



INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION
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REQUEST FOR PROPOSAL

Date Issued: February 17, 2026

Closing Date: March 3, 2026

Decision Date: March 17, 2026

Subject: Request for Proposal No. ICMA/2027 National Brownfields Training Conference General Services Contractor

The International City/County Management Association (ICMA) is seeking proposals from eligible Respondents for General Service Contractor for the 2027 National Brownfields Training Conferences. 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 and contractual questions concerning this solicitation should be directed to Travis Childrey at tchildrey@icma.org with copies to workwithus@icma.org.

All communications must include the solicitation title **ICMAHO/2027 National Brownfields Training Conference General Services Contractor** 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,

Emily Sparks
Brownfields Conference Director



PURPOSE

ICMA is currently seeking proposals for a general service contractor to provide all show decoration and design, exhibitor services, drayage, and other convention services. Responses should address, but not be limited to, the information included in this RFP and attached information.

ABOUT ICMA

ICMA advances professional local government worldwide. Our mission is to advance professional local government through leadership, management, innovation, and ethics. ICMA provides member support, data and information, peer and results-oriented technical assistance, and training and professional development to more than 11,000 ICMA members, city, town, and county experts and other individuals and organizations throughout the world. The management decisions made by ICMA's members affect millions of individuals living in thousands of communities, from small villages and towns to large metropolitan areas.

ICMA is a 501(c)(3) nonprofit organization founded in 1914 that offers a wide range of services to its members and the local government community. The organization is an internationally recognized publisher of information resources ranging from textbooks and survey data to topical newsletters and e-publications. ICMA provides technical assistance to local governments in developing and decentralizing countries, helping them to develop professional practices and ethical, transparent governments. The organization performs a wide range of mission-driven grant and contract-funded work both in the U.S. and internationally, which is supported by federal government agencies, foundations, and corporations.

For more information regarding ICMA's programs and services, please go to www.icma.org. ICMA's Dun and Bradstreet number is 072631831.

ABOUT THE NATIONAL BROWNFIELDS TRAINING CONFERENCE

ICMA and the U.S. Environmental Protection Agency have been working together to present the National Brownfields Training Conference for the past two decades. 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.

For more information regarding ICMA's programs and services, please go to www.icma.org. ICMA's Dun and Bradstreet number is 072631831.

Date/Location:

May 25-28, 2027
 Salt Palace Convention Center
 90 South West Temple Street
 Salt Lake City, UT 84101

Past Dates/Locations:

2025	August 5-8	McCormick Place Chicago
2023	August 7-11	Huntington Place Detroit
2022	August 16-19	Oklahoma City Convention Center
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:

- Approximately 2,000-2,500 in-person attendees, exhibitors, and guests
- Stakeholders attend for professional development and networking

General Schedule of Events (subject to change):

- **Sunday, May 23:** Move-In/Set-Up
- **Monday, May 24:** Set-up, Pre-Conference Workshop
- **Tuesday, May 25:** Pre-Conference Workshops, Affiliate Events, Opening Plenary, and Exhibit Hall Opening Celebration
- **Wednesday, May 26:** Educational Programming, Exhibit Hall, Mobile Workshops, Affiliate Events, Plenary Sessions
- **Thursday, May 27:** Educational Programming, Exhibit Hall, Mobile Workshops, Affiliate Events, Plenary Sessions
- **Friday, May 28:** (Half Day) Educational Programming, Mobile Workshops, Affiliate Events

General structure of events where services are needed is shown below:

Show Management Events & Affiliate Meetings

Show Management Events & Affiliate Meetings are scheduled from Monday, May 24, 2026 through Friday, May 28, 2026 at the Salt Palace Convention Center.

- Any requests and costs from Show Management will be placed on the General Service Provider Master Account.
- Affiliates will be charged at their own expense and payment to be made directly with the General Service Contractor, including labor. We are expecting approximately (40) Affiliate Meetings & Show Management Events during this timeframe.

Plenary Sessions and Green Room

PLENARY SESSIONS (Hall E)	
7	Stage chairs without casters
7	Small drink end tables – white
1	American Flag in sturdy stand
1	Utah Flag in sturdy stand
1	Matching sturdy stand for EPA Flag (EPA Flag to be provided by EPA). All flag stands are to match.
40'	Black velour stage pipe and drape, 40'L x 16'H
3	9'H x 3'W one-sided back lite Plenary Speaker Panels
GREEN ROOM	
4	Upholstered Chairs
1	Round Cocktail Table
2	Floor lamps with fresh energy efficient bulbs
40'	Black Masking Pipe and Drape, 40'L x 8'H



Exhibit Hall

The Exhibit Hall will be held in Hall B/C/D (121,500 sq. ft.). The hall will be set with (~200) 10' x 10' booths, (1) 40-board poster session, an area for food & beverage purchases, and round tables for seating.

- Load-In/Set-Up: Monday, May 24/Tuesday, May 25, 2027
- Set and Show-Ready: Tuesday, May 25, 2027 by 3:30pm
- Strike: Thursday, May 27, 2027 after 2:00pm

EXHIBIT HALL (Hall B/C/D)	
	Furnishings, freight, and service to the exhibitors
200	8'H x 10'W pipe and drape and side 36'H x 10'L pipe and rail
	ID sign for each booth
40	8'W x 4'H high two-sided poster boards
	Electronic order forms for the Service Kit at no charge
1	Entrance Unit – Exhibit Hall Entrance
2	Plants for Base of Entrance Structure
	Aisle Carpet
U.S. EPA OBLR BOOTH	
	Freight Pick Up Delivery and Return
Complimentary	Upgraded Padding in OBLR Booth
Complimentary	OBLR Booth Set-Up and Tear Down
ICMA BOOTH PACKAGE	
2	6'L x 30"W tables
2	Stools
1	42" pedestal table
U.S. EPA BOOTH PACKAGE	
10	Furniture Package: 6' table, 2 side chairs, carpet, ID sign, back/side drape

Offices

- Load-In/Set-Up: Monday, May 24, 2027 at 8:00am
- Set-By: Monday, May 24, 2027 at 2:30pm
- Strike: by Friday, May 28, 2027 at 11:59pm

ICMA SHOW OFFICE AND STORAGE	
1	Locking 2-drawer file cabinet with keys
1	Small refrigerator
1	Large standing bulletin board
U.S. EPA OFFICE	
1	Locking 2-drawer file cabinet with keys
1	Small refrigerator
3	Upholstered chairs
1	Round cocktail table
VIP OFFICE	
1	Small refrigerator
3	Upholstered chairs
1	Round cocktail table



MEDIA ROOM	
1	Black pipe & drape
3	Upholstered chairs
1	Round cocktail table
1	Set of flags w/ stands (USA, EPA, Utah State Flag)

Registration

- Load-In/Set-Up: Monday, May 24, 2027
- Set-By: Monday, May 24, 2027, at 2:30pm
- Strike: Friday, May 28, 2027 by 11:59pm

REGISTRATION	
8	(7) Standard 6' registration counters and (1) ADA 6' registration counter
8	Printer counters
8	Printer counter graphics
8	Kick panel graphics
8	6' draped and topped tables
8	Gas lift chairs with no arms, high backs and with casters
8	Wastepaper baskets
2	36"H x 6'L sections of side-rail
8	Stanchions with ropes
2	Lanyard Racks
1	8 x 4 Poster Board
	Cartons for registration tote bag stuffing

Signage

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

- Load-in: Monday, May 24, 2027
- Set by: Monday, May 24, 2027 at 4:00pm
- Strike: Friday, May 28, 2027 by 11:59pm

GENERAL	
6	22"w x 28"h one-sided with clear pockets
43	22"w x 28"h, single-sided
4	1/2M w x 96"h, Single Sided (1/2 Meter)
2	3Mw x 96"h "Conference at a Glance" Boards, Single-Sided
1	4-Sided Fabric Tower
1	Graphic Wall for Plenary Sessions
20	11"w x 14"h Logo Paddles on long sticks (Lollipop Signs)
2	Meter Signs – Single Sided
20	22"w x 22"h Podium Signs
MOBILE WORKSHOPS	
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



LETTERS	
7	5'h x 3'w one-sided, up lite three dimensional cut out letters: B F 2 0 2 7
EQUIPMENT	
30	Easels
4	Chrome Double Sided Holders, 22"w x 28"h
EXHIBIT HALL SIGNS	
1	1/16 th scale of BF 2025 floor plan, 3'w x 3'h
8	Aisle signs, 4'w x 8'h, double sided
20	8 ½" w x 11"h Easel Back Sign
EXHIBIT HALL BANNERS	
	Single Sided, per sq ft
	Double Sided, per sq ft
EXHIBIT HALL CARPET LOGO	
1	9'x9'
CLINGS	
6	Main entrance Doors

Show Management Freight and Material Handling

Freight will be picked up and returned to the U.S. 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 U.S. EPA and ICMA offices for movement to Salt Lake City Advance Warehouse or Salt Palace Convention Center
- Movement from Salt Lake City Advance Warehouse to Salt Palace Convention Center
- All material handling including at the U.S. EPA offices, ICMA offices, Warehouse, and on Show Site, including tote bags, tote bag inserts, and movement of bags to registration storage area
- Movement from Salt Palace Convention Center to U.S. EPA and ICMA offices in Washington, DC

On-Site Staff Support

A minimum of (2) staff persons to be on-site for all setup, conference days, and dismantling, beginning Sunday, May 23, 2027 through Friday, May 28, 2027.

Exhibitor & Affiliate Post Show Reporting

The General Services Contactor agrees to provide ICMA with 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.)

Environmental Initiatives

A priority has been placed on increasing the environmental performance of the National Brownfields Training Conference. This continued task for the 2027 conference involves developing and implementing 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.

- All signage will be 100% recyclable
- A Environmental Coordinator to oversee advance and on-site actions. The coordinator will be one of the two onsite staff.

STATEMENT OF WORK

TASK	DESCRIPTION
PRE-CONFERENCE	
1	Participate in at least (2) site visits to Salt Lake City.
2	Work with ICMA to develop sketches for registration (to include headers, kick panels, and hard wall graphics, if necessary, foyer and public space, offices, plenary sessions, and specialty meeting rooms.
3	Provide ICMA with a catalogue for both standard and specialty furniture. Please Note: All upholstered furniture must be free of tears, stains and other unacceptable signs of wear and be free of plastic covering.
4	Receive conference graphics and theme files from ICMA
5	Provide warehouse shipping address, preferred labels, first and last dates the warehouse will accept freight, as well as the first date show site will accept freight to ICMA.
6	Present General Session carpeting floorplan and room diagrams to venue for approval.
7	Communicate with Affiliate Meeting Requestees regarding additional decorator needs.
8	Provide ICMA with needs (if any) for General Services Contractor Office: i.e., tables, chairs, setup.
9	Assist ICMA with development of Production Schedule.
10	With ICMA, participate in conference call for streamlining actions between the exhibit hall and furnishings and services outside the exhibit hall.
11	Coordinate with ICMA 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.
12	Prepare to accept function sheets from ICMA.
13	Prepare to accept signage order.
14	Provide names of General Services Contractor on-site team to Housing Manager.
15	April 2027: Participate in on-site turnover meeting with ICMA.
16	Coordinate with venue on dock assignments and restrictions for load-in.
17	Prepare to receive ICMA on-site Production Schedule
18	Ensure timely and professional freight pick up at EPA and ICMA for ground shipment to Salt Lake City.
SUNDAY, MAY 23 & MONDAY, MAY 24, 2027	
19	Deliver all conference furnishings, equipment, signage, and freight as noted on the function sheets, diagrams, and freight grids.



20	Begin setup of registration graphics, clings, chairs, etc. as per registration function sheets and diagrams.
21	By 2:30PM Monday – Registration area to be set.
22	By 2:30PM Monday – Set up of pipe & drape, tables, chairs, desks, flags, upholstered chairs, file cabinets, refrigerators, etc. per office function sheets and diagrams.
23	Pipe and drape set in Plenary Hall along with all furnishings and drape for Green Room.
24	By 3:30PM Monday – Exhibit Hall show ready per Fire Marshall approved diagram.
25	By 4:30PM Monday – Coordinate with Sign Coordinator to inventory all signs and banners. Review projected placement locations and dates for placement. Place all directional signage.
26	By 4:30PM Monday – Coordinate with Sign Coordinator to pull and place signs for Tuesday programming.
27	Participate in Pre-Conference Meeting.
28	Move registration bags from Freight Dock to Registration Office and back tables in the Registration Area.
TUESDAY MAY 25, 2027	
29	Participate in daily key team meeting with planning team
30	Coordinate with registration on the moving of registration bags from office to registration area.
31	By 4:30PM – Work with Sign Coordinator to pull and place signs for Wednesday programming.
WEDNESDAY, MAY 26, 2027	
32	By 4:30PM – Work with sign coordinator pull and place signs for Thursday programming.
33	Coordinate with venue on dock assignments and restrictions for load-out.
34	Participate in daily key team meeting with planning team.
THURSDAY, MAY 27, 2027	
35	By 4:30PM – With sign coordinator, pull and place signs for Friday programming.
36	Participate in daily key team meeting planning team.
37	After 2:00PM and before 11:59PM – Begin move-out of exhibit hall. Ensure space is left clean and clear.
FRIDAY, MAY 28, 2027	
38	After 9:00AM and before 11:59PM – Begin move-out of all equipment in Plenary Session and Green Room.
39	Prepare and review final invoice with ICMA.
40	Ensure timely and professional freight pick at venue for ground transportation to EPA and ICMA Washington, DC offices.
41	After 11:30AM and before 11:59PM – Begin move-out of all equipment, furnishings, and signs in offices, registration area, affiliate meeting space, and meeting space. Recycle program materials. All space is left clean and clear.
POST-CONFERENCE	
42	Provide ICMA, 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

Section 1:	
Company Profile	<ol style="list-style-type: none"> 1. Provide a description of your business 2. CVs 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. <p>Note: Please limit to no more than two pages. CVs or résumés will not count toward the page limit.</p>
Section 2:	
Approach	<ol style="list-style-type: none"> 1. Do you have remote offices in Michigan, Illinois, Indiana, Minnesota, Ohio, or Wisconsin? <ol style="list-style-type: none"> a. If yes, which cities? 2. Will you require the use of a sub-contractor(s)? <ol style="list-style-type: none"> a. If yes, name company. 3. How many shows have you served in Michigan, Illinois, Indiana, Minnesota, Ohio, or Wisconsin in the past 5 years? 4. Do you currently serve as the official General Services Contractor for any of the convention centers in the states noted above? <p>Planning the Event:</p> <ol style="list-style-type: none"> 5. How would the company and its staff participate in planning meetings? 6. What is the charge, if any, for staff to accompany the event organizer on site visits? 7. How do you assist clients with staying within budget? 8. Please list any specialty items, etc., and the potential cost savings to ICMA. 9. 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? 10. Would ICMA receive any discounts/rebates if these other groups utilize your services? 11. What size storeroom and/or boneyard space in the Exhibit Hall is required onsite? 12. What other types of services/products do you provide that may be of interest to ICMA? <p>Costs & Services:</p> <ol style="list-style-type: none"> 13. Describe the company’s payment policy, including any deposits required and how any discrepancies are handled: <p>Labor:</p> <ol style="list-style-type: none"> 14. Indicate the types and levels of insurance the company carries: <ol style="list-style-type: none"> a. Errors & Omissions Insurance: b. Workers Compensation Insurance: c. Commercial Liability Insurance: d. Commercial Automobile Liability Insurance: e. Other:



Section 3:	
Pricing	1. On the attached worksheet, provide an itemized listing of your proposed pricing. State where there may be extra fees for either customizations or extra services.

CONTRACT TERM AND DELIVERY DATES

ICMA expects to award a contract that will run through the end of the conference. 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. Company Profile (10%)
 - b. Approach (45%)
 - c. Pricing (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 with copies to tchildrey@icma.org with “**ICMAHO/2027 National Brownfields Training Conference General Service Contractor**” 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)

- [ICMA Vendor/Supplier Form](#)
- [ICMA Vendor Application](#)

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's 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.