



Northeast Ohio Areawide Coordinating Agency (NOACA) Request for Proposals for Hotel Rooms and Event Space For The Ohio Conference on Freight for 2019

Date of Issue: Monday, October 29, 2018

Submittal Deadline: Friday, November 16, 2018

The Northeast Ohio Areawide Coordinating Agency (NOACA), in accordance with Title VI of the Civil Rights Act of 1964 and the related nondiscrimination statutes, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

BACKGROUND

The Ohio Conference on Freight attracts professionals from the private and public sectors and from numerous states and provinces in the U.S. and Canada who are deeply involved in freight and the economy.

The conference addresses barriers between each mode that transports goods between the public and private sectors. It is a vital forum to support economic growth in Ohio and the surrounding Great Lakes region through an integrated, multimodal industry.

NOACA, the agency hosting Ohio Conference on Freight in 2019, seeks proposals from firms that specialize in hotel room and event/conference space.

DELIVERABLES

The selected venue would:

- have hotel rooms and event space available during three consecutive days (either a Wednesday, Thursday, and Friday; a Sunday, Monday, and Tuesday; or a Monday, Tuesday, and Wednesday) in August 2019 (preferably the week of August 11, August 18, or August 25, 2019)
- have event space to accommodate between 300 and 400 people
- be located within Downtown Cleveland
- be able to secure a block of hotel rooms (to be paid for by attendees) for the attendees (estimated at 50 guest rooms for the first night and 130 for the second night)
- have hotel rooms within a ten-minute walk to the meeting facility
- have easy access to restaurants and other evening event venues

Meeting Room Needs:

- a large ballroom to hold up to 400 people for three general sessions on three consecutive days
- three break-out rooms, theater style, to hold at least 75 to 100 people each for consecutive breakout sessions on three consecutive days

Anticipated Food Needs:

- continental breakfast
- plated lunch
- vegetarian/vegan and gluten-free options
- snacks and/or beverages for breaks

SUBMISSION INSTRUCTIONS

Hotel brands can propose a quote for all its properties in Downtown Cleveland or just one. The length and format of each proposal is at the discretion of the applicant. A proposed contract is acceptable. To be considered, proposals must be either printed and mailed or emailed in PDF format. Proposals will be received by NOACA until 4:00 p.m. on November 16, 2018.

Submit Quotes to:

Northeast Ohio Areawide Coordinating Agency
ATTN: Susanna Merlone
1299 Superior Avenue E.
Cleveland, OH 44114

smerlone@mpo.noaca.org

NOACA shall not be liable for any costs incurred by the company in response to this request or any costs incurred in connection with any discussions, correspondence, or attendance at interviews or negotiation sessions.

All materials submitted in response to this request shall become the property of NOACA and may be returned only at NOACA's option.

All materials received shall be considered public information and shall be open to public inspection.

RFP SCHEDULE

RFP Released to the Public	October 29, 2018
Deadline for RFP Written Questions	4 p.m. ET, November 9, 2018
Posting of Question Responses	4 p.m. ET, November 10, 2018
Submittal Date	4 p.m. ET, November 16, 2018
Selection	November 30, 2018

EVALUATION OF PROPOSAL COMPLIANCE WITH SPECIFICATIONS

Understanding that no company may completely meet all requirements of the specifications, NOACA reserves the sole right to determine whether a proposal substantially complies with the specifications; accept, negotiate modifications to, or reject the terms of any proposal; and waive the right to accept a part, or parts of a proposal, unless otherwise restricted in the proposal.

ACCEPTANCE OF PROPOSALS

The contents of the proposal packet may become contractual obligations. Failure to accept the

obligations will result in cancellation of any contract award. NOACA reserves the right to accept or reject any and all of the submissions, in whole or in part, and to postpone or cancel the execution of any contract, if NOACA deems it to be in its interest to do so, subject to the rules and regulations set forth by the U.S. Department of Transportation, Federal Transit Administration, and Federal Highway Administration.

AWARD OF CONTRACT

Each company acknowledges that NOACA will use its discretion and judgment to make the final decision and further acknowledges that no claim by the consultant will arise in any way relating to the exercise of that judgment by NOACA. NOACA reserves the right to accept the Proposal deemed to be in its best interest or to reject any and all Proposals.

The Executive Director of NOACA is the only individual who may legally commit NOACA to the expenditure of public funds. No cost chargeable to the proposed contract may be incurred before receipt of either a fully executed contract or a specific, written authorization to proceed.

COMPLIANCE WITH LOCAL AND FEDERAL REGULATIONS

All pertinent local, state, and federal regulations, including those related to DBE requirements, apply, whether or not specifically identified.

NOACA STATEMENTS ON DIVERSITY & INCLUSION

Equal Opportunity

The proposer agrees that it will not discriminate against any employee, applicant for employment, or subcontractor and that it will take affirmative action to insure that employees, applicants, and subcontractors are treated equally during employment without regard to race, color, gender, creed, religion, ancestry, national origin, sexual orientation, disability or other handicap, age, marital/familial status, veteran status, or status with regard to public assistance.

Disadvantaged Vendors

Disadvantaged Vendors shall have the maximum opportunity to participate in the performance of contracts financed under this solicitation. In this regard, all proposers shall take all necessary and reasonable steps to ensure that minority vendors have the maximum opportunity to compete for and perform any subcontracts. Also, proposing firms are encouraged to notify NOACA if they meet one of the disadvantaged vendor designations, such as Minority Business Enterprise (MBE), Small Business Enterprise (SBE), Encouraging Diversity, Growth and Equity (EDGE), or Women-owned Business Enterprise (WBE).

GENERAL DISCLOSURES

- 1) Requirements and specifications of this request are considered to be the minimum needed.
- 2) If there are any questions, please submit them to Susanna Merlone at smerlone@mpo.noaca.org. **Questions will be accepted via email or in writing sent to the address noted above until 4:00 p.m. ET on November 9, 2018. After this time, no additional questions will be addressed. The responses to all questions will be posted on by 4:00 p.m. ET on November 10, 2018.**
- 3) If any modifications are made to this request, a notice will be placed on NOACA's website, www.noaca.org.

- 4) Once submitted, an RFP becomes the property of NOACA. NOACA will release no information about the RFP submittal until all requests have been received and are deemed a matter of public record.
- 5) All firms submitting an RFP must follow all instructions to be considered responsive.
- 6) All solicitations made by NOACA are open and free to all competing firms, whereby all have a reasonable chance to be successful and be awarded the contract.
- 7) No proposal can be withdrawn after it has been opened.
- 8) Include the following page in your response to this RFP:

By signing below, you are agreeing to all terms and conditions that are a part of this proposal.

Firm:

By:

Title:

Email Address:

Address:

Telephone:

Fax:

Date:

Federal ID Number:

Signature:

Date:

- 9) NOACA encourages the use of Disadvantaged Business Enterprises. Any DBE firms submitting a proposal must include:
- a. The name and address of DBE firm that will submit a proposal
 - b. A copy of their DBE certificate

10) All items requested as part of this RFP must be completed in their entirety. Failure to do so can result in the proposal being declared “unresponsive” and will be automatically disqualified.