

## REQUEST FOR QUOTATIONS

Original Date Issued: Friday, September 6, 2019  
Deadline for Questions: Monday September 16, 2019, 5pm EST  
Closing Date: Friday, September 20, 2019, 12pm EST  
Anticipated Award Date: Monday, September 23, 2019  
Reference: National Brownfields Training Conference, D94.001.00  
Subject: **Request for Proposal No. ICMAHO/Brownfields Session  
Consultant Services/2019**

The International City/County Management Association (ICMA) seeks proposals from eligible Offerors for professional services for ICMA in Washington, D.C. ICMA anticipates awarding one (1) single award a result of this solicitation. ICMA reserves the right to award more or fewer awards than anticipated above.

Technical questions concerning this solicitation should be directed to Emily Sparks, ICMA Senior Program Manager, at [esparks@icma.org](mailto:esparks@icma.org), and Tad McGalliard, ICMA Director of Research and Technical Assistance, at [tmcgalliard@icma.org](mailto:tmcgalliard@icma.org). All contractual questions relating to this solicitation must be submitted to Representative, Grants and Contracts Administration at [workwithus@icma.org](mailto:workwithus@icma.org).

All communications must include the solicitation title, **ICMAHO/Brownfields Session Consultant Services/2019**, in the subject line.

No communication intended to influence this procurement is permitted except by contacting the designated contacts above. Contacting anyone other than the designated contacts (either directly by the Offeror or indirectly through a lobbyist or other person acting on the Offeror's behalf) in an attempt to influence this procurement: (1) may result in a Offeror being deemed a non-responsive Offeror, and (2) may result in the Offeror not being awarded a contract.

This solicitation in no way obligates ICMA to award a contract nor does it commit ICMA to pay any cost incurred in the preparation and submission of a proposal.

ICMA bears no responsibility for data errors resulting from transmission or conversion processes.

ICMA appreciates your responsiveness and look forward to a mutually beneficial business relationship.

Sincerely,

Tad McGalliard, ICMA Director of Research and Technical Assistance

## **PURPOSE**

ICMA seeks a qualified service provider to organize and implement three sessions at the 2019 National Brownfields Training Conference in coordination with designated ICMA and EPA staff; a Mayors Plenary, first timers session, and an Open House Meeting for Federal, Tribal, State, and Local Officials to Discuss Brownfield Issues.

## **INSTRUCTIONS TO THE OFFERORS**

Offerors interested in providing the services described above should submit a package following the prescribed format in the Submission Requirements section of this RFQ.

Adherence to the proposal format by all Offerors will ensure a fair evaluation with regard to the needs of ICMA. Offerors who do not follow the prescribed format may be deemed non-responsive. A letter transmitting the proposal must be signed by an officer of the firm authorized to bind the Offeror as required by this solicitation.

1. Signed transmission letter.
2. Package no more than **2 pages** excluding required forms covering section 1, 2 and 4.
3. Completed and signed required forms, section 3.

Packages must be submitted electronically to Representative, Grants and Contracts Administration at [workwithus@icma.org](mailto:workwithus@icma.org) with a copy to Tad McGalliard at [tmcgalliard@icma.org](mailto:tmcgalliard@icma.org) with a subject line noting the RFQ title and number found on the cover page of this RFQ.

Applications received after the closing date stated on the top of the cover page of this RFQ will be rejected.

No phone calls please.

## **SCOPE OF WORK**

**Task 1: Organize a “Mayors Plenary” for 2019 National Brownfields Training Conference.** Since 2011, the brownfields conference has featured an interactive discussion of “mayors” as one of the three plenary sessions. For 2019, ICMA seeks a technical consultant that will work with ICMA, EPA, and the conferences national planning committee to target and recruit potential participants, identify a nationally known moderator, prepare briefing sheets and talking points, host at least one coordination call with participants, and support the event’s implementation when it occurs on December 12, 2019.

**Task 2: Organize and implement a “first timers” session for the 2019 National Brownfields Training Conference.** For the past three conferences, a “first timers” session has been offered to help attendees with a roadmap for exploring the conference. For 2019, ICMA seeks a technical consultant to work with ICMA, EPA, and the national planning

committee to outline a 60-minute session, identify and confirm speakers, produce information materials for session attendees, and lead the session onsite in Los Angeles on December 11, 2019.

**Task 3: Organize an Open House Meeting for Federal, Tribal, State, and Local Officials to Discuss Brownfield Issues.** ICMA seeks a technical consultant to plan, design, and implement a 60- to 90-minute open house that will convene federal, tribal, state, and local officials for leaders in an interactive discussion on contemporary brownfield issues. The consultant will work with ICMA, EPA, and the national planning committee to conceptualize and outline the framework of the open house, identify and confirm any speakers, produce informational materials for participants, and facilitate the meeting to ensure maximum networking and engagement.

**SUBMISSION REQUIREMENTS**

Section 1: Company/ provider profile:	Please limit to no more than one (1) page: Provide a description of your qualifications.
Section 2: Approach:	Please limit to no more than one (1) page: Describe your approach to each of the three tasks in the scope of work.
Section 3: Required Forms	Completed and signed W-9 Completed and signed ICMA Vendor Form
Section 4: Price Format	Fixed price  ICMA reserves the right to decide on the ultimate agreement type for this award.

**TYPE OF CONTRACT TO BE AWARDED**

Fixed price with payment in two installments: half at the beginning of the contract and half on delivery.

**CONTRACT TERM AND DELIVERY DATES**

Final delivery dates will be negotiated upon award. Anticipated to be the end of the 2019 National Brownfields Training Conference on December 13, 2019.

**EVALUATION AND AWARD PROCESS**

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically-acceptable basis.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. ICMA reserves the right to waive immaterial deficiencies at its discretion.

ICMA reserves the right to award under this solicitation without further negotiations. The Offerors are encouraged to offer their best terms and prices with the original submission. It is anticipated that award will be made solely on the basis of these original quotations. However, ICMA reserves the right to conduct any of the following:

- ICMA may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, ICMA may issue a partial award or split the award among various offerors, if in the best interest of ICMA.
- ICMA may cancel this RFQ at any time.

### **GENERAL CONDITIONS**

Late submissions and submissions lacking the appropriate completed forms will not be considered. Faxed submissions will not be accepted. Submissions will not be accepted at any other ICMA location other than the email address above. If changes are made to this solicitation, notifications will be sent to the primary contact provided to ICMA from each Offeror. ICMA takes no responsibility for effective delivery of the electronic document.

This solicitation does not commit ICMA to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. ICMA reserves the right to accept or reject any or all submissions received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in ICMA's best interest.

The Offeror shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each. When a Offeror is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of ICMA after the award of a contract, ICMA may exercise its stop-work right pending further investigation, or terminate the agreement.

It is ICMA's Policy that no gifts of any kind and of any value be exchanged between Offerors and ICMA personnel. Discovery of the same will be grounds for disqualification of the Offeror from participation in any ICMA's procurements and may result in disciplinary actions against ICMA personnel involved in such discovered transactions.

Offeror must disclose any financial or organizational interest – as an employee, consultant, business partner, investor, shareholder, borrower, lender, beneficiary, board member or trustee – in an actual or potential competitor, contractor, sub-contractor, customer, client, vendor, donor or recipient of ICMA, that might produce a conflict of interest or the appearance of a conflict of interest should this contract be awarded.

Offeror warrants that it shall not discriminate because of race, color, religion, sex, national origin, political affiliation, non-disabling physical and mental disability, political status, matriculation, sexual

orientation, gender identity or expression, genetic information, status as a veteran, physical handicap, age, marital status or any other characteristic protected by law.

ICMA shall use good faith efforts to provide contracting and procurement opportunities for SBD's. SDB categories include minority business enterprises (MBE), woman-owned business enterprises (WBE), small veteran and disabled veteran owned businesses, Historically Black Colleges and Universities (HBCUs), predominantly Hispanic Universities (HACUs), small businesses in Historically Under-utilized Zones (HUBZones) and private voluntary organizations (PVOs) principally operated and managed by economically disadvantaged individuals.

United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Offeror under any award resulting from this RFQ must ensure compliance with these laws.