**Brownfields 2027 RFP Q&A**

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

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

**Updated April 1, 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?**
	1. 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?**
	1. 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.)?**
	1. 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.
	2. 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.
	3. 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?**
	1. The rental rate has varied, but consideration is given to the full proposed package offered. Please refer to page 8 of the RFP (EVALUATION AND AWARD PROCESS) for additional information.
5. **Would ICMA enter a license agreement with a facility?**
	1. Yes.
6. **Will decisions or processes be changing based on the restructuring and review of funding within the government?**
	1. At this time, the EPA has authorized us to move forward with procuring this event as it’s currently listed in the RFP.
7. **Would a $5.00 rebate on government rooms be considered?**
	1. Yes.
8. **Would the week of Labor Day be considered, with move-in taking place the Tuesday after Labor Day?**
	1. We would be happy to consider these dates; however, the Labor Day holiday may restrict travel for government employees that would need to be on site Tuesday for move-in.
9. **Does each hotel bidding and the convention center need to complete the requested vendor forms or does the CVB completing it cover the destination?**
	1. Any entity that will be contracted and paid directly will need to complete the requested vendor forms.
10. **If there are dedicated office spaces in the convention halls, would this decrease your need?**
	1. Full office requirements can be found on page 4 of the RFP under “Offices”. The answer would be dependent on the number of dedicated office spaces in your center.
11. **For the officer of the organization signing off on the proposal, is that typically a CEO/President?**
	1. It can be any officer authorized to bind the respondent as required by the solicitation. For us, it is our CFO.
12. **If there is a staff room block needed, are you able to provide what the staff room block needs would be and the anticipated rate for the rooms?**
	1. Staff rooms are included in the total block requested on page 6 of the RFP. We average ~20-30 staff rooms, and the housing agency typically assigns staff to rooms with the GSA rate.
13. **Can you please provide (3) years of room night history showing contract and pick-up?**
	1. Sleeping room information can be found on pages 5 and 6 of the RFP, with specific contract and pick-up history on page 6.
14. **The RFP does not list the location for 2024. Can you provide the history for 2024?**
	1. This event did not take place in 2024 as it occurs every two years.

**End of Q&A**