OFFICE OF THE CIRCUIT EXECUTIVE
UNITED STATES COURTS
FOR THE
DISTRICT OF COLUMBIA CIRCUIT

E. BARRETT PRETTYMAN UNITED STATES COURTHOUSE
333 CONSTITUTION AVENUE, N.W.
WASHINGTON, D.C. 20001

June 12, 2026

Request for Information for 2028 Biannual Conference
This is a Request for Information (RFI) for hotel and meeting facilities capable of meeting the requirements listed below. As part of its market research, the Office of the Circuit Executive for the District of Columbia Circuit is issuing this RFI to determine if there exists an adequate number of qualified and interested contractors capable of the scope of the requirement in the draft solicitation. The Government may use the responses to this RFI for information and planning purposes. The draft solicitation describes only the currently contemplated possible scope of services and is subject to change in the final solicitation. The acquisition strategy is still under development and has not been finalized.

This is not a Request for Quotation (RFQ), Request for Proposal (RFP), or Invitation for Bid (IFB). It is market research being used to determine the availability and adequacy of potential sources for planning purposes only. This is not a request for Event Planning Services or 3rd Party Event Planning or Consultant Services.

The intended Product Service Code is V231 – Transportation / Travel / Relocation-Travel / Lodging / Recruitment: Lodging, Hotel / Motel.
The intended North American Industry Classification System (NACIS) code to solicit proposals is 721110 – "Hotels (except Casino Hotels) and Motels."

Responses are due via email by August 10, 2026. Submissions received after that date will not be accepted. Documents shall be in electronic format in Microsoft Word, Excel, Power Point, and/or Adobe Professional format. All information received in response to this RFI that is marked proprietary will be handled accordingly. Responses to the RFI will not be returned. Responses to this RFI are not offers for contract and will not be used by the Government to form a binding contract. The Government reserves the right to seek additional information from those vendors identified with unique solutions that are determined to be beneficial to the Government.

The information provided should highlight your organization's offerings by identifying and distinguishing your conference service capability and availability for the week of June 26, 2028, for approximately 400-450 participants.

The offeror must propose a facility that is compliant with the requirements of the Hotel and Motel Fire Safety Act of 1990 (Public Law 101-391) (15 U.S.C. 2201 et. seq.), is listed on the U.S. Fire Administration Hotel and Motel National Master List found at http://www.usfa.dhs.gov/applications/hotel/ , is compliant with the requirements of the Americans with Disabilities Act and must be registered on the Central Contractor Registration website (www.ccr.gov). The proposed hotel must also accept Government purchase orders.

Any questions concerning this RFI must be submitted via email to Marina_Fevola@cadc.uscourts.gov and Jill_Fusillo@cadc.uscourts.gov.

Submissions will be accepted directly from hotels only. Submissions will not be accepted from third party agencies or brokers. Any submissions from third party agencies or brokers will be considered non-responsive and will be excluded from consideration for award.

Background
The Office of the Circuit Executive for the District of Columbia Circuit is exploring venues for our biannual bench and bar circuit judicial conference to be held in June 2028. The venue should be located outside of the DMV metro area. The group will consist of members of the judiciary, lawyers, speakers, and conference staff. We are seeking properties that are 4-star equivalent or better. Please note, the judiciary is tax exempt.

REQUIREMENTS:
Event Date:

- Tuesday, June 27, 2028 – Friday, June 30, 2028

Total Expected Attendees:

- 400-450 including speakers, guests, and staff

Preferred Locations:

- Delaware
- Maryland
- North Carolina
- Pennsylvania
- Virginia
- West Virginia

Guest Rooms:

Room block need date	Run of House Rooms
Monday (pre-conference)	15
Tuesday	280
Wednesday	300
Thursday	300

Meeting and Function Space:
The following meeting and function spaces should be available for programs with a 24 hour hold for each day requested:

- Staff Office –Minimum of 500 square feet (Monday – Friday). Must be on the same floor as the main conference room.
- Security Command Post - Minimum of 500 square feet (Tuesday – Friday). Must be on the same floor as the main conference room.
- Event Registration – Registration and display tables (Tuesday – Friday)
- Ballroom for General Session – Set classroom style for 400 with staging and two (2) front projection screens (Wednesday – Friday)
- One breakout room set hollow square to accommodate 40-50 people (Tuesday 3:00pm – 5:00pm)
- Welcome Reception for 250-300 (outdoor space preferred with an option for a provisional indoor space) on Tuesday from 6:00pm – 7:00pm
- Reception and Dinner for 350-400 (outdoor space preferred with an option for a provisional indoor space) on Wednesday from 6:00pm – 9:00pm
- Formal reception and dinner for 400-450 in a venue other than main conference space on Thursday from 7:00pm – 10:00pm

Food and Beverage:

- Hot buffet breakfast Wednesday, Thursday, and Friday
- One mid-morning break Wednesday, Thursday, and Friday offering fresh coffee, assorted teas, and water
- Welcome reception on Tuesday from 6:00pm – 7:00pm featuring hot and cold hors d'oeuvres and display stations
- Reception and dinner on Wednesday from 6:00pm – 9:00pm. Buffet acceptable.
- Reception and formal sit-down dinner on Thursday from 7:00pm – 10:00pm
- Guests will have dinner on their own on Tuesday
- Guests will have lunch on their own each day
- Government per diem menu and pricing is preferred.

A/V Needs (including but not limited to):

- General session to be video recorded
- LCD projector with two adequate screens for the room size
- Confidence monitor
- Skirted stage
- Podium with lectern microphone
- Lavaliere microphones
- Wireless handheld microphones for questions/answers
- Video camera
- DVD player

- Internet connection (wired and wireless)

Preferred features/services:

- Comfortable establishment, equivalent to a 4-star rating or better
- Close proximity to recreational activities (golf, tennis, areas of attraction, etc.)
- Close proximity to dining and shopping
- Internet Access in rooms
- Onsite dining with at least three options
- Fitness center

Requested Concessions:

- Complimentary suite upgrades for VIP guests for Tuesday – Friday

Contracting Office Address and Primary Point of Contact:

Office of the Circuit Executive for the District of Columbia Circuit
333 Constitution Avenue, N.W.
Suite 4726
Washington, D.C., 20001
Marina Fevola, Management Analyst
marina_fevola@cadc.uscourts.gov