



INTERNATIONAL CITY/COUNTY  
MANAGEMENT ASSOCIATION  
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**AMENDMENT 1 - Requirements of this solicitation have been amended  
and appear highlighted in yellow.**

## REQUEST FOR PROPOSAL

Original Date Issued: Friday, September 8, 2017  
Closing Date/ Time for Offeror Questions: Monday, October 2, 2017 5:00 pm EST  
**Amended: Thursday, October 5, 2017**  
**Answers to Questions Distribution Friday October 13, 2017**  
**Closing Date/Time for Receipt of Proposals: Friday October 27, 2017 12:00 pm EST**

Subject: Request for Proposal No. ICMAHO/ICMA OfficeSpace/2017

ICMA/ The International County Management Association (ICMA) is seeking proposals from eligible real estate firms to identify and implement the optimal real estate solution for ICMA in Washington, D.C. ICMA anticipates awarding one (1) single award as 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 ICMA Chief Operating Officer, at [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).

All communications must include the solicitation title, ICMAHO/ICMA OfficeSpace/2017, 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,