**Amendment #1 to RFP Brownfields 2021/Decorator Management, Furnishings and Equipment Services**

**Date of Issuance: 10/20/2020**

**Questions and Answers**

**2020 ICMA Brownfields Decorator RFP**

The following are answers to questions submitted through **10/19/2020.** Respondents are still encouraged to submit questions until the question deadline on 11/13/2020. ICMA will respond to questions on a weekly basis with final responses going online 11/16/2020.

1. Could you confirm the timing of exhibitor move in times on Sunday, Hall opening times Monday - Wednesday, exhibitor move out dates and times and contractor clear deadline?
* Decorator Load: Sunday, 8am - 4:30pm But as this is a right to work state, we can go longer into the evening as necessary.
* Exhibitors Move In:  Monday 8am - 3:30pm
* Hall Is Open: Monday: 5:30 -7:30pm, Tuesday: 7:45am - 4:30pm, Wednesday: 7:45am - 2pm
* Exhibitor Move Out: Wednesday, 2pm - 6pm
* Decorator Clear: Wednesday, 11:59pm
1. Is it possible to share the prior year Exhibitor & Affiliate Post Show Reporting?
* We are unable to provide this information at this time.
1. On Page 4 on the RFP you mention OBLR booth. Could you provide more detail on size of booth space and what is required for labor?  Is this a booth property that you own and ship?
* This is the co-host of the conference, the EPA’s office of Brownfields and land revitalization booth. It is 20' x 10'. We ship it to the conference in (3) cases along with the EPA/ICMA freight. Labor would entail handling, setting it up and tearing it down
1. As you have outlined, our response will be no more than 15 pages which will include all answers to your RFP questions and the budget (excluding CV’s and required forms).  Is it acceptable to include links within our response to allow for supplemental information including our Statement of Work (SOW)?
* Please keep all the required details of your proposal within the 15-page limit (excluding CVs, resumes and required forms). The Statement of Work should be included within the “approach” section of your proposal. Links to additional information outside of the required information of the RFP may be included, if desired.
1. Who should we list as the signatory of this agreement?
* The ICMA signature should be: Sabina Agarunova, Chief Financial Officer, ICMA
1. Brownfields Block USA – A few questions below:
	1. Can you confirm that this is to be constructed with a 1 use intention and not to be utilized for future years?
* This would be constructed for a 1 use intention
	1. Do you have a budget for this area?
* We do not have a working budget for this area as this will be the first time we have created such a structure. You may offer us several options in varying price points.
	1. Is this design set in stone or is there room for collaboration from our design and fabrications team with your key stakeholders to mitigate logistics obstacles early in the planning process?
* There is room for collaboration on the design of the Block, as long as the objective of the Brownfields Block is met. That objective is to establish a structure in which various Brownfields sites can be depicted, including: a gas station, an industrial site, a dry cleaner, a theatre, an armory or historical building and an empty lot.
	1. Is the installation for this area 2 full days (Sunday and Monday)?
* Installation can begin on Sunday and would need to be completed by 3:30pm on Monday so the area is show ready for the 5:30pm opening of the hall
1. Do you have any data on the impact from prior Green Initiatives?
* We do not have  data on the conference impact from prior greening initiatives

8.        Is there an option to submit for a multi-year agreement?

* A multi-year option will not be possible. The RFP is only soliciting decorating services for the 2021 brownfields conference in Oklahoma City.