

## **Brownfields 2027 RFP Q&A**

**Deadline for Questions:** Friday, April 4, 2025

*\*Please refer to the RFP for guidance on submitting questions.*

**Updated March 13, 2025**

- 1. What does the ideal hotel package typically look like for this event and where we would need to be to be competitive? Will respondents proposing 8-10 hotels in close proximity to downtown and possibly expanding out into the metro be competitive?**
  - a. In our review, we will be prioritizing the availability of rooms at the GSA rate with easy accessibility to the meeting facility, ideally with a range of price points.
- 2. We have the dates of August 15 – 20, 2027 available and we wanted to confirm with you that these dates would work for your organization?**
  - a. While our preference is to host the meeting earlier in the calendar year, we would be happy to consider these dates. Should your city have non-holiday dates in an alternative pattern during these months, those would be considered as well. Please see page 3 of the RFP for further information.
- 3. Can you provide more information about the anticipated ancillary spending (food and beverage, internet, audio visual, etc.)?**
  - a. While this spending varies from conference to conference, the RFP provides anticipated spending on page 4 (Plenary/General Session) and page 5 (Affiliate Meeting Rooms / Regional Open Houses). While these anticipated functions are included in the RFP, other organizations can sponsor additional events (receptions, luncheons, etc.) which will be approved by ICMA and EPA on a case-by-case basis. All affiliate events work directly with the vendor and provide their own form of payment.
  - b. ICMA also anticipates engaging point of sale vendors for concessions at predetermined times. We anticipate working with the vendor to make a variety of price points available, including targets within the GSA rate.
  - c. ICMA anticipates offering Wi-Fi throughout the meeting space for attendees as well as wired internet at registration. Conference plenary/general session space is set with substantial audiovisual equipment, and all of the meeting space for concurrent programming, with the exception of those designated for Roundtable Conversations, are also set with audiovisual.
- 4. What is the preferred range for the Center rental?**
  - a. The rental rate has varied, but consideration is given to the full proposed package offered. Please refer to RFP page 8 (EVALUATION AND AWARD PROCESS).
- 5. Would ICMA enter a license agreement with a facility?**
  - a. Yes.

**End of Q&A**