

REQUEST FOR PROPOSAL

Original Date Issued: September 22, 2023
Deadline for Questions: November 13, 2023
Closing Date: December 1, 2023
Decision Date: December 2023 or later

INTERNATIONAL CITY/COUNTY
MANAGEMENT ASSOCIATION
777 N Capitol St. NE, Ste. 500
Washington, DC 20002-4201
202.962.3680 | 202.962.3500 (f)
icma.org

Reference: ICMA Washington, D.C.

Subject: **Request for Proposal No. ICMAHO/2028/2029 ICMA Annual Conference**

The International City/County Management Association (ICMA) is seeking proposals from eligible respondents for professional services in support of 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 Jeremy Figoten at jfigoten@icma.org with a copy to workwithus@icma.org. All contractual questions relating to this solicitation must be submitted to Grants and Contracts Administration at the following email workwithus@icma.org.

All communications must include the solicitation title, **ICMAHO/2028/2029 ICMA Annual Conference**, 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 Respondent or indirectly through a lobbyist or other person acting on the respondent's behalf) in an attempt to influence this procurement: (1) may result in a Respondent being deemed a non-responsive Respondent, and (2) may result in the Respondent 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,

Jeremy Figoten, CAE
Director, Conferences and Sponsorships
ICMA

PURPOSE

ICMA hosts annual conferences at different destinations each year, to disseminate educational, information-sharing and networking tools to help local governments manage in today's complex environment. The ICMA Annual Conference is the largest annual event in the world for local government managers and staff. ICMA seeks to procure a destination for the 2028 and 2029 ICMA Annual Conference.

ABOUT ICMA

ICMA advances professional local government worldwide. Our mission is to advance professional local government through leadership, management, innovation, and ethics. ICMA provides member support, data and information, peer and results-oriented technical assistance, and training and professional development to more than 11,000 ICMA members, city, town, and county experts and other individuals and organizations throughout the world. The management decisions made by ICMA's members affect millions of individuals living in thousands of communities, from small villages and towns to large metropolitan areas.

ICMA is a 501(c)(3) nonprofit organization founded in 1914 that offers a wide range of services to its members and the local government community. The organization is an internationally recognized publisher of information resources ranging from textbooks and survey data to topical newsletters and e-publications. ICMA provides technical assistance to local governments in developing and decentralizing countries, helping them to develop professional practices and ethical, transparent governments. The organization performs a wide range of mission-driven grant and contract-funded work both in the U.S. and internationally, which is supported by federal government agencies, foundations, and corporations.

ICMA's Dun and Bradstreet number is 072631831. For more information regarding ICMA's programs and services, please go to www.icma.org.

Hotel Requirements

Event Name: 2028 and/or 2029 ICMA Annual Conference

Date of Event: Mid-September to late-October avoiding U.S. and religious holidays

Peak Room Nights: 3,200

Total Room Nights: 13,632

ICMA requires a minimum bid of 50% of hotel rooms at overflow hotels and 60% at hotels deemed to serve as HQ Hotels.

The conference pattern is Saturday-Wednesday with the heaviest arrivals on Saturday/Sunday. The dates of national and religious holidays as well as other major conferences have to be avoided so there are no conflicts.

Estimated Room Block

Day	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Total
ROH	3	187	876	2,732	3,116	3,116	2,796	187	20	13,033
Upgrades (Presidential)	3	3	3	3	3	3	3	3	3	27
Suites	3	3	3	3	3	3	3	3	0	24
Staff	15	30	30	30	30	30	30	30	5	260
Staff (Maritz)	3	3	3	3	3	3	3	3	0	24
Government	5	30	45	45	45	45	45	30	4	294
Total	32	256	960	2,816	3,200	3,200	2,880	256	32	13,632

ICMA's normal double occupancy rate is about 30%.

Note: Suites must be in one hotel. Needs to include 30 upgraded rooms to Executive/Club Level for the ICMA Executive Board. Staff-rated rooms and other concessions can be spread throughout the hotel room blocks.

Hotel Concessions:

- Flat hotel rates preferred
- Rates should include a rebate payable directly to ICMA for convention center costs or association subsidy.
- Rates are commissionable to a third party housing company
- No charge to distribute hotel room key cards at all hotels
- One per 1/40 comp room ratio utilized or credited to ICMA's master account
- Three complimentary presidential type suites in the HQ hotel arriving Wednesday pre-conference and departing Thursday post-conference
- Three one-bedrooms suites at group rate in HQ hotel arriving Wednesday pre-conference and departing Thursday post-conference
- 30 upgrades to club level or preferred room categories for the board at the HQ hotel arriving Wednesday pre-conference and departing Thursday post-conference
- Additional suites and/or upgrades at all overflow hotels arriving Wednesday pre-conference and departing Thursday post-conference
- Discounted rates for suites occupied by ICMA members
- One complimentary room at each hotel in the block for ICMA's housing company
- Staff rated rooms at 50% off at each hotel in the block (minimum of 30 total)
- Complimentary rooms at each hotel in the block for two pre-planning visits
- Ten complimentary round-trip airport transfers at the HQ Hotel (may be split between the HQ Hotel and another hotel with a large room block)
- Three week cut-off date for hotel reservations
- Group rate three days pre- and post
- Group rate and name changes allowed after cut-off date
- No penalty for cancellations up to 48 hours in advance
- No deposits for master accounts upon ICMA's credit approval
- No charge for HQ Hotel meeting space
- Complimentary internet in all guest sleeping rooms and public space at all hotels
- Complimentary internet in HQ Hotel meeting space
- No surcharges for electric if the in-house AV company is not used
- 10% off of published menu prices in HQ Hotel

- 100 hours of complimentary registration assistance should be provided by the CVB

History:

2017	San Antonio, TX	10,706 Room Nights/2,738 peak	4,754 Attendees
2018	Baltimore, MD	10,322 Room Nights/2,693 peak	4,545 Attendees
2019	Nashville, TN	11,235 Room Nights/2,777 peak	5,537 Attendees
2020	Digital Conference	N/A	
2021	Portland, OR	11,264 Room Nights/2,603 peak	3,171 Attendees
2022	Columbus, OH	10,085 Room Nights/2,442 peak	4,315 Attendees
2023	Austin, TX	12,284 Room Nights/2,823 peak	5,500+ Attendees

Meeting Space Requirements Headquarter Hotel – All space to be on a 24 hour hold:

Thursday

Board Meeting set	2,500 s.f.
Board Reception	50 Reception

Friday

Board Meeting	2,500 s.f.
Board Meals	50 rounds

Saturday

All space hold

Sunday

All space hold

Monday

All space hold

Tuesday

All space hold

Wednesday

All space hold until 12pm

Meeting Space Requirements Convention Center -All space to be on 24 hour hold:

Wednesday

5 staff offices	1,200-2,000 s.f.
Exhibit Hall set	125,000-150,000 s.f.
General Session Set	50,000 s.f.
Registration Set	Pre-function area

Thursday

5 staff offices	1,200-2,000 s.f.
Exhibit Hall set	125,000-150,000 s.f.
General Session set	50,000 s.f.

Registration set

Pre-function area

Friday

5 staff offices	1,200-2,000 s.f.
Exhibit Hall set	125,000-150,000 s.f.
General Session set	50,000 s.f.
Registration set	Pre-function area
20 Session Rooms	1,800-4,500 s.f.

Saturday

8 staff offices	1,200-2,000 s.f.
Exhibit Hall set	125,000-150,000 s.f.
General Session set	50,000 s.f.
Registration open	Pre-function area
20 Session Rooms	1,800-4,500 s.f.

Sunday

8 staff offices	1,200-2,000 s.f.
Exhibit Hall open in PM	125,000-150,000 s.f.
General Session open in PM	5,000 s.f.
Registration open	Pre-function area
20 Session Rooms	1,800-4,500 s.f.

Monday

8 staff offices	1,200-2,000 s.f.
Exhibit Hall open	125,000-150,000 s.f.
General Session open	5,000 s.f.
Registration open	Pre-function area
20 Session Rooms	1,800-4,500 s.f.

Tuesday

8 staff offices	1,200-2,000 s.f.
Exhibit Hall open until 3:30pm	125,000-150,000 s.f.
General Session open	5,000 s.f.
Registration open	Pre-function area
20 Session Rooms	1,800-4,500 s.f.

Wednesday until 12pm

8 staff offices	1,200-2,000 s.f.
Exhibit Hall dismantle until midnight	125,000-150,000 s.f.
General Session open	5,000 s.f.
General Session dismantle until midnight	
Registration open until noon	Pre-function area
Registration dismantle until midnight	Pre-function area
20 Session Rooms	1,800-4,500 s.f.



Food and Beverage

There are a number of breakfasts, lunches, receptions and dinners that will be held in the convention center and headquarter hotel as well as some affiliate and exhibitor hospitality functions. Food and beverage revenue is currently estimated at approximately \$300,000 in the convention center, exclusive of tax and gratuities. Hotel food and beverage spend is approximately \$75,000 exclusive of affiliate events. Hotel meeting space must be provided at no charge and ideally the convention center is also at no charge or heavily subsidized by hotel rebates, food and beverage revenue, discounts from the convention center, and contributions from the CVB

Locations

In addition to being posted on ICMA's web site and channels, this RFP will be sent to the following cities: Anaheim, Atlanta, Austin, Barcelona, Boston, Brussels, Dallas, Denver, Dublin, Houston, Indianapolis, Los Angeles, Miami, Nashville, New Orleans, Orlando, Phoenix, San Antonio, San Diego, Salt Lake City, Washington, DC.

Financial Requirements

The financial commitment of the convention and visitors bureaus varies depending on location, but every site is expected to provide some financial support to the conference.

Expense reductions, such as complimentary facilities, subsidized shuttle busing, or donated clerical staff, plus actual cash contributions, help keep overall costs down for attendees. Cash contributions come from four major sources: the host local government, the host convention and visitors bureau, ICMA members in the state or region, and private sector sources.

ICMA currently utilizes the services of Maritz Global Events for conference sourcing, contracting and housing. In the event this relationship no longer exists, ICMA may select the city's Convention and Visitor Bureau (CVB) to handle conference housing, since they typically offer complimentary housing. It is important for the CVB to share with the hotels the potential for ICMA to use either a private housing company or the CVB for their housing services so that the housing fees are covered by the hotels in the form of a housing rebate.

Maritz Global Events Company will work closely with ICMA throughout the contract negotiation process.

SUBMISSION REQUIREMENTS

1. Describe the surrounding community including proximity to airport
2. Information on transportation to and from the airport including cost
3. Overview of convention center facilities and capacity including costs and clearly state additional charges as well as exclusive services
4. Description of housing accommodations and costs including services included (fitness center, business center, pool, etc.)
5. Overview of nearby venues for special off-site events
6. Overview of dining options in and nearby the surrounding area of the convention center
7. Commitment of city/CVB support for the conference

TYPE OF CONTRACT TO BE AWARDED

One Year

ICMA reserves the right to award under this solicitation without further negotiations. The respondents are encouraged to offer their best terms and prices with the original submission.

Packages must be submitted electronically to Grants and Contracts Administration at workwithus@icma.org with a copy to jfigoten@icma.org. Place “**ICMAHO/ICMA 2028/2029 Annual Conference**” in the subject line. No phone calls please.

Applications received after the closing date stated on the top of page 1 will be rejected.

GENERAL CONDITIONS

Proposal Submission - Late proposals and proposals lacking the appropriate completed forms will be returned. Faxed proposals will not be accepted. Proposals 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 Respondent. ICMA takes no responsibility for effective delivery of the electronic document. The vendor offer will be rejected, if the vendor modifies or alters the electronic solicitation documents.

Contract Award - ICMA anticipates making one award under this solicitation. It may award a contract based on initial applications without discussion, or following limited discussion or negotiations. Each offer should be submitted using the most favorable cost and technical terms. ICMA may request additional data or material to support applications. ICMA expects to notify Respondents in approximately one month from the proposal due date whether your proposal has been selected to receive an award.

Limitation - 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 proposals 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.

Disclosure Requirement - The Respondent 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 Respondent 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.

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

Equal Opportunity - In connection with the procurement of the specified services, the firm 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.

Small and Disadvantaged Businesses - 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.