

## REQUEST FOR PROPOSAL

Original Date Issued: Wednesday October 7, 2020

Deadline for Questions: Friday, November 13, 2020

Closing Date: Friday, November 20, 2020

Decision Date: Friday, December 4, 2020

Subject: **Request for Proposal Brownfields 2021/Decorator Management, Furnishings and Equipment Services**

INTERNATIONAL CITY/COUNTY  
MANAGEMENT ASSOCIATION

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icma.org

The International City/County Management Association (ICMA) is seeking proposals from eligible Respondents for Decorator Management, Furnishings and Equipment Services for the 2021 National Brownfields Training Conference. 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 the Brownfields Conference Event Administrator Nancy Bennett at [schelhornbennett@aol.com](mailto:schelhornbennett@aol.com) with copies to Tad McGalliard at [tmcgalliard@icma.org](mailto:tmcgalliard@icma.org) and [workwithus@icma.org](mailto:workwithus@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) with a copy to Tad McGalliard at [tmcgalliard@icma.org](mailto:tmcgalliard@icma.org).

All communications must include the solicitation title, Brownfields 2021/ Decorator Management, Furnishings and Equipment Services 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 looks forward to a mutually beneficial business relationship.

Sincerely,

Tad McGalliard  
Brownfields Conference Director

## **PURPOSE**

ICMA seeks a qualified provider (firm or individual) to provide all Decorator Management, Furnishings and Equipment Services requested within this Request for Proposal if awarded.

## **ABOUT THE NATIONAL BROWNFIELDS TRAINING CONFERENCE**

International City/County Management Association and the U.S. Environmental Protection Agency have been working together to bring you the National Brownfields Training Conference for the past twenty-one years. Offered every two years, the conference is the largest gathering of stakeholders focused on cleaning up and reusing formerly utilized commercial and industrial properties. It is a premier venue for stakeholders and ICMA members to learn, network and grow.

ICMA is the lead non-federal co-sponsor of the conference tasked with managing the logistics, educational content and marketing of the conference.

ICMA's Dun and Bradstreet number is 072631831.

**Dates/location:** September 27 – 30, 2021 at the Oklahoma City Convention Center (OKCCC), 500 S. Robinson, Oklahoma City, OK 73109 and the Omni Oklahoma City Hotel (Omni), 100 W. Oklahoma City Blvd, Oklahoma City, OK 73109.

## **Past History:**

2019	December 11 – 13	Los Angeles Convention Center
2017	December 5 – 7	David L. Lawrence Convention Center
2015	September 2 – 4	Chicago Hilton & Palmer House Hilton
2013	May 15 – 17	Georgia World Congress Center
2011	April 3 – 5	Pennsylvania Convention Center
2009	November 16 – 18	Morial New Orleans Convention Center

## **SCOPE OF WORK**

An overview of the National Brownfields Training Conference includes the following:

- 2,000-2,500 - Approximate # of attendees, exhibitors and guests, in person and virtual
- Stakeholders attend for professional development and networking
- Sunday, September 26: Set-Up
- Monday, September 27: Pre-conference Workshops, Affiliate Events, Opening Plenary and Opening of Exhibit Hall
- Tuesday, September 28 – Wednesday, September 29: full day of Educational Programming, Exhibit Hall, Affiliate Events, Plenary Session
- Thursday, September 30: ½ Day of Educational Programing, Affiliate Events
- Potential Virtual aspects of conference to include: live, semi-live and prerecorded

General structure of events where Decorator Management, Furnishings and Equipment Services are needed is shown below:

## Show Management Events & Affiliate Meetings

Show Management Events & Affiliate Meetings are scheduled from Monday, September 27, 2021 through Thursday, September 30, 2021 at the OKCCC and Omni. Any Decorator Management, Furnishings and Equipment Services requests and costs from Show Management will be placed on the Decorator Master Account. The Affiliates will be at their own expense and made directly with the Decorator Management Contractor, including labor. We are expecting approximately (40) Affiliate Meetings & Show Management Events during this timeframe. Contracted OKCCC and Omni meeting space can be seen on the attached Meeting Space Grid.

The Decorator Management, Furnishings and Equipment Services Contractor is to provide the following for Show Management:

<b>TOTAL NEEDS</b>	<b>DESIGN CHARRETTE</b>
5	8'w x 4'h two-sided poster boards with extra push pins
	<b>SPECIAL EVENTS: First Timers, Redevelopment Rodeo, Awards Event</b>
6	Stage Chairs without Casters

## Plenary Sessions and Green Room

The Opening Plenary Session, both Keynote Sessions, and the Green Room will be held on Level 1 of the OKCCC in Hall D, 58,140 sq. ft.

The audience will be set for 2,800 attendees in rounds of (6-8) with (5) rounds in the front row for speakers and VIP's. The room will be set with a center aisle and 2 cross aisles. The OKCCC will build a stage utilizing risers. All staging drape will be provided by the Decorator. The biodegradable stage set, including lectern, will be provided by the Audio Visual Management, Equipment and Production Services Provider.

Load-In/Set-Up: Sunday, September 26/Monday, September 27, 2021 at 8:00 AM. Set-By: Monday, September 27, 2021 at 10 AM. Strike: Thursday, September 30 after 9:00 AM.

A Green Room, with direct access to the stage, will be created behind the stage in Hall D.

The Decorator Management, Furnishings and Equipment Services Contractor is to provide:

	<b>PLENARY SESSIONS (Hall D)</b>
7	Stage chairs without casters
7	Small drink end tables - white
1	American Flag in sturdy stand
1	Oklahoma Flag in sturdy stand
1	Matching sturdy stand for EPA Flag (EPA Flag to be provided by EPA Region 6). All flag stands are to match
	Black velour stage pipe and drape, 40'l x 16"h
3	9'h x 3'w One-sided back lite Plenary Speaker Panels
58,140	Carpet the entire Hall D
	<b>GREEN ROOM (Behind Hall D Stage)</b>
4	Upholstered chairs

1	Round cocktail table
2	Floor Lamps with fresh energy efficient bulbs
	Black Pipe and Drape, 40'l x 8'h

### Exhibit Hall

The Exhibit Hall will be held on Level 1 of the OKCCC in Halls A/B/C, 142,590 sq. ft. We will not be utilizing all this space, and have plenty of space to be creative and implement social distancing if necessary.

The hall will be set with (125) 10'w x 10'd booths, a (40) board poster session, an area for food & beverage purchases, round tables for seating, and the Brownfields Block USA Structure.

Load-In/Set-Up: Sunday, September 26 and Tuesday, September 27, 2021 at 8:00 AM. Set-By and Show-Ready: Monday, September 27, 2021 at 3:30 PM. Strike: Wednesday, September 29, 2021 after 2:00 PM.

The Decorator Management, Furnishings and Equipment Services Contractor is to provide:

	<b>OFFICIAL DECORATOR PROVIDER TO EXHIBIT HALL</b>
	Will supply Decorator furnishings, freight and service to the exhibitors
125-165	Will supply back 8'h x 10'w pipe and drape and side 36'h x 10'l pipe and rail
	Will provide ID sign for each booth
40	8'w x 4' high two-sided poster boards
	Will provide necessary electronic order forms for the Service Kit at no charge
1	Entrance Unit – Exhibit Hall Entrance
	Aisle Carpet
	<b>OBLR EXHIBIT HALL (Hall A/B/C, Booth # TBD)</b>
	Freight Pick Up Delivery and Return
Complimentary	Upgraded Padding in OBLR Booth
Complimentary	OBLR Booth Set-Up and Tear Down
	<b>BROWNFIELDS BLOCK USA</b>
1	Custom 20'h x 119'l x 50'w, Two-Sided Three-Dimensional Structure depicting a block with flat and extended messaging
12	Uplights
24	Brown cubes
2	Park benches
4	Tumbleweed
4	4 - 6'h trees in black pots
2	9'h Street Sign Poles with (4) 24" w Two-Sides Street Signs
1	119'l x 40'w Island
4,800	Sq ft of carpet with padding – partial black like a road, the rest brown
1	Entrance Unit – Brownfields Block USA
	<b>ICMA BOOTH PACKAGE</b>
2	6'l x 30" w tables
2	Stools

1	42" pedestal table
	<b>EPA BOOTH PACKAGE</b>
10	Furniture Package: 6' table, 2 side chairs, carpet, ID sign, back/side drape

### Exhibitor & Affiliate Post Show Reporting

The Decorator Management, Furnishings and Equipment Services Contractor agrees to provide ICMA detailed post show exhibitor and affiliate recaps to include (but not be limited to), the following information at no charge:

- \_ Labor (Total Hours)
- \_ Equipment (Total Volume)
- \_ Specialty Rental Items (Total Volume)
- \_ Exhibitor Freight (Total lbs)
- \_ Show Management Freight (Total lbs)

### Virtual Events

As it is unknown if there will be continued restrictions by Government placed on person-to-person meetings and events in September 2021, we must consider Live, Semi-Live or Pre-recorded aspects to the Conference. Those aspects include, but are not limited to: Plenary Sessions, Educational Programming, Virtual Exhibit Hall, and Poster Sessions. With the ability to: Chat Q&A, Breakout Rooms, Password/Passcode Protection, CEU Accreditation, Branded to Organization, Dual Window – PPT and Video, On demand content, Mobile App, Multi Speaker Delivery, Mobile Friendly. While we do not ask for Virtual pricing to be included on the pricing worksheet, we do ask that you describe your Virtual capabilities in your proposal.

### Greening Initiatives

A priority has been placed on increasing the environmental performance of the Brownfields Conferences. The continued task for the 2021 Conference involves developing and implanting a waste reducing and recycling strategy for reducing and recovering the large volumes of waste materials generated during move-in, meeting dates and move-out of the Conference.

The Decorator Management, Furnishings and Equipment Services Contractor is to provide:

	All signage will be 100% recyclable
	Greening coordinator to oversee advance and on-site actions. The coordinator will be 1 of the 2 on-site staff

### Offices

Four of the (8) Offices, located at the OKCCC and Omni will be in need of various Decorator Management, Furnishings and Equipment Services. Load-In/Set-Up: Sunday, September 26, 2021 at 8:00 AM; Set-By: Sunday, September 26, 2021 at 2:00 PM; Strike: Thursday, September 30, 2021 by 11:59 PM

The Decorator Management, Furnishings and Equipment Services Contractor is to provide:

	<b>ICMA Show Office and Storage (205 A/B)</b>
1	Locking 2-drawer file cabinet with keys
1	Small refrigerator

1	Standing one-sided whiteboard with multi colored markers and an eraser
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	<b>Office of Brownfields &amp; Land Revitalization/Regional Administrators Office (206 A)</b>
1	Locking 2-drawer file cabinet with keys
1	Small refrigerator
3	Upholstered chairs
1	Round cocktail table

	<b>Office of Land &amp; Emergency Management (206 B)</b>
1	Locking 2-drawer file cabinet with keys
1	Small refrigerator
3	Upholstered chairs
1	Round cocktail table

	<b>VIP Office (207 A)</b>
1	Locking 2-drawer file cabinet with keys
2	Upholstered chairs
1	American flag in sturdy stand
	10' w x 8'h, Black velour drape and pipe
1	Executive desk, minimum of 5'

### On-Site Staff Support

A minimum of (2) staff persons to be on-site for all setup conference days and dismantle, Sunday, September 26 through Thursday, September 30, 2021.

### Registration

Attendee and exhibitor registration will be located in the Hall B Foyer of the OKCCC.

Load-In/Set-Up: Sunday, September 26, 2021 at 8:00 AM; Set-By: Sunday, September 26, 2021 at 2:30 PM; Strike: Thursday, September 30, 2021 by 11:59 PM

The Decorator Management, Furnishings and Equipment Services Contractor is to provide the following as listed below. Registration and printer counters and their graphics, 6' draped and topped tables, Gas lift chairs, and wastepaper baskets will be provided complimentary.

The Decorator Management, Furnishings and Equipment Services Contractor is to provide:

	<b>REGISTRATION (Hall B Foyer)</b>
11	(10) Standard 6' registration counters and (1) ADA 6' registration counter
11	Plexiglass screens
10	Printer counters
10	Printer counter graphics

11	Kick panel graphics
11	6' draped and topped tables
11	Gas lift chairs with no arms, high backs and with casters
11	Wastepaper baskets
2	36"h x 6'l sections of side-rail
8	Stanchions with ropes

## Signage

Graphic files will be provided for all signs and banners. Company will be responsible for production of all 100% recyclable signs, for assembly and placement of all signs and banners ordered.

Load-In: Sunday, September 26, 2021. Placement by: Sunday, September 26, 2021 at 4:30 PM and Monday, September 27, 2021 by 12 Noon. Strike: Thursday, September 30, 2021 by 11:59 PM

The Decorator Management, Furnishings and Equipment Services Contractor is to provide:

	<b>SIGNS</b>
15	22"w x 28"h one-sided with clear pockets
25	22"w x 28"h, single sided
10	22"w x 28"h, double sided
10	1/2M w x 96"h, Single Sided
2	3Mw x 96"h Conf at a Glance Boards, Single Sided
10	11"w x 14"h Logo Paddles on long sticks
2	11"w x 14"h signs with easel backs
13	22"w x 22"h Podium Signs
	<b>MOBILE WORKSHOPS</b>
3	5'h x 4'w structure, 2-sided
8	5'h x 4'w signs to go on structure to identify Mobile Workshop Title and Bus # or meet area
	<b>LETTERS</b>
7	5'h x 3'w one-sided, up lite three dimensional cut out letters : R E N E W A L
	<b>EQUIPMENT</b>
40	Easels
5	Chrome Double Sided Holders, 22"w x 28"h
	<b>EXHIBIT HALL SIGNS</b>
1	1/16 <sup>th</sup> scale of BF 2021 floor plan, 3'w x 3'h
8	Aisle signs, 4'w x 8'h, double sided
10	22"w x 28"h Single Sided Signs
4	22"w x 28"h Double Sided Signs
4	12"w x 12"h Double Sided Paddle Sign
4	8 1/2" w x 11"h Easel Back Sign
2	1M x 96"h, Single Sided Sign
2	1M x 96"h, Double Sided Sign



	<b>EXHIBIT HALL BANNERS</b>
	Single Sided, per sq ft
	Double Sided, per sq ft
	<b>EXHIBIT HALL CARPET LOGO</b>
1	9'x9'
	<b>CLINGS</b>
4	Omni 4 <sup>th</sup> Street Doors
6	OKCCC Main entrance Doors
50	Social Distancing 6' floor clings
	<b>FLAGS</b>
3	3'w x 20'l double sided to hang off spokes on 4 <sup>th</sup> Street
3	3'w x 10'l double sided to hang at top of escalators OMNI
3	3'w x 10'l double sided to hang in registration at OKCCC

### Show Management Freight and Material Handling

Freight will be picked up and returned to the EPA and ICMA Offices in Washington, DC at a discounted rate off the standard shipping rates. Material handling will be provided at a discount rate and the first 10,000 lbs will be handled at no charge.

	Pick up at EPA and ICMA Offices for movement to Oklahoma City Advance Warehouse or OKCCC
	Movement from Oklahoma City Advance Warehouse to OKCCC
	All Material Handling including: at EPA, ICMA, at the Warehouse, on Show Site, including Tote Bag Inserts, Tote Bags and movement of bags to Registration Storage Area
	Movement from OKCCC to EPA Offices in Washington, DC
	Movement from OKCCC to ICMA Offices in Washington, DC

### Deliverables

The contractor shall perform the following Decorator Management, Furnishings and Equipment Services for the 2021 National Brownfields Training Conference at the Oklahoma City Convention Center (OKCCC), 500 South Robinson, Oklahoma City, OK 73109 and Omni Oklahoma City Hotel (OMNI), 100 W. Oklahoma City Blvd., Oklahoma City, OK 73109, September 26 – 30, 2021.

<b>Task</b>	<b>Description</b>
1	Participate in at least (2) site visits to Oklahoma City, OK (November 2020, April 2021 and possibly August 2021)
2	November/December 2020, work on logistics of the Brownfields Block USA with LPC designer
3	February 2021, participate in Team Kick Off for Conference Greening.
4	April 2021, Technical Manager to provide sketches for: Registration (to include headers, kick panels and hard wall graphics, if necessary, registration area, foyer and public space, offices, Design Charrette, Plenary Session(s), specialty meeting rooms and Exhibit Hall Brownfields USA for decorator creation to scale.



<b>Task</b>	<b>Description</b>
5	April 2021, provide Technical Manager with catalogue for both standard and specialty furniture as noted in the RFP Worksheet. Please note: all upholstered furniture must be free of tears, stains and other unacceptable signs of wear and be free of plastic coverings. Executive Desk must be of executive quality.
6	May 2021 Technical Manager to provide conference graphics and theme files to decorator
7	May 2021, provide warehouse shipping address, preferred labels, 1 <sup>st</sup> and last dates the warehouse will accept freight, as well as the 1 <sup>st</sup> date show site at OKCCC will accept freight to Technical Director.
8	May 2021, present General Session carpeting Floorplan and room diagrams to OKCCC for approval
9	June 2021, begin communicating with Affiliate Meeting Requestees regarding additional decorator needs
10	In early June 2021, provide Technical Manager with needs for Decorator Office: ie: tables, chairs, set
11	July/August 2021, assist Technical Director with development of Production Schedule
12	July 2021, with Technical Manager participate in conference call for streamlining actions between the exhibit hall and furnishings and services outside the exhibit hall.
13	July 2021, coordinate with Technical Manager regarding ship dates for Show Management Freight, as well as process for tagging Show Management Freight and for identification and communication of advance warehouse freight. Send Project manager email notices for all freight shipments received, identifying shipments by shipper, sender, content, where they are to go and number of boxes.
14	July 2021, prepare to accept Function Book from Technical Manager
15	July/August 2021, prepare to accept signage order
16	July/August 2021, provide names of Decorator on site team to Housing Manager
17	August 2021, participate in on-site turn over meeting with Technical Manager
18	Late August, 2021, coordinate with OKCCC and Omni on dock assignments and restrictions for load-in, September 26/27, 2021
19	August 2021, prepare to receive Technical Managers on-site Production Schedule
20	September 2021, insure timely and professional freight pick up at EPA and ICMA for ground to Oklahoma City.
21	September 26, 2021, deliver all conference furnishings, equipment, signage and freight as noted on the Function Sheets, diagrams and freight grids.
22	September 26, 2021, begin set up of registration graphics, clings, chairs, etc as per Registration Function Sheets and diagrams.
23	September 26, 2021, by 2:30 PM registration area to be set

<b>Task</b>	<b>Description</b>
	September 26, 2021, by 2:30 PM set up of pipe & drape, tables, chairs, desks, flags, upholstered chairs, file cabinets, refrigerators, etc as per Office Function Sheets and diagrams. All offices to be set, dusted and event ready by 2:30 PM
24	September, 26, 2021 and September 27, 2021 by 10 AM, Pipe and drape set in Plenary Hall along with all furnishings and drape for Green Room
25	September 26, 2021 and September 27, 2021, by 3:30 PM Exhibit hall show ready per Fire Marshall approved diagram including Brownfields Block USA
26	September 26, 2021, coordinate with sign coordinator to inventory all signs and banners. Review projected placement locations and dates for placement. Place all directional signage by 4:30 PM.
27	September 26, 2021, by 4:30 PM, With sign coordinator and pull and place signs for Monday, September 27 programming
28	September 26, 2021, participate in Pre-Conference Meeting with OKCCC and Omni OKC
29	September 26, 2021, move Registration Bags from Freight Dock to Registration Office and Registration back tables
30	September 27, 2021, participate in daily key team meeting with Technical Manager, Senior Program Manager, OKCCC and Omni CSM
31	September 27, 2021 by 4:30 PM, with sign coordinator pull and place signs for Tuesday, September 28 programming
32	September 28, 2021, coordinate with registration on the moving of registration bags from office to registration area
33	September 28, 2021, by 4:30 PM with sign coordinator pull and place signs for Wednesday, September 29 programming
34	September 28, 2021, Coordinate with OKCCC and Omni on dock assignments and restrictions for load-out on September 30, 2021
35	September 28, 2021, Participate in daily key team meeting with Technical Manager, Senior Program Manager, OKCCC and Omni CSM
36	September 29, 2021, by 4:30 PM, with sign coordinator pull and place signs for Thursday, September 30 programming
37	September 29, 2021, participate in daily key team meeting with Technical Manager, Senior Program Manager, OKCCC and Omni CSM
38	September 29, 2021, after 2:00 PM and before 11:59 PM begin move-out of exhibit hall. Space left clean and clear.
39	September 30, 2021, after 9 AM and before 11:59 PM begin move-out of all equipment in Plenary Session and Green Room
40	September 30, 2021, prepare and review final invoice with Technical Program Manager and Senior Program Manager
41	September 30, 2021, insure timely and professional freight pick at at OKCCC for ground transportation to EPA and ICMA Washington, DC offices

<b>Task</b>	<b>Description</b>
42	September 30, 2021, after 11:30 AM and before 11:59 PM begin move-out of all equipment, furnishings and signs in offices, registration, affiliate meeting space and meeting space at the OKCCC and Omni. Recycle program materials. All remaining materials in the registration area, meeting rooms, and Plenary Hall are to be recycled through the OKCCC recycling program unless otherwise requested by Show Management. All space left clean and clear.
43	Provide Technical Manager, a post show exhibitor and affiliate recaps to include: Total Labor Hours, Total Volume for Equipment and Total Volume for Specialty Rental Items, Exhibitor Freight and Show Management Freight.

### **SUBMISSION REQUIREMENTS:**

<b>Section 1:</b> Company Profile	<p>Please limit to no more than two pages. CV's or résumés will not count toward the page limit.</p> <ol style="list-style-type: none"> <li>1. Provide a description of your business</li> <li>2. CV's or résumés of key personnel-in a leading paragraph, please indicate how much time each person(s) will devote to this project and what other projects this person (s) undertake at the same time.</li> </ol>
<b>Section 2:</b> Approach	<ol style="list-style-type: none"> <li>1. Do you have remote offices in Oklahoma, Arkansas, Louisiana, New Mexico or Texas? <ol style="list-style-type: none"> <li>a. If yes, which cities?</li> </ol> </li> <li>2. Will you require the use of a sub-contractor? <ol style="list-style-type: none"> <li>a. If yes, name company.</li> </ol> </li> <li>3. How many shows have you serviced in Oklahoma, Arkansas, Louisiana, New Mexico or Texas in the past 5 years?</li> <li>4. Do you currently serve as the official Decorator Management, Furnishings and Equipment Services Contractor for any of the Convention Centers in the states noted above?</li> <li>5. How do you assist clients with staying within budget?</li> <li>6. What other types of services/products do you provide that maybe of interest to ICMA?</li> </ol> <p><b>Planning the Event:</b></p> <ol style="list-style-type: none"> <li>7. Planning for the National Brownfields Training Conference during the unprecedented Novel Coronavirus offers unique challenges. Please describe how your firm will be ready to start with essential key tasks including: <ol style="list-style-type: none"> <li>a. Finalizing Plenary Session stage and room set</li> <li>b. Working with local Labor</li> </ol> </li> </ol>

	<p>c. Describe your virtual capabilities</p> <p>d. Other</p> <p>8. How would the company and its staff participate in planning meetings?</p> <p>9. What is the charge, if any, for staff to accompany the event organizer on site visits?</p> <p>10. Please list any specialty items, etc., and the potential cost savings to ICMA.</p> <p>11. Various ancillary groups (separate from ICMA) are permitted to hold meetings and social functions during this conference. Are you prepared to provide service to these groups and provide separate billing?</p> <p>12. Would ICMA receive any discounts/rebates if these other groups utilize your services?</p> <p>13. What size store room is required onsite?</p> <p><b>Costs &amp; Services:</b></p> <p>14. Describe the company's payment policy, including any deposits required and how any discrepancies are handled:</p> <p><b>Labor:</b></p> <p>15. Indicate the types and levels of insurance the company carries:</p> <p>16. Errors &amp; Omissions Insurance:</p> <p>Workers Compensation Insurance:</p> <p>Commercial Liability Insurance:</p> <p>Commercial Automobile Liability Insurance:</p> <p>Other:</p> <p><b>Additional Services and Products:</b></p> <p>17. Share any additional services or products not officially requested in this proposal that could be of use or interest to ICMA.</p>
<b>Section 3.</b> Pricing	<p>1. On the attached worksheet, provide an itemized listing of your proposed pricing. State where there may be extra fees for either</p>

	customizations or extra services.
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### **CONTRACT TERM AND DELIVERY DATES**

ICMA expects to award a one-year term. Final delivery dates will be negotiated upon award.

### **EVALUATION AND AWARD PROCESS**

Offers will be evaluated based upon:

1. ability to match the qualifications set forth in this solicitation
  - a. section 1 (10%)
  - b. section 2 (45%)
  - c. section 3 (45%)

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.

### **INSTRUCTIONS TO THE RESPONDENTS**

Respondents interested in providing the services described above should submit a proposal following the prescribed format in the Submission Requirements section of this RFP. Adherence to the proposal format by all respondents will ensure a fair evaluation with regard to the needs of ICMA. Respondents 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 respondent as required by this solicitation.

1. Transmission letter
2. Package no more than 15 pages excluding CV's or resumes and required forms
3. Completed and signed required forms

Packages must be submitted electronically to Representative, Grants and Contracts Administration at [workwithus@icma.org](mailto:workwithus@icma.org) with copies to [schelhornbennett@aol.com](mailto:schelhornbennett@aol.com) and [tmcgalliard@icma.org](mailto:tmcgalliard@icma.org) with subject line "**Brownfields 2021/ Decorator Management, Furnishings and Equipment Services**" in the subject line. No phone calls please.

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

### **APPENDICES (REQUIRED FORMS)**

W-9

New Vendor Form

### **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.

Proprietary Information - Careful consideration should be given before confidential information is submitted to ICMA as part of your proposal. Review should include whether it is critical for evaluating

a proposal, and whether general, non-confidential information, may be adequate for review purposes. Information submitted to ICMA that the Respondent wishes to have treated as proprietary and confidential trade secret information, should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to except it from disclosure, including a written statement of the reasons why the information should be excepted. However, ICMA cannot guarantee the confidentiality of any information submitted.

**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 week 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 vendor 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 SDB'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 (HUB Zones) and private voluntary organizations (PVOs) principally operated and managed by economically disadvantaged individuals.



# Block Rendering with Dimension Breakouts

## WHOLE BLOCK (INDUSTRIAL SIDE)

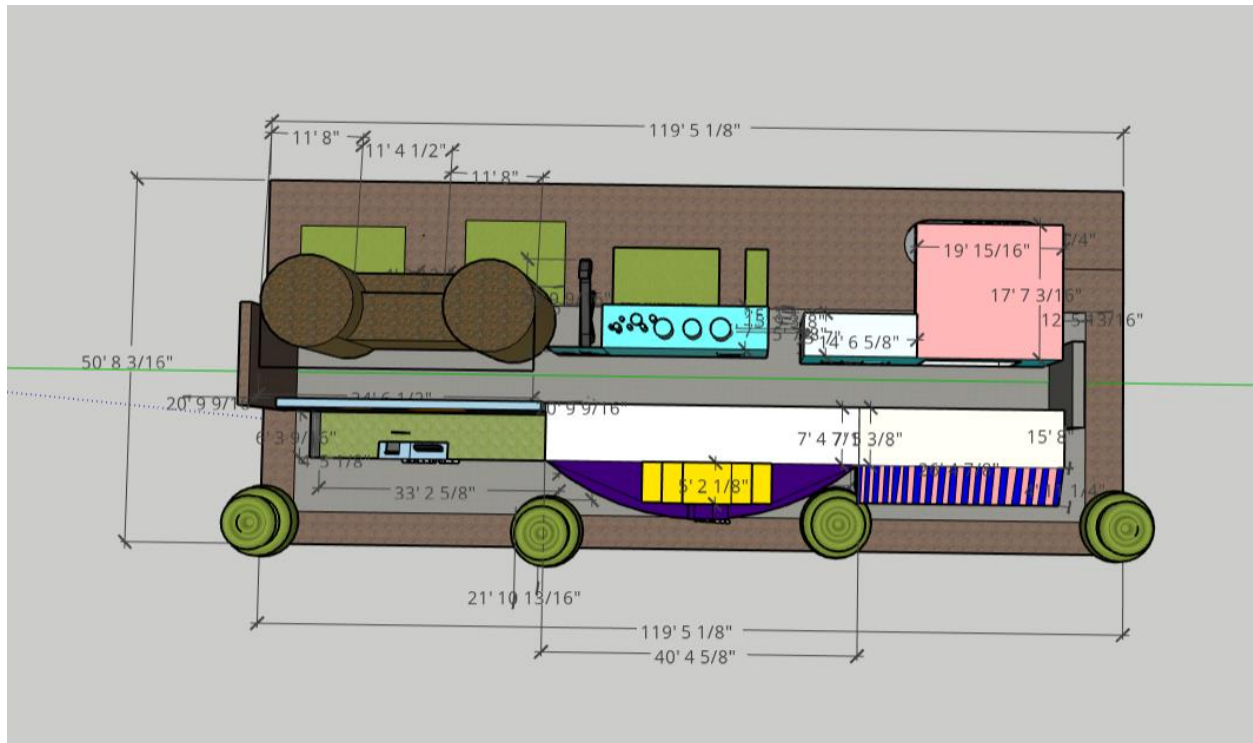


Walls capping either end to hide the “alleyway” between the Main Street side and Industrial side. Those walls can be giant schedules showing off the programming happening at each building throughout the conference. Maybe they can have some sort of message board where people can literally pushpin up case studies, information flyers about auxiliary grants, etc.

## WHOLE BLOCK (MAIN STREET SIDE)



## WHOLE BLOCK (AERIAL)



Nice wide alleyway between sides so you can run electric, internet cabling, etc., so the TV screens and presentation laptops will run.

# GAS STATION





Each doorway has a niche in it for laptops that can be hooked to 52" monitors/TV screens placed in windows.

The hot pink areas can be filled with photographs of the inside of whatever store they're representing, to give an illusion of a built interior.



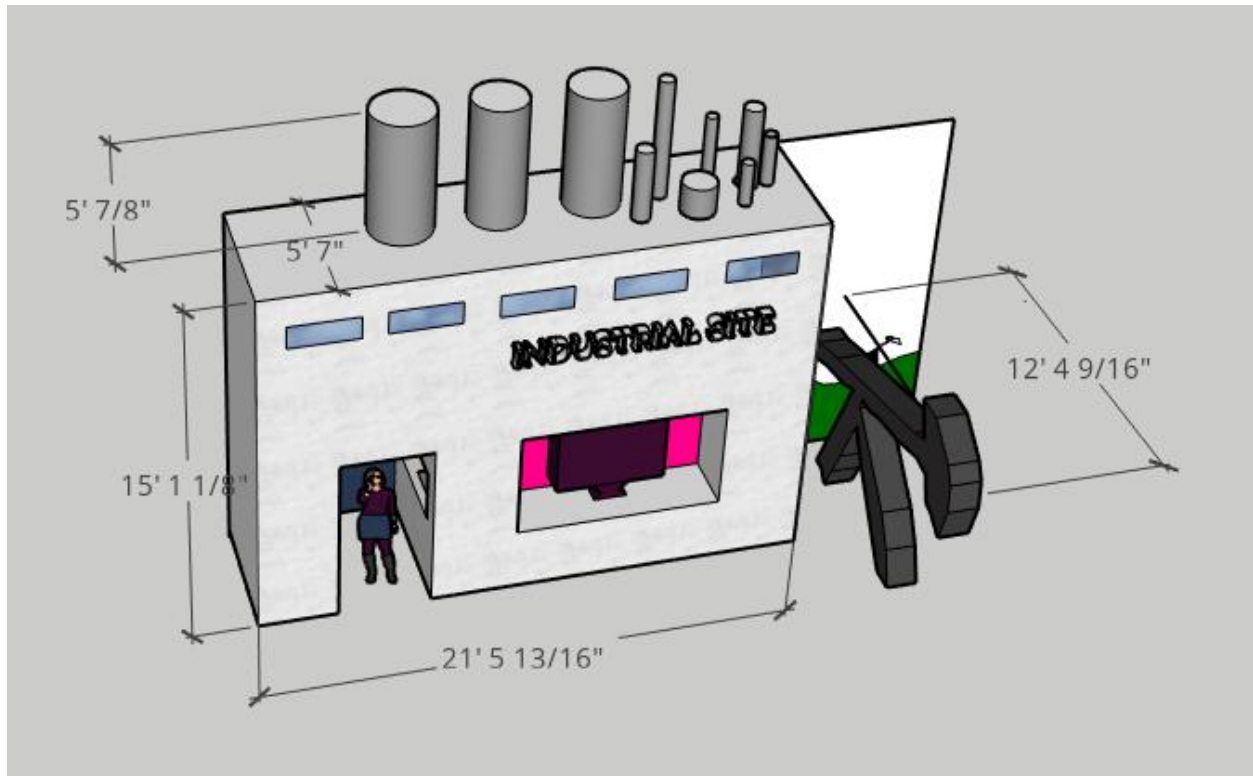


Reference photo:

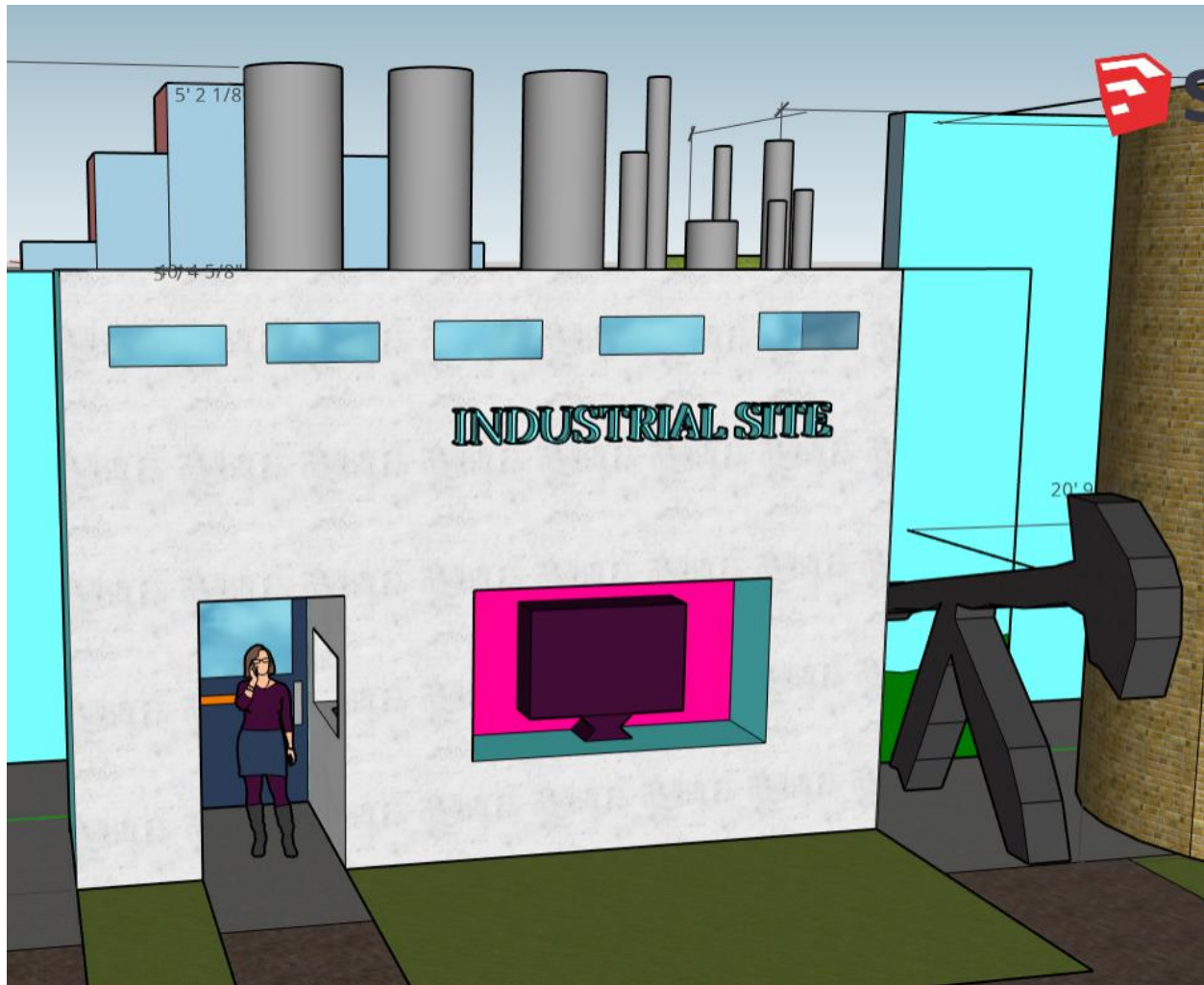




## INDUSTRIAL SITE





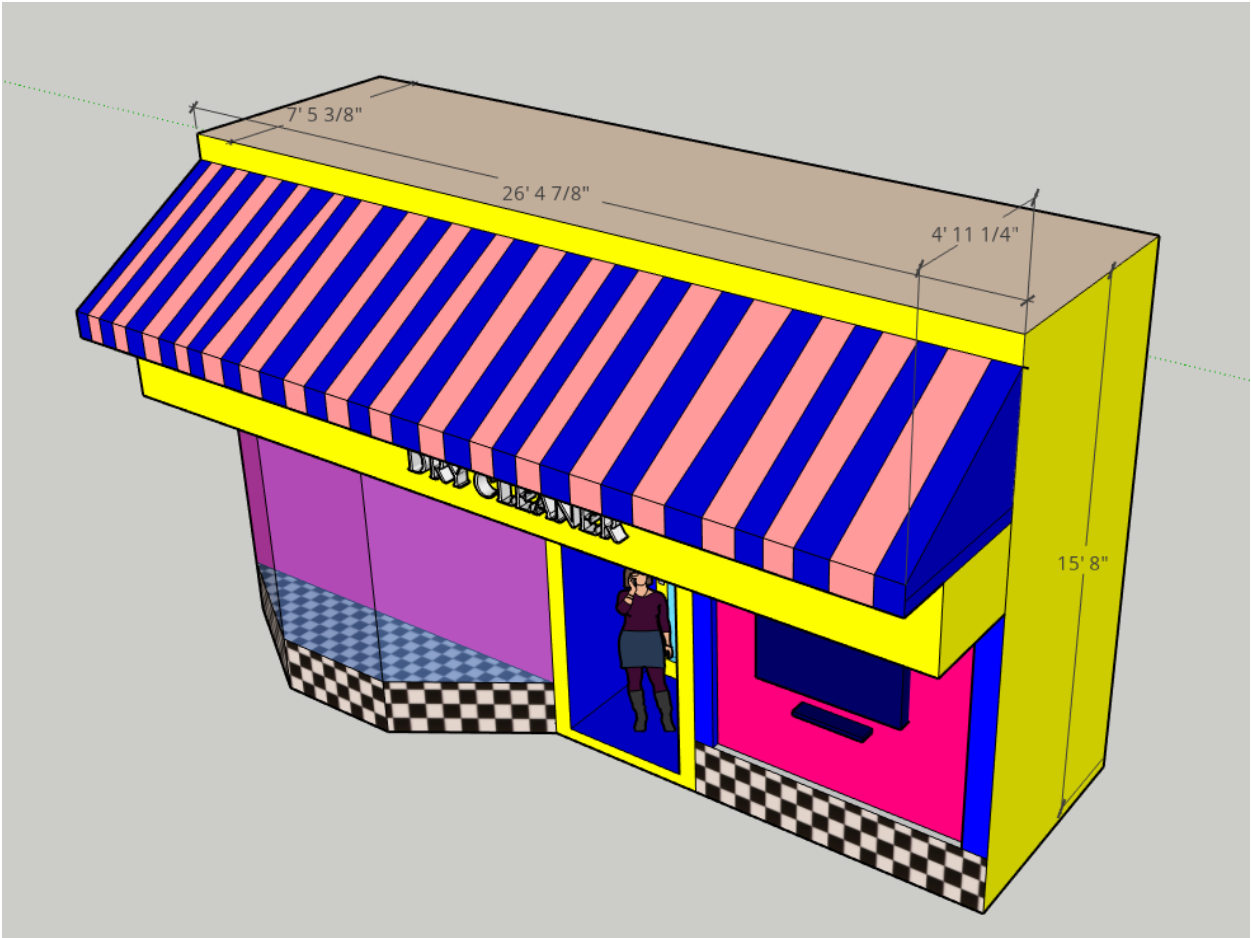


Again, the pink area can be filled with a photograph of the inside of a manufacturing/chemical plant. The presenter can present from the doorway.

Oil pumpjack is not full scale but it'll get the point across.



DRY CLEANER



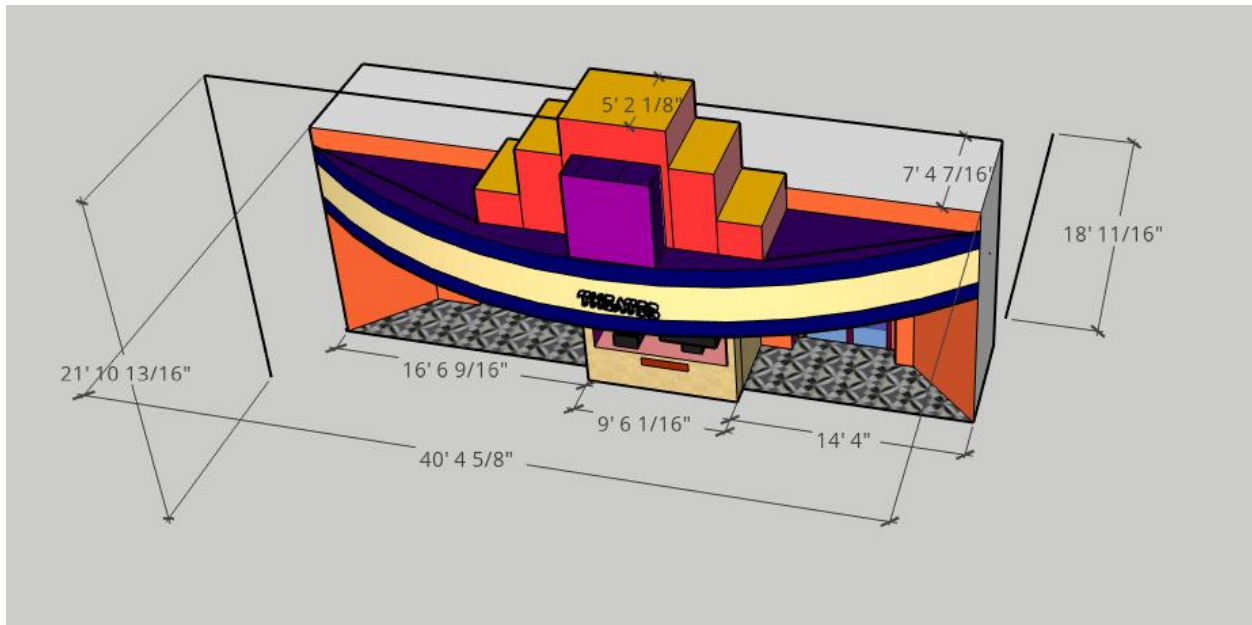


Reference photos:





# THEATER



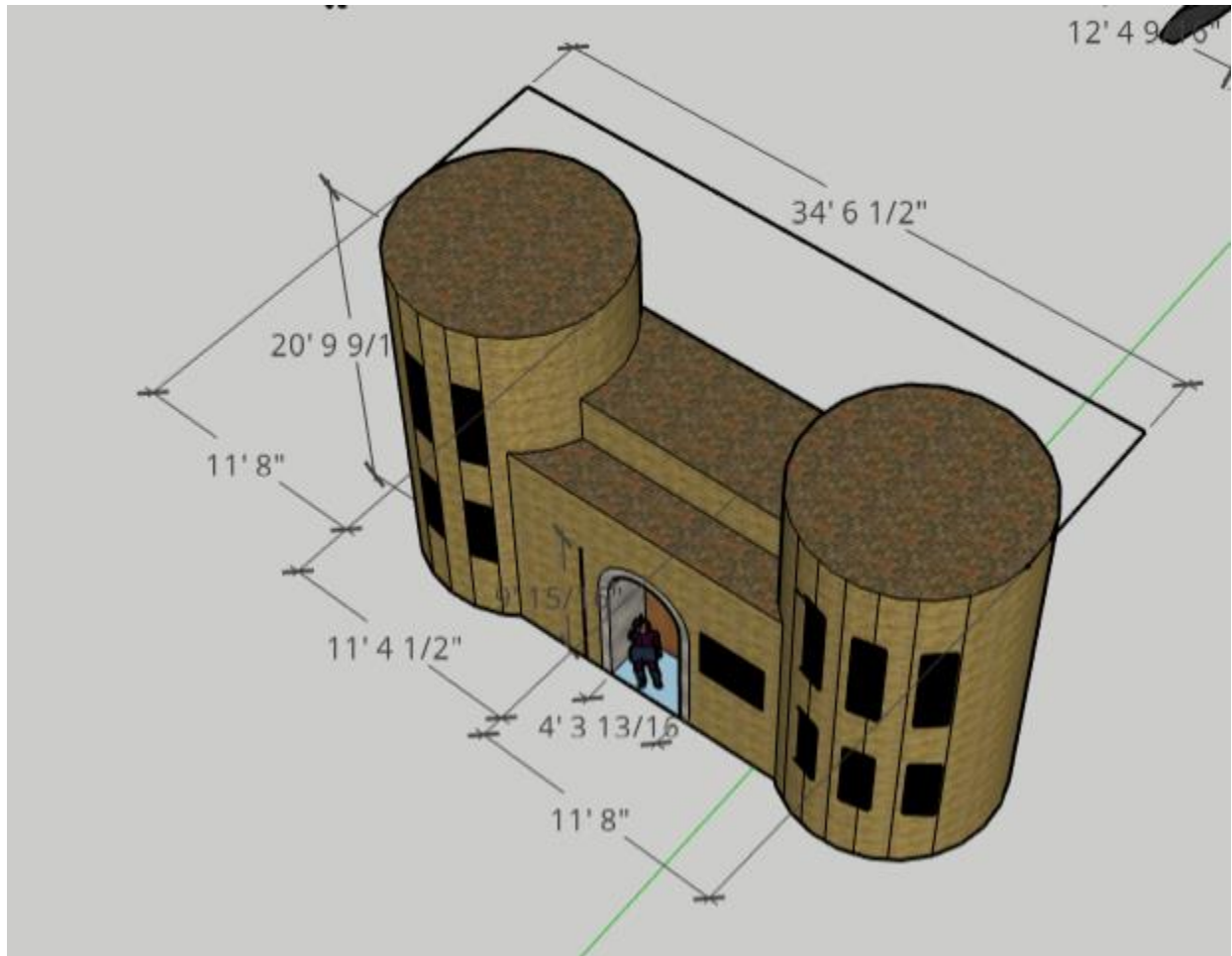
Reference photos:

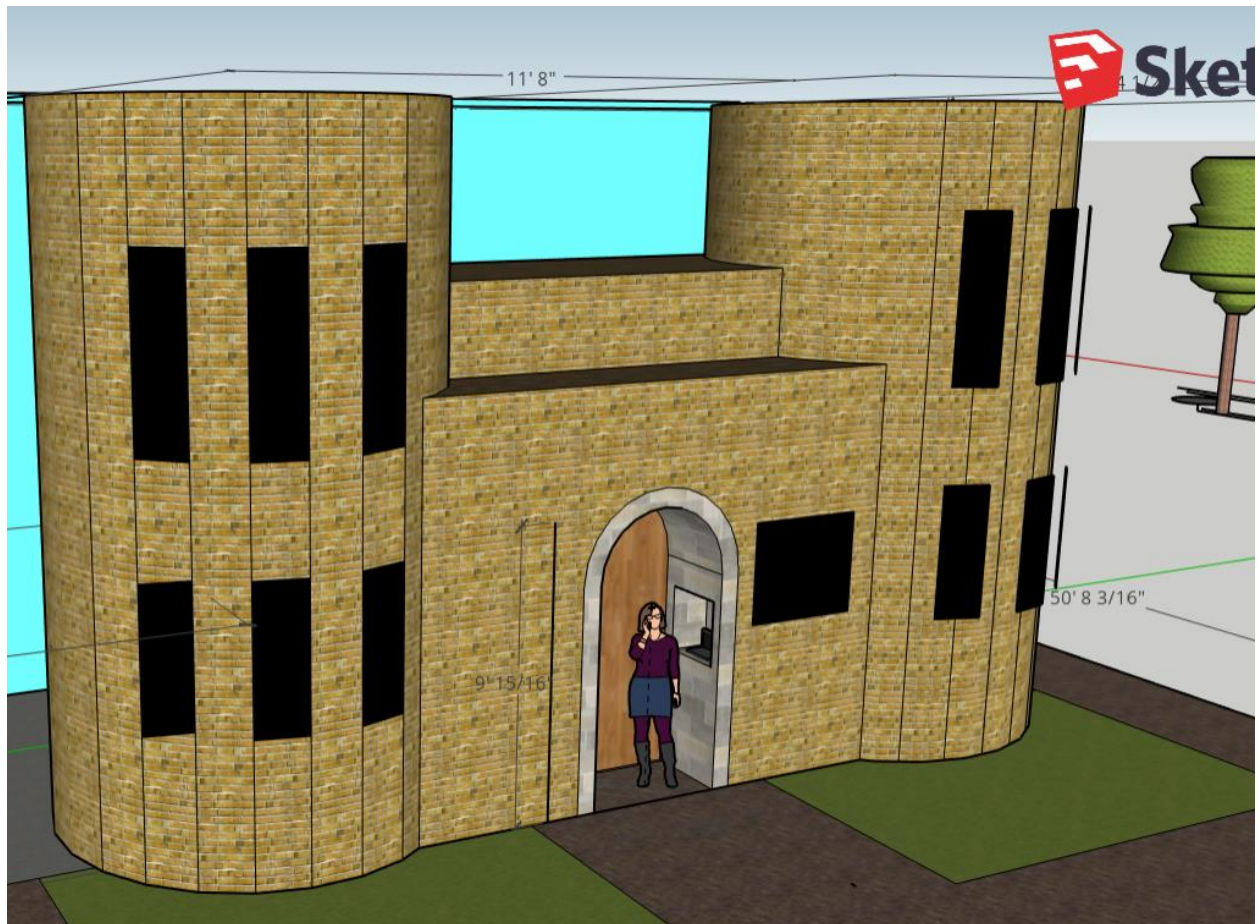






## ARMORY/ "HISTORICAL BUILDING"





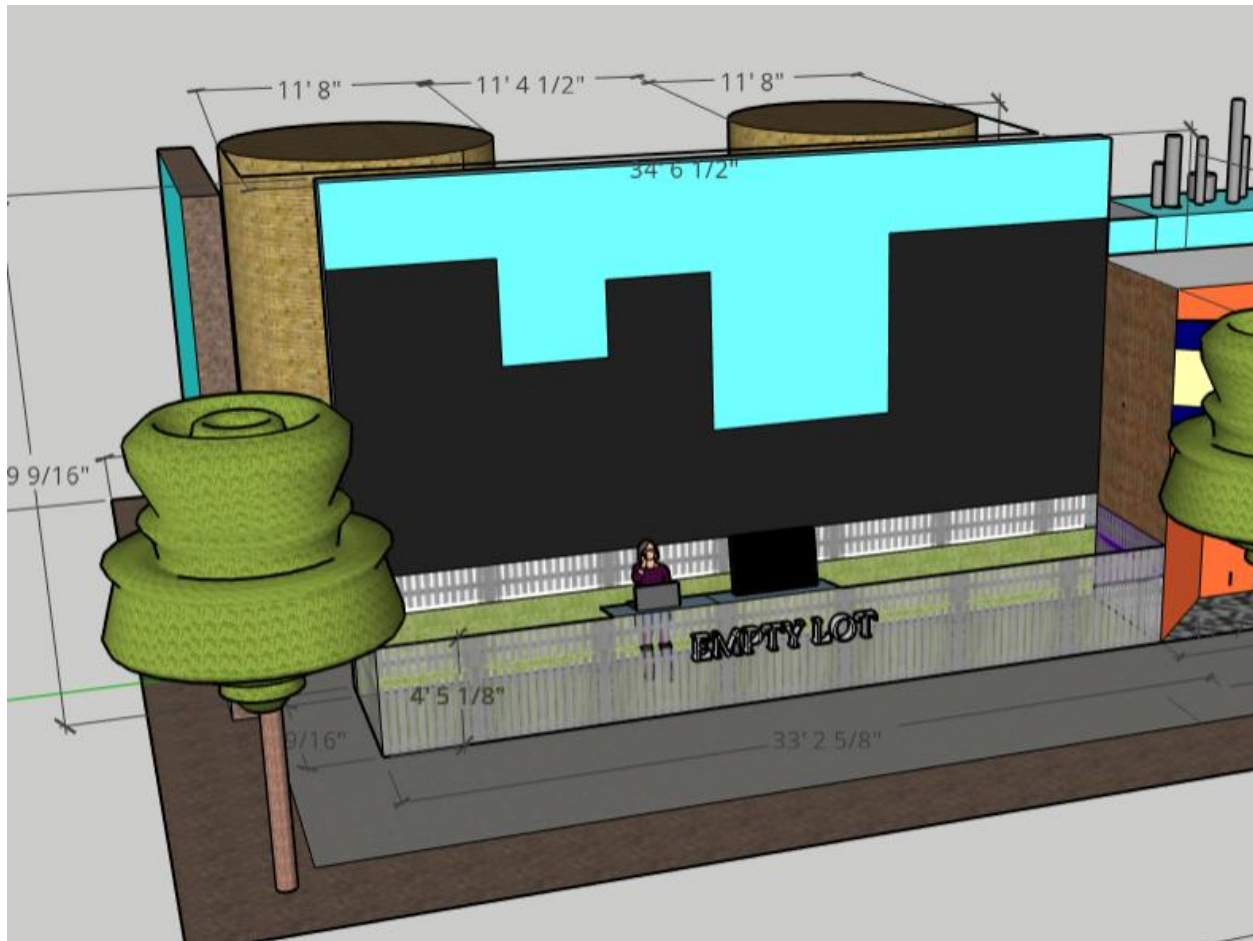
Armories look like castles! It's awesome.

Reference photos:





## EMPTY LOT (INTERIM USE)



The background to the lot is supposed to be a city skyline, but I didn't draw all the building details in in Sketchup. I'd expect there to be a few building details on the skyline, instead of them being black rectangles.



Reference photos:







 alamy stock photo

F0X25D  
[www.alamy.com](https://www.alamy.com)



**REQUIRED FORMS**



*Leaders at the Core of Better Communities*

**Vendor Information**

Vendor Name:	<input type="text"/>	TIN/SSN:	<input type="text"/>
Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>
State:	<input type="text"/>	Zip Code:	<input type="text"/>
Phone:	<input type="text"/>	Fax:	<input type="text"/>
Contact:	<input type="text"/>	Email:	<input type="text"/>

**Invoice Remittance Address**

**same as above**

Address:	<input type="text"/>	<input type="text"/>
State:	<input type="text"/>	Zip Code: <input type="text"/>
Phone:	<input type="text"/>	Fax: <input type="text"/>
Contact:	<input type="text"/>	Email: <input type="text"/>

Corporation

Partnership

Medical Corporation

Non-Resident

Sole Proprietorship/Independent Contractor

Government Entity

Tax Exempt Organization under IRS (501) Rules

1099

American Indian Owned

Veteran Owned Business

HUB Zone Firm\*

Service Disabled Veteran Owned

Small Business

Disabled

Large Business (500+)

Nonprofit Organization

Disadvantaged Business\*\*

Sheltered

Woman Owned Business

Foreign Supplier

Limited Liability Company

Historically Black College/University

\* FAR Clause 52.219-1(d) (2) Under 15 U.S.C 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9 or 15 of the Small Business Act or any other provision of Federal law that specifically references sections 8(d) for a definition of program eligibility, shall: (i) Be punished by imposition of fine, imprisonment or both; (ii) Be subject to administrative remedies, including suspension and debarment and (iii) Be ineligible for participation in programs conducted under the authority of the Act. \*\*Hub Zone and Small Disadvantaged Business must provide a copy of their certificate with this form.