

Georgia Bikes Request for Bids: 2016 Georgia Bike Summit Host City



Event Date: Fall 2016, date TBD

Applications due: Friday, April 8, 2016 @ 5PM to info@georgiabikes.org

Summary

Georgia Bikes is the voice for a bicycle friendly Georgia. Our mission is to promote bicycling and to improve bicycling conditions throughout the state. We see the bicycle as both a sensible means of transportation and an enjoyable form of recreation. By creating friendlier conditions for cycling, we will improve traffic congestion, air quality, public health, and the overall livability of our communities. For more about the organization and its programs, visit <http://GeorgiaBikes.org>.

To share best practices and disseminate information about creating bicycle friendly communities, Georgia Bikes hosts the Georgia Bike Summit every Fall. The purpose of the Summit is to bring together a diverse group of stakeholders - bicycle advocates, cycling enthusiasts, bicycle retailers, elected officials, law enforcement, transportation planners and engineers as well as representatives from the fields of public health and tourism – to collaborate in building a bicycle friendly Georgia. A secondary purpose of the Summit is to showcase the bicycle culture and amenities of communities throughout the state. Toward that end, the Summit is hosted in a different city each year.

Previous Summit locations:

- 2010 – Savannah
- 2011 – Athens
- 2012 – Augusta
- 2013 – Roswell
- 2014 – Columbus
- 2016 - Milledgeville

Georgia Bikes is accepting bids from communities in Georgia interested in serving as the host city for the 2016 Georgia Bike Summit. For photos and information about previous Georgia Bike Summits, visit <http://georgiabikes.org/index.php/events/38-bikesummit>

Host City Representative: Scope of Work and Responsibilities

The host city shall provide an individual representative to serve as the primary liaison between Georgia Bikes and the host city for the 2016 Georgia Bike Summit. The host city representative will be expected to:

1. Work with Georgia Bikes' Executive Director to develop a six month timeline that corresponds to the Scope of Work and by which to manage and implement the planning and coordination of the 2016 Georgia Bike Summit;
2. In collaboration with the Executive Director, establish a 2016 Georgia Bike Summit Committee comprised of local bicycle advocacy organization leaders/staff, local bicycle retailers, and, if appropriate, representatives from public health agencies, CVBs, and local government;
3. Attend 2016 Georgia Bike Summit Committee teleconference and in-person meetings as scheduled by the Executive Director;
4. Coordinate **local** event sponsorship solicitations, lodging discounts, publicity, media outreach, and invitations to elected leaders and transportation officials

Outlined tasks above may be modified and other tasks relevant to the development of the 2016 Georgia Bike Summit may be assigned as needed, based upon mutual agreement of the ED and Host City Representative.

Qualifications for Host City

The 2016 Georgia Bike Summit Host City will be an accessible, safe, and welcoming venue for a multi-day conference focused on bicycling issues in Georgia.

Required qualifications include:

- Presence of an active local non-profit advocacy organization with a mission focused on on-road/paved trail bicycle safety and advocacy
 - Local advocacy organization must be able to provide 8-12 volunteers for logistical needs
 - Local advocacy organization must coordinate Summit social event(s) and group bike ride(s) for Summit participants
- Conference facilities that can accommodate up to 250 Summit participants and attendees
 - Facilities must include a plenary session room with seating for up to 250 individuals, plus at least four breakout workshop session rooms that can seat up to 65 individuals each
 - Facilities must be safely accessible by bicycle to and from lodging options
- Lodging options that are safely accessible by bicycle to and from Summit facilities and event locations
- Facilities for pre- and post-Summit social events that can accommodate up to 250 Summit participants and attendees
 - Facilities must allow for food and beverage service
- Catering options for social events and conference meals/ snacks
 - Caterers must be able to accommodate a full range of dietary needs, including vegan, vegetarian, and gluten-free meal options

Preferred qualifications include:

- “Bicycle Friendly Community” designation or active pursuit of such designation
- Bicycle rental or bike share opportunities for Summit participants
- Free or subsidized conference facilities
- Opportunities for mobile workshops
- Vocal support for the 2016 Georgia Bike Summit from local elected officials

Summit Revenue

Net revenue from the 2016 Georgia Bike Summit shall be distributed as follows: 70% to Georgia Bikes, Inc. and 30% to the local bicycle advocacy organization.

Application Process

Interested communities are invited to send their bid via email only to Brent Buice, Executive Director, Georgia Bikes, info@georgiabikes.org. Applications will be accepted until 5:00 PM EST on Friday, April 8, 2016.

Proposal Guidelines

Bids should include the following:

1. Name and contact information for Host City Representative;
2. Contact information for local advocacy organization in host city;
3. Narrative explaining why the community is the best host city for the 2016 Georgia Bike Summit with specific reference to required and preferred qualifications outlined above;
4. List of three most recent comparable events or conferences held in the community.

Questions? Contact Brent at 706.372.9529 or info@georgiabikes.org