



**North Carolina Public Transportation Association  
Request for Proposals  
2020-2022 ANNUAL CONFERENCE & BUS ROADEO**

**The North Carolina Public Transportation Association (NCPTA) is Requesting Proposals to find a site for the Association's Annual Conference & Bus Rodeo Events for the calendar years 20202022.**

**1.0 NCPTA – Who We Are**

The North Carolina Public Transportation Association (NCPTA) is a private, non-profit organization that was incorporated in January 1983. With a vision of “Excellence in Public Transportation,” the Association’s mission is “Supporting our members and the public they serve through advocacy, education, and collaboration.” NCPTA represents public transportation providers in all 100 counties of the state. This diverse group of System Members ranges from large urban transit systems operating light rail vehicles and many large buses to the smallest of rural transit systems operating just a few vans. In each case, regardless of size, the public transportation service provided is an equally integral part of the overall transportation infrastructure in the communities served and is vital in maintaining the mobility, freedom of travel, and quality of life of the citizens and visitors alike.

The Association is also proud to have almost 100 Associate Members, including educational institutions, governmental agencies, local and state elected officials, transit industry product and professional services providers, and vehicle manufacturers. These members provide the support necessary for the System Members to continuously improve the efficiency and effectiveness of the transportation services provided to the public. Their participation is critical to achieving “Excellence in Public Transportation.”

The Association holds an Annual Conference & Bus Roadeo for its members to meet in a setting which offers conference speakers, educational and training opportunities, a golf tournament, a bus Roadeo driving competition for transit drivers from around the state, and a vendor expo. The 2015-2017 events were held in Concord, NC, and the 2018 and upcoming 2019 events in Wilmington, NC. Over the past five years, the conference has been very successful and well attended. Speakers have included former Governor Pat McCrory and former US Secretary of Transportation Anthony Fox. The Association is seeking a three-year contract for a location for its 2020 -2022 events. Proposals and pricing can be submitted for:

- 1) all the events listed below as a single bid (Thursday-Tuesday room nights)
- 2) only the Bus Roadeo events (Thursday-Saturday room nights)
- 3) only the Conference, Golf and Expo Events (Sunday-Tuesday room nights)
- 4) or both sets of events, at different dates and/or alternative times.

## **2.0 SUBMISSION OF PROPOSALS & PROPOSED PROJECT(S)**

Proposals should be addressed to David Rhew, Executive Director, North Carolina Public Transportation Association, *6016 Kingstree Drive, Charlotte, N.C. 28210* and marked:

### **2020-2022 NCPTA ANNUAL CONFERENCE & BUS ROADEO**

Proposals must be received by 5pm, Friday, October 12<sup>th</sup>, 2018. NCPTA reserves the right to reject any or all proposals. Proposers must submit five (5) printed copies and one (1) electronic copy (in Adobe Acrobat .pdf format submitted on a USB compatible portable storage device) of its proposal. The responsibility for submitting proposals (including all documents requested herein) are solely and strictly that of the proposer. NCPTA is not responsible for delays in the delivery of the mail or delays caused by any other occurrence. The RFP can be accessed at the following URL:

<https://www.nctransit.org/news/>.

### 3.0 RFP POSTPONEMENT AND AMENDMENT

NCPTA may postpone the deadline for submitting proposals and the opening of proposals and may revise or amend the RFP at any time up to the deadline for submitting proposals. Such changes, revisions and amendments, if any, shall be announced to each prospective applicant by written addenda to this RFP, as well as posted on our website. Applicants are requested to contact NCPTA if, upon review, material errors are found. Errors must be pointed out before the deadline for submitting proposals to allow time for review and subsequent clarifications by NCPTA. In any case, the deadline for submitting proposals shall be at least seven (7) calendar days after the last addendum, and the addenda shall include an announcement, if applicable, of the new deadline for submitting qualifications.

### 4.0 REQUESTS FOR ADDITIONAL INFORMATION

Proposers requiring additional information may contact the Executive Director who will respond to questions and supply required information to all interested parties. Final requests for additional information or clarification should be received in writing by the close of business, 5:00 pm, on Friday, September 28<sup>th</sup>, 2018. A final addendum, if necessary, will be issued by 5:00 pm on Friday, October 5<sup>th</sup>, 2018. All contact should be directed to:

**David Rhew, Executive Director North Carolina Public Transportation Association 6016 Kingstree Drive Charlotte, N.C. 28210**  
[director@nctransit.org](mailto:director@nctransit.org)

NCPTA will send all requests for information and responses in writing to all known potential proposers so that all parties have the same information. Any spoken communication given is not binding upon NCPTA unless and until it is communicated in written form.

**Approval of any contract resulting from this RFP, if exercised, will be made by the NCPTA Board of Directors. The decision of NCPTA will be final.**

### 5.0 FUNDING AND TERMS

NCPTA shall negotiate a contract with the highest qualified proposer that provides the best value to the Association for its Annual Conference & Bus Roadeo as set forth in this solicitation.

## 6.0 SCOPE OF SERVICES

6.1 NCPTA is requesting cost proposals for the following:

6.2 Preferred days/dates are Friday - Wednesday, March to June timeframe, with April and May being most preferred, depending on the location.

6.3 The conference & Roadeo is made up of the following:

1. Annual bus Roadeo driving competition (Friday - Saturday) - The Roadeo location site needs to be flat, paved/impermeable, markable (chalk at a minimum; preferably temporary marking paint), able to support full size buses (up to 21 tons), and have space for two courses measuring approximately 500' x 275', or a total surface area of 275,000 square feet for competition, plus additional space for parking 50-75 cars. Ideally the space would be part of/adjacent to the event hotel, but proposed sites for the Roadeo can be located up to 15 minutes away from the primary hotel location. In addition, there are three food & beverage events currently associated with the Roadeo– a Friday evening casual social mixer, Saturday lunch (on site at Roadeo location) and a Saturday dinner and awards banquet and celebration for Roadeo participants, judges, staff and their families. The Friday evening event has between 75-100 attendees; Saturday lunches 150-160, the Saturday evening event attendance will run 225-240 attendees.
2. Annual golf tournament (Sunday afternoon) - The golf tournament is held Sunday beginning at approximately 12pm. The course must be 18 holes, with carts. The average participation in the golf tournament runs between 40-50 participants.
3. Conference welcome reception (Sunday evening) - A conference welcome reception, including cash bar and appetizers/heavy hors d'oeuvres.
4. Annual conference (Sunday evening - Wednesday afternoon)
5. Vendor Expo Hall/Space – Sunday morning set up; Monday day time (lunchtime, or afternoon reception with food and bar). Space needs are 25-30,000 square feet, preferably all indoors, able to support full size buses (up to 21 tons). 70-75 exhibitors; booth spaces 10'x10, up to 20'x20' with pipe and drape, 2 chairs, 6-8' table, waste basket; 10-15 vehicles ranging from 10'x15' to 10'x45'.
6. Host city conference social event (Monday or Tuesday evening). Onsite or offsite. Previous offsite examples include river dinner cruise, Fort Fisher Aquarium, NASCAR Hall of Fame, Charlotte Motor Speedway, USS North Carolina, Dave & Busters.

7. Room night charges - anticipated room night needs (total anticipated room nights 625). Please provide hotel room block caps and/or multi-hotel partnerships.
  - a. Pre conference & Rodeo (Thursday evening) - 5
  - b. Pre rodeo (Friday evening) - 110
  - c. Rodeo (Saturday evening) - 110
  - d. Pre conference (Sunday evening) - 140
  - e. Conference (Monday evening) - 140
  - f. Conference (Tuesday evening) - 120
8. Charges for parking (if applicable) based on anticipated room night needs
9. Conference space needs:

<b>Day</b>	<b>Begin Time</b>	<b>End Time</b>	<b>Function</b>	<b>Attendees/Space Needs</b>
Thursday	6:00am	5:00pm	Rodeo Course Set Up	275,000 sq. feet + parking
Thursday	6:00 pm	11:59 pm	Storage/workspace	300-400 sq. feet min.
Friday	7:00 am	11:59 pm	Storage/workspace	300-400 sq. feet min.
Friday	12:00 pm	11:59 pm	Registration (with storage)	200 sq. feet min.
Friday	5:00 pm	10:00 pm	Rodeo reception (including set up)	75-100
Saturday	6:00 am	11:59 pm	Storage/workspace	300-400 sq feet min.
Saturday	6:00am	5:00pm	Rodeo Practice & Competition	275,000 sq. feet + parking
Saturday	11:00 am	12:00 pm	Rodeo lunch (competition location)	150-160
Saturday	5:00 pm	11:00 pm	Rodeo Awards Dinner & Social (including set up)	225-240
Sunday	6:00 am	11:59 pm	Storage/workspace	300-400 sq. feet min.
Sunday	7:00 am	12:00 pm	Expo Hall (Load In & Set Up)	25-30,000 sq. feet
Sunday	12:00 pm	5:00 pm	Golf Tournament	40-50
Sunday	12:00 pm	7:00 pm	Pre-conference meetings (4 rooms)	30-50
Sunday	2:00pm	7:00pm	Registration (with storage)	200 sq. feet min.
Sunday	7:00 pm	9:00 pm	Welcome reception	200

Monday	6:00 am	11:59 pm	Storage/workspace	300-400 sq. feet min.
Monday	7:00 am	11:59 pm	Registration (with storage)	200 sq. feet min.
Monday	TBD	TBD	Breakfast (if not included with hotel)	200
Monday	8:00 am	10:00 am	General session (Crescent rounds set up)	350
Monday	10:00 am	12:00 pm	Breakout sessions (5 rooms, classroom and/or rounds/crescent rounds)	Average 60 per room
Monday	12:00pm	2:00pm	Lunch & Keynote Speaker	350
Monday	2:00 pm	5:00 pm	Breakout sessions (5 rooms, classroom and/or rounds/crescent rounds)	Average 60 per room
Monday	TBD	TBD	Vendor Expo	350
Tuesday	6:00 am	11:59 pm	Storage/workspace	300-400 sq. feet min.
Tuesday	7:00 am	11:59 pm	Registration	200 sq. feet min.
Tuesday	TBD	TBD	Breakfast (if not included with hotel)	200
Tuesday	8:00 am	10:00 am	General session (Crescent rounds set up)	325
Tuesday	10:00 am	12:00 pm	Breakout sessions (5 rooms, classroom and/or rounds/crescent rounds)	Average 60 per room
Tuesday	12:00pm	2:00pm	Lunch & Annual Awards	325
Tuesday	2:00 pm	5:00 pm	Breakout sessions (5 rooms, classroom and/or rounds/crescent rounds)	Average 60 per room
Tuesday	5:00 pm	10:00 pm	Evening Social Event	200
Wednesday	6:00 am	5:00 pm	Storage/workspace	300-400 sq. feet min.
Wednesday	7:00 am	1:00pm	Registration	200 sq. feet min.
Wednesday	TBD	TBD	Breakfast	100
Wednesday	8:00 am	10:00 am	General session	150
Wednesday	10:00 am	11:00 pm	Breakout sessions (5 rooms, classroom and/or rounds/crescent rounds)	Average 60 per room
Wednesday	11:00 am	12:00 pm	General session	150

10. Meals

- a. Proposals should include the following food/beverages
  - i. Sunday night reception - drink costs and hors d'oeuvres. Come and go event
  - ii. Monday breakfast
  - iii. Monday morning break (soda, coffee, snacks – assume 200 ppl)
  - iv. Monday lunch serving approximately
  - v. Monday afternoon break (soda, coffee, snacks – assume 200 ppl)
  - vi. Tuesday breakfast
  - vii. Tuesday morning break (soda, coffee, snacks – assume 200 ppl)
  - viii. Tuesday lunch serving approximately
  - ix. Tuesday afternoon break (soda, coffee, snacks – assume 200 ppl)
  - x. Wednesday breakfast serving approximately 100

11. Wireless internet access (Wi-Fi) costs (if applicable). Please include any geographic, connection or bandwidth limitations.

12. Audio visual (AV) costs (if applicable). Please include any limitations.

(1) General session

(a) LCD projector, screen, 2 wireless mics, lavalier mic, laptop sound patch, wired internet

(2) Breakout rooms

(b) Projection table, screen, podium and power in each breakout room using clients lcd projector and laptop

13. Hotel check-out/check-in/late checkout times and charges.

**7.0 ESTIMATED TIMELINE**

9.1 RFP advertised	August 24 <sup>th</sup> , 2018
9.2 Final questions due	September 28 <sup>th</sup> , 2018
9.3 Final addendum issued (if needed)	October 5 <sup>th</sup> , 2018
9.4 Proposals due	October 12 <sup>th</sup> , 2018
9.5 Anticipated award	November 2 <sup>nd</sup> , 2018
9.6 Notice to proceed/contract commencement	December 3 <sup>rd</sup> , 2018

**8.0 GENERAL SPECIFICATIONS & INSTRUCTIONS TO BIDDERS 8.1 Proposer Qualifications**

By responding to this RFP, proposer warrants and assures that the proposer is qualified to meet the scope outlined herein.

## **8.2 Contract Length**

This solicitation is expected to result in a contract for a period for a minimum of three (3) years beginning in 2020.

## **8.3 Invoicing**

Reimbursement beyond the final agreement must be approved by NCPTA. Terms are net thirty (30) days. Advance payments and deposits will be quantified in the final agreement between NCPTA and the successful proposer.

## **8.4 Marking of Bid Envelopes**

Proposals must be contained in a sealed envelope or box, plainly marked with:

**2020-2022 NCPTA ANNUAL CONFERENCE & BUS ROADEO**

and the bidder's name.

## **8.5 Late Bids Not Considered**

Responses to this RFP received after the stipulated date and time above will not be considered.

## **8.6 Award**

Award shall be made to the qualified proposer that, in the sole and exclusive discretion of the Association, is determined by NCPTA to be of best value to the Association. Once that determination is made, NCPTA will negotiate a contract with the selected proposer.



## **8.7 Determination of Award**

Initial evaluation of submittals will be judged using the following criteria: Proposers may be requested to meet with representatives of NCPTA for a facility tour of the proposed location(s) and facilities.

- Event costs (not including room rate)
- Room rate cost
- Location (Hotel, Conference Center, Roadeo location, services/amenities)
- Date availability/options

## **8.8 Required Qualifications Contents and Format**

Submitted qualifications must include the required items and follow the format outlined below. Instructions for each exhibit are provided. Proposal should contain an Executive Summary, and not exceed 30 single side, or 15 double sided pages. Graphic illustrations may be included in the proposal. Marketing and other ancillary documents and items may be submitted. Information submitted is to be relevant to this RFP and project. Brochures and other promotional materials may not be substituted for provided the information and pricing requested in this RFP. The forms supplied, or the same format, will be used to provide a uniform response to the information requested. Qualifications that do not follow the listed format, or fail to include the required material, may be removed from consideration. Each of the following items must be included in each submitted proposal in sufficient detail to enable NCPTA to make a determination as to the responsiveness of the proposer. Please make certain that all items are completed and labeled as instructed. Material submitted with qualifications will not be returned.

### **8.8.1 Experiences and References**

Provide a list of three to five current and/or former clients as references. List any conferences that you have hosted in the past three years similar in size to the one outlined in this solicitation.

### **8.8.2 Project Team**

Describe how your proposer will support efforts with NCPTA. Discuss the organizational resources and services that will be provided as part of the proposal and describe other services you can provide at additional (optional) cost, including pricing where applicable.

### **8.8.3 Pricing Sheet** (Attachment A)

### **8.8.4 Acknowledgement of Addenda** (Attachment B)

**Failure to submit any of the required submissions will be considered non-responsive to the RFP and the proposer will not be considered for award.**

## **8.9 Addenda**

NCPTA shall not be responsible for any oral instructions made by employees or officers of NCPTA in regard to this RFP. Any changes to the RFP will be in the form of a written Addendum, which will be mailed or delivered electronically to all bidders who are listed with NCPTA as having received the invitation of any other bidder who requests an Addendum, as well as posted on our website.

## **9.0 TERMINATION**

### **9.1 Termination or Cancellation of Contract**

NCPTA, by written notice, may in its sole and exclusive discretion terminate for convenience any contract arising from this solicitation, in whole or in part, when it is in the best interest of the project. If this contract is terminated, NCPTA will be liable only for payment under the payment provisions of this contract services rendered before the effective date of termination.

NCPTA will terminate by delivering to the Contractor a Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor will

- (1) Immediately discontinue all services affected (unless the notice directs otherwise), and
- (2) Deliver to the NCPTA all data, reports, summaries, and other information and materials accumulated in performing this contract, whether completed or in process.

If terminated for convenience, NCPTA may make an equitable adjustment in the contract price but will allow no anticipated profit on unperformed services.

**ATTACHMENT A  
PRICING SCHEDULE**

For the North Carolina Public Transportation Association (NCPTA) 2020-2022 Annual Conference & Roadeo bidder proposes the following costs:

Please provide a cost sheet with significant detail to allow accurate comparative analysis of proposals received. Proposers may be asked to provide additional cost detail following initial submission.

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Name of Proposer

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Address

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City, State, Zip

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Signature of Authorized Official

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Date

**ATTACHMENT B  
ACKNOWLEDGEMENT OF ADDENDA**

The following form shall be completed and included in the bid. Failure to acknowledge receipt of all addenda may cause the bid to be considered nonresponsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with the Offer.

The undersigned acknowledges receipt of the following addenda to the documents:

Addendum No.	_____	, Dated	_____
Addendum No.	_____	, Dated	_____
Addendum No.	_____	, Dated	_____
Addendum No.	_____	, Dated	_____

\_\_\_\_\_  
Name of Proposer

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date