
Schedule of Events

The DES Oversight Support: Planning, Competing and Administering Task Orders Under the EPA Remedial Acquisition Framework (RAF) Contracts training course will be held Tuesday, August 6 through Thursday, August 8, 2019, at the U.S. EPA Region 2 office in New York, New York. The training will be held in Room 27A located on the 27th floor of the EPA Region 2 office. The training begins each day at 8:30 a.m. and ends on Thursday at 4:00 p.m. Please plan your flights accordingly.

The U.S. EPA Region 2 office is located at:
290 Broadway
New York, New York 10007-1866



Please note: The training will be held at the U.S. EPA Region 2 office in New York, New York; a sleeping room block is set up at the Club Quarters Hotel World Trade Center. The Club Quarters Hotel World Trade Center is approximately a 15- to 20-minute walk to the U.S. EPA Region 2 office.

Club Quarters Hotel World Trade Center

Club Quarters Hotel World Trade Center
140 Washington Street
New York, New York 10006
Phone: (212) 577-1133

For additional information about the Club Quarters Hotel World Trade Center, please visit: <http://clubquartershotels.com/new-york/world-trade-center>.

Sleeping Room Reservations

A block of rooms has been reserved at the Club Quarters Hotel World Trade Center in New York, New York. The lodging rate is the prevailing government rate of \$223 per night plus 14.75 percent tax. Reservations need to be made by **Monday, July 8, 2019** to receive the group rate.

Included under the EPA room block is complimentary high speed internet and complimentary breakfast each morning. Please note that in order to receive the complimentary breakfast voucher you will need to book using the link below or providing the group code over the phone.

To reserve your room, please call the reservation line at (203) 905-2100 and ask for the “**EPA CEC DES Oversight Training**” room block and provide the following group code: **EPA804**. Please note, when using the link, you may select to arrive and/or depart anytime between Monday, August 4 and Friday, August 9, 2019. If you try to book an arrival before Monday, August 4 or a departure after Friday, August 9, the link will say “no rooms available.” If you need dates before or after the block dates, please contact Jodi McCarty, ICF, at Jodi.mccarty@icf.com for assistance.

To reserve your room online, please visit <https://qc.synxis.com/rez.aspx?Chain=14601&start=availresults&arrive=8/4/2019&depart=8/10/2019&adult=1&child=0&group=EPA804>.

You are responsible for cancelling your hotel reservation if you cannot attend. The Club Quarters requires a notice of cancellation by 12:00 p.m. Eastern Time two days before your scheduled arrival. If you fail to provide notice, one night's lodging and tax will be charged to your credit card.

Hotel check-in begins after 3:00 p.m., and check-out time is at 12:00 p.m.

What to Pack for the New York City Area

August temperatures range from 65°F at night to 85°F during the day. Please be advised that the temperatures in the training room do not reflect temperatures outside. Be sure to pack a jacket or sweater to wear while you attend the training.

Dining

The hotel offers the following onsite restaurants:

- ❖ View of the World, open daily for breakfast, lunch and dinner
- ❖ Morton's The Steakhouse, featuring steak and seafood, open daily for lunch and dinner
- ❖ The Club Living Room offers free snacks and refreshments including La Colombe coffee.
- ❖ In-Room dining is available from a number of local restaurants, delivered directly to your room

Health, Fitness and Recreation

The Club Quarters Hotel World Trade Center offers several amenities, including a 24-hour fitness center with cardio equipment, free weights, and a Peloton bike.

Travel Information

The New York City area is served by three airports: La Guardia International Airport (LGA), John F. Kennedy International Airport (JFK) and Newark Liberty International Airport (EWR).

LGA is located approximately 12 miles from the Club Quarters Hotel World Trade Center. Additional information for LGA is available at <http://airport-la Guardia.com/>.

JFK is located approximately 20 miles from the Club Quarters Hotel World Trade Center. Additional information for JFK is available at <http://www.airport-jfk.com/>.

EWR is located approximately 13 miles from the Club Quarters Hotel World Trade Center. Additional information for EWR is available at www.airport-ewr.com/.

New York, New York is located in the Eastern Time Zone.

Ground Transportation

SuperShuttle provides transportation from LGA, JFK and EWR to the Club Quarters Hotel World Trade Center. After you claim your luggage, locate the loading zones for boarding the SuperShuttle van just outside from baggage claim on the Baggage Claim level of each airport.

Reservations are required and can be made at <http://www.supershuttle.com>. If pre-purchased, one-way fare between LGA and the hotel is approximately \$18, between the hotel and JFK is approximately \$20, and between the hotel and EWR is approximately \$21. This is a shared ride service which means that the driver has 25 minutes on airport property from the time the first passenger is placed in the vehicle. There may be other passengers going to various locations. For further questions, SuperShuttle can be contacted at (800) BLUE-VAN (800-258-3826).

Taxi fare between LGA and the hotel is approximately \$50 each way, not including gratuity. Taxi fare between JFK and the hotel is approximately \$65 each way, not including gratuity. Taxi fare between EWR and the hotel is approximately \$75 each way, not including gratuity.

Participants may also take the subway from JFK to the Club Quarters Hotel World Trade Center. When arriving at JFK, follow the signs in your terminal to the AirTrain (the AirTrain stops at all eight terminals at JFK and stops at two subway stops in New York City).

- ❖ Board the Air Train towards the Howard Beach stop.
- ❖ Exit at the Howard Beach stop and take the A Train into Manhattan to the Fulton Street stop.
- ❖ Once you exit at the Fulton Street stop, head west towards Broadway.
- ❖ Make a left on Broadway, and then a right on Liberty Street.
- ❖ Walk two blocks to Greenwich Street and make a left.
- ❖ Walk two more blocks and make a right on Albany Street.
- ❖ The Club Quarters Hotel will be on your right.

An AirTrain ticket is \$5 plus \$2.75 for a subway fare.

Parking is available at Standard Parking at Brookfield Place. Valet parking is \$51 per 24 hours with no in-and-out privileges. There is a \$10 additional fee for SUV and oversized vehicles.

Walking Directions to the EPA Region 2 Office from the Club Quarters Hotel World Trade Center

**Approximately 0.70 miles,
15 minutes**

- ❖ Proceed north on Washington Street toward Liberty Street
- ❖ Turn right onto Liberty Street
- ❖ Turn left onto Broadway
- ❖ Arrive at 290 Broadway – EPA Region 2 will be on your right at the corner of Reade and Broadway



Public Transportation Directions to the EPA Region 2 Office from the Club Quarters Hotel World Trade Center

Approximately 20 minutes

- ❖ From the hotel, walk north on Washington Street toward Liberty Street
- ❖ Turn right onto Liberty Street and then left onto Trinity Place
- ❖ Trinity Place becomes Church Street
- ❖ Enter the Cortland Street station and board either the R Train toward Forest Hills – 71 AV
- ❖ Exit at the City Hall station
- ❖ After exiting the station at City Hall, walk northeast on Broadway
- ❖ EPA Region 2 will be on the right at the corner of Reade and Broadway

