESPONSIBLE FOR PURCHASING INSURANCE.

Name	Lucy Hart	Title	Assistant Controller
Signature		Date	
Name	Lori Ann Smith	Title	Director, Finance
Signature		Date	

STATEMENT OF VALUES - All Other Properties

Name of Insured

GREATER VICTORIA HARBOUR AUTHORITY

Values Current as of:

4/8/2024

Sort Order	Address	Description	City	Prov	Postal Code	Country	Basis of Valuation	Building	Tenants Improvements	Equipment	EDP	Office Contents	Valuable Papers	Accounts Receivable	Extra Expense	Business Interruption Profits 12 mos	Total Insured Value	COPE Information	Security Information
4	1 Dallas Road	Huron Street Pier	Victoria	BC	V8W 4Z9	Canada	ACV	\$ 446,816									\$ 446,816	Year built 1974 Wood and concrete structure constructed on piles. Private fire hydrants within 150 meters	Access is open during daylight hours, but secured after hours. Entrance to the wharf is protected by a 8-ft high chain link fence. The east side of the pier has a chain link fence 8-ft in height and provided with end wings to prevent climb arounds. High level lighting in the parking lot near the pier. Police response time 3-5 minutes
5	1 Dallas Road	Wharves and Piers	Victoria	BC	V8W 4Z9	Canada	ACV	\$ 2,935,679									\$ 2,935,679	Private fire hydrants within 150 meters 2007, 2014	Lit by 12-ft high poles. Lights spaced approximately 80-100 ft along the docks. Police response time 3-5 minutes
5	1 Dallas Road	Sewage Pump House	Victoria	BC	V8W 4Z9	Canada	ACV	\$ 43,929									\$ 43,929	2007 - Private fire hydrants within 150 meters	Lit by 12-ft high poles. Lights spaced approximately 80-100 ft along the docks. Police response time 3-5 minutes
5	1 Dallas Road	Fisherman's Wharf - Floating Washrooms	Victoria	BC	V8W 4Z9	Canada	RC	\$ 137,300									\$ 137,300	Private fire hydrants within 150 meters	
5	1 Dallas Road	FW Fixures & Other	Victoria	BC	V8W 4Z9	Canada	ACV	\$ 1,069,345									\$ 1,069,345	Private fire hydrants within 150 meters	Lit by 12-ft high poles. Lights spaced approximately 8-100 ft along the docks. Police response time 3-5 minutes
5	1 Dallas Road	FW Entrance Sign	Victoria	BC	V8W 4Z9	Canada	RC	\$ 99,922									\$ 99,922	Private fire hydrants within 150 meters	Lit by 12-ft high poles. Lights spaced approximately 8-100 ft along the docks. Police response time 3-5 minutes
5	1 Dallas Road	Maintenance Shed, Security	Victoria	BC	V8W 4Z9	Canada	RC	\$ 6,476									\$ 6,476	Private fire hydrants within 150 meters	Lit by 12-ft high poles. Lights spaced approximately 8-100 ft along the docks. Police response time 3-5 minutes
6	1006 Wharf Street	Broughton Street Wharves	Victoria	BC	V8W 3H9	Canada	ACV	\$ 677,754									\$ 677,754	1950-1955 Improvements under TC. Timber Piling and Decking	
6	1006 Wharf Street	Broughton St (Washroom)	Victoria	BC	V8W 3H9	Canada	ACV	\$ 247,255			\$ 5,900						\$ 253,155	1990+- Wood Construction Single Storey former Customs Building	CCTV monitored

Sort Order	Address	Description	City	Prov	Postal Code	Country	Basis of Valuation	Building	Tenants Improvements	Equipment	EDP	Office Contents	Valuable Papers	Accounts Receivable	Extra Expense	Business Interruption Profits 12 mos	Total Insured Value	COPE Information	Security Information	
6	1006 Wharf Street	Broughton St pier	Victoria	BC	V8W 3H9	Canada	RC	\$ 3,330,728									\$ 3,330,728	Built in approximately 1950. Upgraded in 1985 and 1990. Concrete Ramp Pier Head at Wharf Street constructed in 1939-1950- 90 Wood structure, wood deck construction. Wood on wood truss roof. No fire protection, but fire boat moores here. The pier provides space for coin laundry and shower facilities, a small food and beverage service and a small dock area dedicated to tour group with kayak rentals.	Chain link fence protected. Police response time 3-7 minutes	FCA 2019
6	1006 Wharf Street	Container-Red Fish Blue Fish	Victoria	BC	V8W 3H9	Canada	RC	\$ 23,500									\$ 23,500	Restaurant made from a container		
6	1006 Wharf Street	Wharf Street Docks	Victoria	BC	V8W 3H9	Canada	ACV	\$ 2,761,220			\$ 13,600						\$ 2,774,820	Built in 1970. Wood structure and concrete deck construction. Private fire hydrants within 150 meters. Docks provide moorage for pleasure vessels 20' to 375' in length		
6	1006 Wharf Street	Johnson Street Floats	Victoria	BC	V8W 3H9	Canada	ACV	\$ 252,275	\$ -								\$ 252,275	1990	Fitted with chain link fencing. Police response time 3-7 minutes	
7	1006 Wharf Street	Hyack / Regent Floats	Victoria	BC	V8W 3H9	Canada	RC	\$ 1,084,670	\$ -								\$ 1,084,670	1996 - 2001	Fitted with chain link fencing. Police response time 3-7 minutes	
1	700 Government Street	Causeway Promenade -Lower Causeway -	Victoria	BC	V8W 1W5	Canada	ACV	\$ 1,472,232									\$ 1,472,232	Built 1974 - Concrete slab on two levels supported by wooden piles . Precast blocks on perimeter on water side. Landscape Planters with Ten Large Shrubs planted in 1974. Heritage Protected Structure (City)		
3	700 Government Street	Ship Point (SP) Anchored	Victoria	BC	V8W 1W5	Canada	ACV	\$ 3,506,748									\$ 3,506,748	1949 (east) and 1979 (west end) Wooden Pier and Decking - Asphalt Topping. 1949 Section Repaired in 2018 - \$2m repairs using steel piles and replacement timber pile caps.	Each finger of the dock system is provided with a security gate of wrought iron. Police response time 3-7 minutes	
7	700 Government Street	Causeway Floats	Victoria	BC	V8W 1W5	Canada	ACV	\$ 1,855,038			\$ 21,810						\$ 1,876,848	2011-12 Provides moorage for private vessels up to 60' in length. Year built 2010. Concrete/billets construction. Dry line fire line.	Provided with a secure access gate. Access points protected by fencing or barriers. Wing fences are glass and toe rail is provided with a sharp angle. Police response time 3-7 minutes.	
7	700 Government Street	Electrical Power Systems (Shore Power)	Victoria	BC	V8W 1W5	Canada	RC	\$ 1,539,813									\$ 1,539,813	1974-2014		
3	700 Government Street	SP Floating Deck and 3 Fingers (SP South)	Victoria	BC	V8W 1W5	Canada	RC	\$ 1,098,400									\$ 1,098,400	2011-12		
3	700 Government Street	SP Docks (SP North) includes gates & ramp	Victoria	BC	V8W 1W5	Canada	RC	\$ 621,736									\$ 621,736	2011-12		
2	701 Government Street	Causeway Promenade -Retaining Wall Government Street	Victoria	BC	V8W 1W6	Canada	RC	\$ 22,821,656									\$ 22,821,656	1903-5 granite block faced retaining wall, cast-iron light fixtures and stairways /mass concrete and sandstone rubble substructure - Heritage Protected Structure (City) Lineal metres of wall = 235 m Height - 10.6 m		

Sort Order	Address	Description	City	Prov	Postal Code	Country	Basis of Valuation	Building	Tenants Improvements	Equipment	EDP	Office Contents	Valuable Papers	Accounts Receivable	Extra Expense	Business Interruption Profits 12 mos	Total Insured Value	COPE Information	Security Information
9	100 - 1019 Wharf Street	GVHA Corporate and Marina Office	Victoria	BC	V8W 3H9	Canada	RC	\$ 828,773	\$ 28,927		\$ 367,904	\$ 325,000					\$ 1,550,603		Monitored security alarm system. Full-time employee on site. Police response time 3-7 minutes
9	146 Kingston Street	Raymur Point Customs Float	Victoria	BC	V8V 1V4	Canada	RC	\$ 652,175									\$ 652,175		
9	113-19 Dallas Road	Shoal Point Condo	Victoria	BC	V8W 4Z9	Canada	RC	\$ 300,079			\$ 2,880	\$ 20,000					\$ 322,959		
9	21 Erie Street	TC Office	Victoria	BC	V8W 4Z9	Canada	RC	\$ 446,225									\$ 446,225		
		Business Interruption	Victoria	BC		Canada										\$ 4,970,491	\$ 4,970,491		
		Extra Expense	Victoria	BC		Canada									\$ 1,171,800		\$ 1,171,800		
		Accounts Receivable	Victoria	BC		Canada								\$ 50,000			\$ 50,000		
		Valuable Papers	Victoria	BC		Canada							\$ 50,000				\$ 50,000		
Total								\$ 48,259,744	\$ 28,927	\$ -	\$ 412,094	\$ 345,000	\$ 50,000	\$ 50,000	\$ 1,171,800	\$ 4,970,491	\$ 55,288,056		

* EDP = Computer Equipment (including laptops), Data and Media. If applicable, please attach separately a list of the laptop values, identified by location.

** Other (describe)

Comments

RC - Replacement Cost

ACV - Actual Cash Value

Declaration and Signature

THE UNDERSIGNED DECLARES THAT TO THE BEST OF HIS OR HER KNOWLEDGE AND BELIEF THE STATEMENTS SET FORTH HEREIN ARE TRUE. THE INSURANCE COMPANY IS HEREBY AUTHORIZED TO MAKE ANY INVESTIGATION AND INQUIRY IN CONNECTION WITH THIS APPLICATION THAT DEEMS IT NECESSARY. THIS APPLICATION MUST BE SIGNED BY THE RISK MANAGER OR OTHER PERSON RESPONSIBLE FOR PURCHASING INSURANCE.

NameLucy Hart

Signature

TitleAssistant Controller

Date

NameLori Ann Smith

Signature

TitleDirector, Finance

Date20-Feb-24

\$272,264,679