



Regional Planning Commission

10 North Ludlow St., Suite 700  
Dayton, Ohio 45402

t: 937.223.6323  
f: 937.223.9750  
TTY/TDD: 800.750.0750  
mvrpc.org

## Request for Proposal

**Date Issued:** November 23, 2024

**Subject:** Request for Proposal for Audio Visual systems

**Contact Person:** Mike Lucas, MVRPC Director of Agency Operations [mlucas@mvrpc.org](mailto:mlucas@mvrpc.org)

**Phone Number:** 937.531.6536

**Email Address:** [mlucas@mvrpc.org](mailto:mlucas@mvrpc.org)

**Submittals Accepted Until:** 5:00 p.m. December 13, 2024

### Agency Background

Established in 1964, the Miami Valley Regional Planning Commission (MVRPC) promotes collaboration among communities, stakeholders, and residents to advance regional priorities. MVRPC is a forum and resource where the Board of Directors identifies priorities and develops public policy and collaborative strategies to improve the quality of life throughout the Miami Valley Region.

MVRPC performs planning and research functions for our Region that ensure livable and equitable communities; clean air and water; robust roadway, transit, and active transportation options; and strategic community plans that chart the course for member communities and partners. MVRPC's geographic area includes Darke, Greene, Miami, Montgomery, Preble, Shelby, and northern Warren counties in Southwest Ohio.

### RFP Introduction

MVRPC is seeking proposals from qualified vendors to provide and implement audio visual equipment to support various meeting and conference needs in several rooms in offices at 6 N. Main St, Dayton, OH. The AV solutions will focus on ease of use, customizable use cases, and integration with modern office designs. This project is critical as our agency is in the process of relocating offices, making the project timeline essential for a smooth transition. A detailed list of the criteria and needs for 4 rooms can be found on page 2 of this document. MVRPC reserves the right to reject any and all bids.

*The following notification is inserted in all solicitations for bids, requests for proposals for work material:*

*The Miami Valley Regional Planning Commission in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 2000d-4) and the Regulations, and non-discrimination obligations from use of federally assisted programs of the U.S. Department of Transportation, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, that 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, or national origin in consideration for an award. Also, all solicitations of bids or contracts are hereby notified by the Miami Valley Regional Planning Commission that it will ensure nondiscrimination in the award or performance of contracts on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency.*

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## Overall Criteria to Meet Our Needs

### 1. Ease of Use

- The AV solutions will be managed day to day by MVRPC staff, and must be easy to set up and use.

### 2. Customization and Flexibility

- Ability to customize the AV based on the style of meeting or collaborative work meeting scheduled in the rooms.

### 3. Cost-Effectiveness

- Affordable but powerful equipment and solutions to support various meeting needs.

### 4. Installation

- Installation of the selected AV equipment and any basic training needed to setup and run the equipment is needed as well as options on maintenance for the first year.

## Room Details

See Appendix A for furniture layouts of each of the conference rooms. Possible locations of AV equipment and AV equipment needs for each room are provided. Design input and suggested solutions to accomplish the needs are welcome and expected from the selected vendor. All conference rooms will have Wi-Fi as well as network connections.

### *Conference room 1-408*

This room will function as an executive meeting room, supporting meetings up to 14 attendees. This room needs a large monitor for presentations, plus camera and sound capabilities for hybrid meeting guests. Possible equipment needs:

- 1 touch screen flat panel monitor, no less than 65"
- 1 Dell micro PC (mounted under table) with wireless keyboard and mouse (supplied by MVRPC)
- All cabling, wall mount and installation
- In table inputs (HDMI) for TV
- In table aux USB hub for micro PC
- Web Camera with speakers
- Microphone for hybrid visitors to hear

### *Conference room 2- 418*

This room will function as a collaborative workspace. Suggested minimum equipment needs:

- 1 touch screen flat panel, no less than 48"
- 1 Dell micro PC (mounted behind TV) with wireless keyboard and mouse (supplied by MVRPC)
- All cabling and wall mount installation

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## *Conference room 3- 445*

This room will function as a customizable collaboration room and break room. Suggested minimum equipment needs:

- 1 touch screen flat panel, no less than 48"
- 1 Dell micro PC (mounted behind TV) with wireless keyboard and mouse (supplied by MVRPC)
- All cabling and wall mount installation

## *Conference room 4- 447*

This room will function as a large meeting room for up to 40+ attendees. The room will be customizable based on the size and function of the meeting. This room should be able to support hybrid meetings. Suggested minimum equipment needs:

- Projector and large whiteboard screen installation (Current MVRPC equipment to be moved from previous office at 10 N. Ludlow, Dayton OH)
- Presentation laptops (Supplied by MVRPC)
- HDMI connection to the projector via laptops
- Sound system with speakers
- Microphones to capture meeting sounds for remote visitors as well as hand held to amplify presenters should be considered.
- Web cameras to support remote meeting attendees
- All Cabling and installation

## **Evaluation Criteria**

MVRPC is seeking one company to provide all of the services listed above. Upon receipt and review of the proposals by MVRPC, selected firm(s) may be invited to participate in an interview or provide a demonstration of services via on-site presentations or webinars of their proposed solution. The decision to interview respondents will be at MVRPC's sole discretion, based on the evaluation of each respondent's proposal. MVRPC reserves the right to reject any and all responses and to waive any irregularities in the evaluation process. The final decision rests solely with MVRPC, and respondents to the RFP do not have appeal rights or guaranteed procedures.

The selected firm(s) will be given an opportunity to present their proposal in detail, and those directly responsible for the design and implementation of the project will be expected to attend. While MVRPC may conduct interviews to select among the final candidates, it is not MVRPC's

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intent to seek extensive clarification of the proposals received. Therefore, it is in the respondent's best interest to provide an explicit, detailed, and complete discussion of the proposed work.

Proposals will be submitted and reviewed as outlined in MVRPC's policies and procedures. The successful firm will be chosen through a qualitative review of the following factors:

1. Knowledge, expertise, and experience in the planning, project management, and execution of the services for which they are responding.
2. Demonstrated experience and past performance.
3. Capability of the proposed solution.
4. Approximate timeline to provide installation of proposed solutions.
5. Cost of services provided.
6. Maintenance & service options for installed equipment.

## **Proposal Preparation and Submission Requirements**

The proposal must clearly address all of the information requested herein. Since the written proposal will play a significant role in the evaluation process, submissions should be complete and provide a convincing case that the vendor can perform high-quality work within schedule and budget constraints. Proposals should be thorough yet concise.

Proposals are to be prepared at the vendor's expense and submitted via email to the official contact listed above, to be received no later than 5:00 p.m. December 6, 2024.



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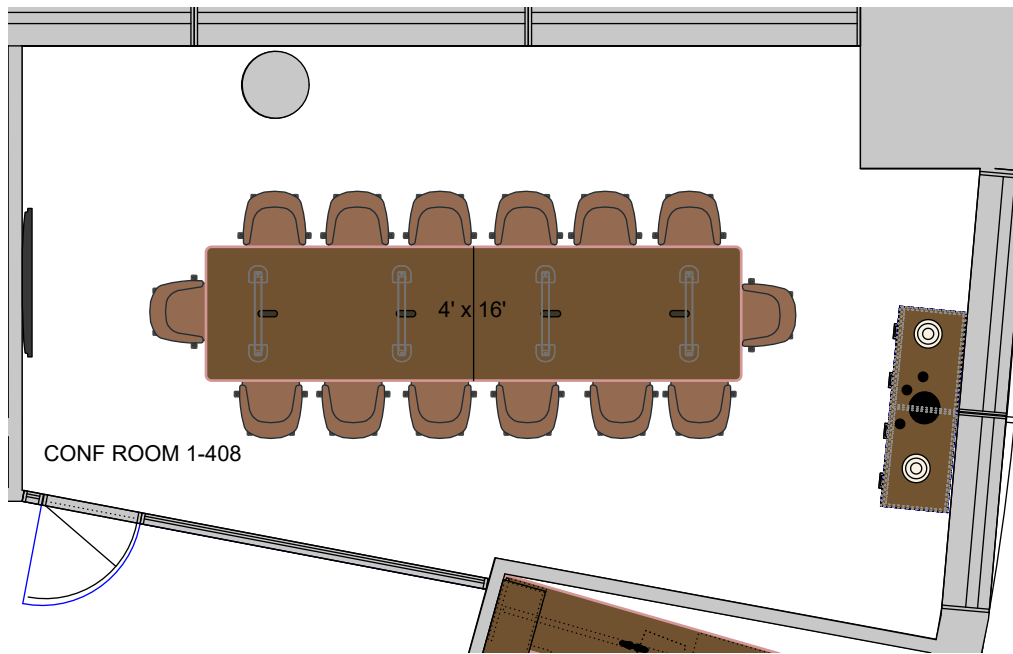
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# Appendix A

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## CONF ROOM 1-408



8421 BEARING DRIVE  
SUITE 200  
INDIANAPOLIS, IN 46278  
317.216.1600

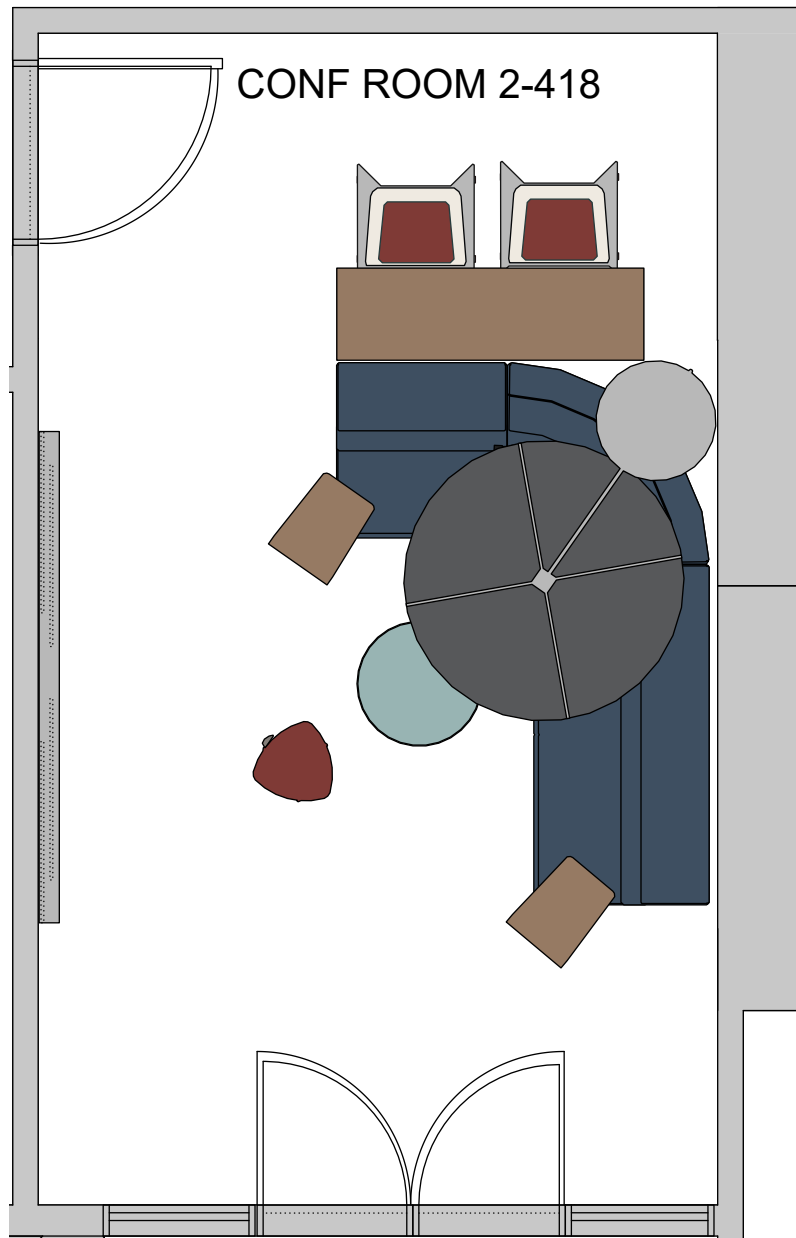
607 E. THIRD STREET  
SUITE 200  
DAYTON, OH 45402  
937.293.1010

BUSINESSFURNITURE.NET

CUSTOMER: MIAMI VALLEY REGIONAL PLANNING  
PROJECT: NEW BLDG  
SITE: DAYTON, OHIO  
[Ship to, Address, Line #2]

PROJECT NO: 24-  
DATE: 9/30/2024  
DESIGNER: RDH  
APPROVAL: .....

**Steelcase**  
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## CONF ROOM 2-418



8421 BEARING DRIVE  
SUITE 200  
INDIANAPOLIS, IN 46278  
317.216.1600

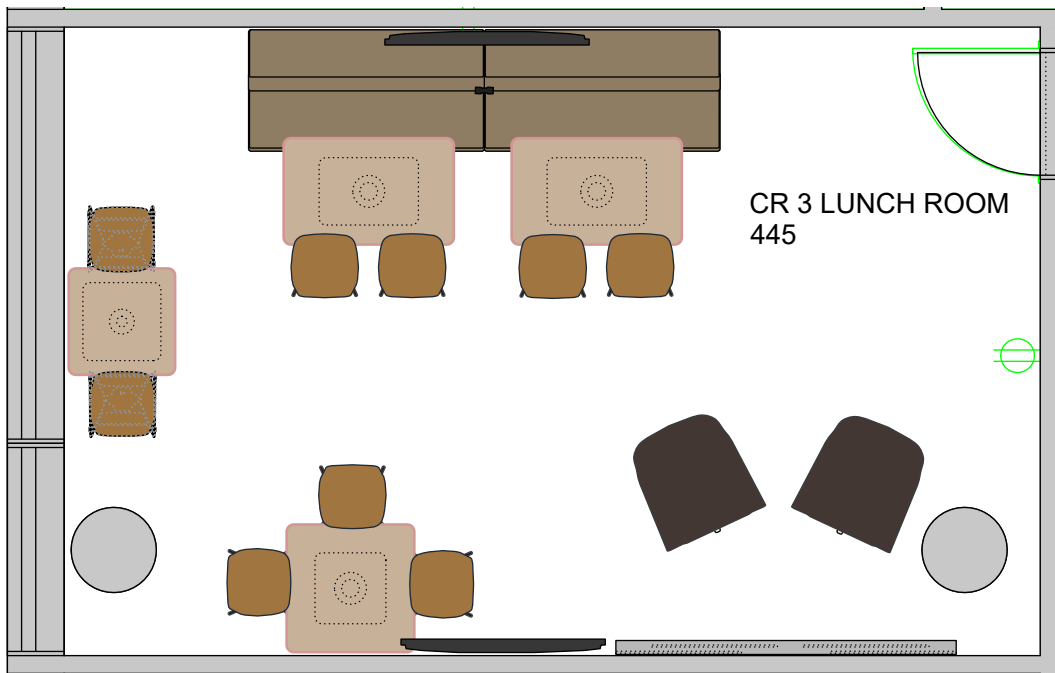
607 E. THIRD STREET  
SUITE 200  
DAYTON, OH 45402  
937.293.1010

BUSINESSFURNITURE.NET

CUSTOMER: MIAMI VALLEY REGIONAL PLANNING  
PROJECT: NEW BLDG  
SITE: DAYTON, OHIO  
[Ship to, Address, Line #2]

PROJECT NO: 24-  
DATE: 9/30/2024  
DESIGNER: RDH  
APPROVAL: .....

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## CR 3 LUNCH ROOM 445



8421 BEARING DRIVE  
SUITE 200  
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607 E. THIRD STREET  
SUITE 200  
DAYTON, OH 45402  
937.293.1010

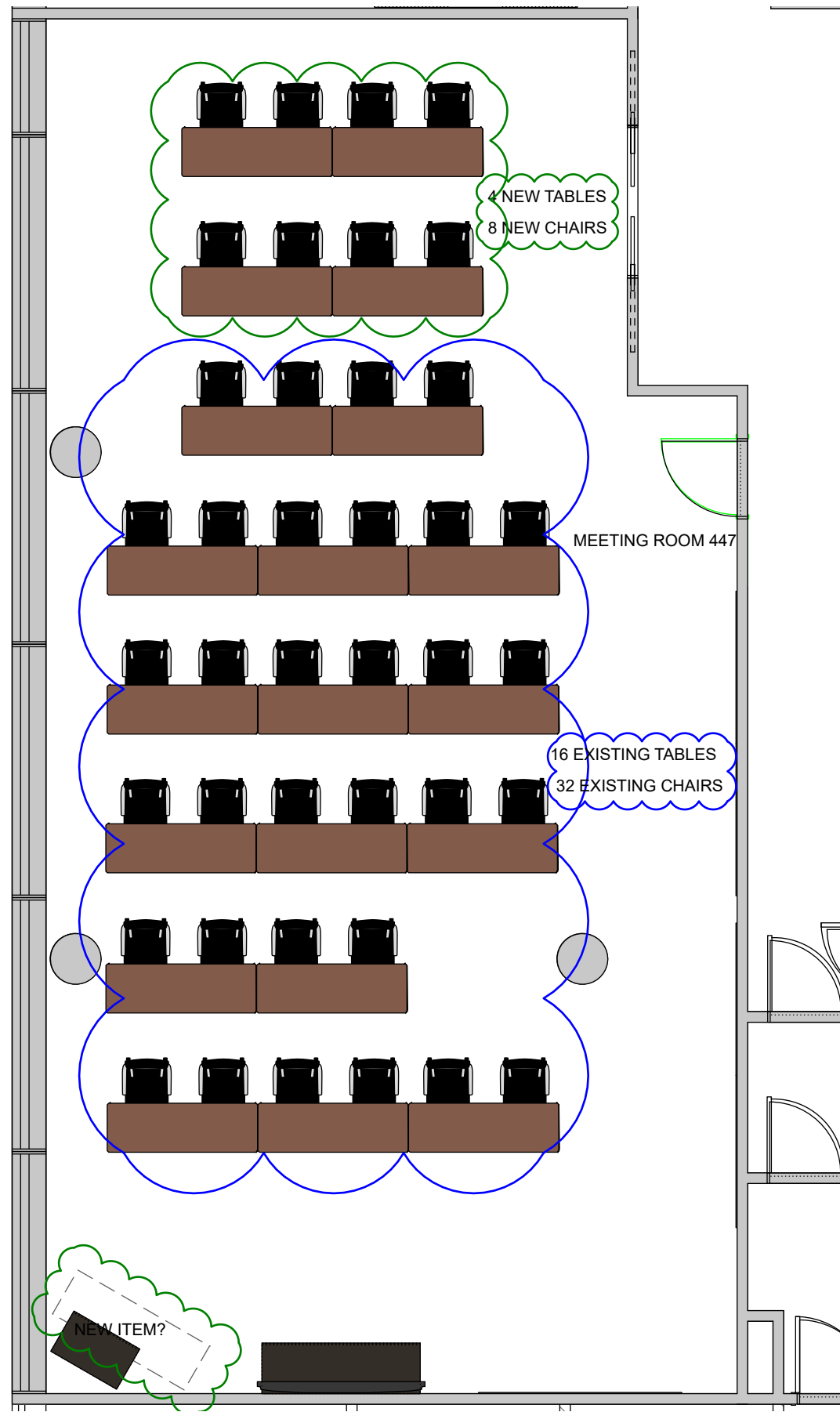
BUSINESSFURNITURE.NET

CUSTOMER: MIAMI VALLEY REGIONAL PLANNING  
PROJECT: NEW BLDG  
SITE: DAYTON, OHIO  
[Ship to, Address, Line #2]

PROJECT NO: 24-  
DATE: 9/30/2024  
DESIGNER: RDH  
APPROVAL: .....

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MEETING ROOM 447



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607 E. THIRD STREET  
SUITE 200  
DAYTON, OH 45402  
937.293.1010

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PROJECT NO: 24-  
DATE: 9/30/2024  
DESIGNER: RDH  
APPROVAL:

CUSTOMER: MIAMI VALLEY REGIONAL PLANNING  
PROJECT: NEW BLDG  
SITE: DAYTON, OHIO  
[Ship to, Address, Line #2]

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