



Miami Valley Cycling Summit

Request for Proposals

Website: www.cyclingsummit.com

Event Date: May 26, 2017



MAY 29, 2015 | PIQUA, OH

About Bike Miami Valley

Website: www.bikemiamivalley.org

Mission Statement: To advocate, promote, and create opportunities for all forms of bicycling in the Miami Valley

History: Bike Miami Valley started to emerge in the early 1960s and operated under a few different titles until becoming the organization you know of today. It all leads back to the Huffy Corporation. In 1961 Horace Huffman Jr., Chairman and CEO of the Huffy Bicycle Corporation, co-founded and sat as the first president of the Dayton Cycling Club. Four years later, he formed and led the Greater Dayton Bikeway Committee, which later would be named the Miami Valley Regional Bicycle Council (MVRBC).

Bike Miami Valley (BMV), this nonprofit organization, branched from MVRBC in the early 70s. Bike Miami Valley drafted one of the nation's first regional bikeway plans, which was adopted by Dayton's regional planning commission in 1973. This proved instrumental in the development of much of the recreational trail system you might be familiar with today. After being officially incorporated in 1979, BMV was diligently focused on the region's cycling trends over the next twenty years. In addition, BMV hosted the region's largest and most widely celebrated bike events; The Thunder Road bike-a-thon.

In the past decade, BMV became dormant, and there is no better way to say it... but BMV simply put itself out of business by accomplishing its core programs and initiatives. There seemed to be little left to do, so the organization fell silent.

BMV has now resurfaced from that dormant period and is refocused on current cycling trends and the region's growing cycling community, which is dramatically different today.

About the Cycling Summit

The Miami Valley Cycling Summit aims to use the power of cycling to drive economic development and create more attractive and healthy communities both large and small throughout the region.

The Summit is the chance to further engage in the region's bike agenda and learn about the past, present and future of cycling in the Miami Valley. The event consists of influential speakers, powerful break out sessions, and motivating discussions!

History of the Miami Valley Cycling

2015 – Fort Piqua Plaza – Piqua, Ohio

2013 – Hollenbeck-Bailey Conference Center - Springfield, Ohio,

2011 – Kroc Center - Dayton, Ohio (300+ attendees, 22 exhibitors)

2009– UD College Park Center - Dayton, Ohio

PAST SUCCESSES



In 2009 and 2011, the Miami Valley Cycling Summit provided an opportunity to bring all elements of the movement together in a collective fashion. In doing so, we were able to take away a more cohesive strategy with similar goals and actions, and, in turn, initiate the re-conception of a regional grassroots cycling advocacy group ([Bike Miami Valley](#)).

The Summit provided a venue for the public to share their ideas with public officials, for communities to share successes and struggles surrounding their bikeway master plans, a place for all to celebrate the successes experienced in the last 20 years, and a way for the region to get one step closer to achieving a bronze regional designation, as well as fulfilling the implementation of the 2020 plan.

Multiple communities have applied to become recognized as a bicycle friendly city through the League of American Bicyclists.

Highlights from the 2011 Miami Valley Cycling Summit:

✧ Bike Miami Valley, the local grassroots organization, received support and direction from the community and launched their new website, www.bikemiamivalley.org.



✧ Bruno's Keynote showed the region how cycling related infrastructure creates jobs, retains jobs, and encourages growth and economic vitality. Cycling does sell cities!

✧ Session presentations sparked discussions about what is next for the Miami Valley in regards to cycling. More access spots, better connectivity of bikeways to neighborhoods, and driver education were priorities, as well as getting more cities in the region designated as bicycle friendly.

Highlights from the 2013 Miami Valley Cycling Summit:

The 2013 Miami Valley cycling Summit set an attendance record when almost 400 people attended Cycling Summit events. The Cycling Summit was precluded with the VIP Summit Social the night before. Elected officials, business leaders, key municipal staff, and other influential people gathered at the Springfield Museum of Art for drinks, Hor's D'ouerves, and dessert. The event allowed for networking to take place and facilitated conversations that promoted cycling and helped move the pro-bike agenda forward in our region. The event also allowed those people who couldn't attend the Summit on Friday the opportunity to still be impacted by the Cycling Summit and its message. This was the first time the planning committee held a VIP event and it was perceived to be a success by everyone involved.

The Cycling Summit on the following day was also an overwhelming success. Presentations were given by cycling professionals from all over the country. Adventure Cycling (Montana), Rails to Trails (Columbus), Major Taylor Association (Boston), ALTA Planning (North Carolina), and the League of American Bicyclists (Washington DC) all sent representatives to present at the Summit. The sessions rallied those in attendance to go home and advocate for a more bikable region.

Since hosting the event, the City of Springfield has submitted for Bicycle Friendly Community status, has formed a bicycle task force, formed an Advocacy Group that meets monthly (Bike Springfield), and has added bicycle friendly initiatives into some roadways projects. None of these successes would have been possible without the Cycling Summit.

Bike Miami Valley is seeking proposals from qualified conference sites about how to accommodate our biennial conference in the Miami Valley Region in 2017 for 400 attendees. Interested conference sites must answer all pertinent questions asked in the technical requirements. Please direct any questions to Andy Williamson at zeis2@msn.com. Inquiries addressed to Andy by November 24, 2014 will receive a response.

Proposed RFP Timeline – GOAL

RFP's sent out by: Oct 1, 2014

Deadline for submission of estimate: Nov 30, 2014

Top 2 Decision: Dec 15, 2014

Site Visits: Dec 15-30, 2014

Final Decision: Jan 1, 2014

To submit proposals

Interested conference sites should submit a complete proposal electronically to zeis2@msn.com by Nov 30, 2014

Right to Modify, Rescind, or Revoke RFP

Bike Miami Valley reserves the rights to modify, rescind, or revoke this RFP, in whole or in part, at any time prior to the date on which the authorized representative of Bike Miami Valley executes a Contract with the Selected Proposer.

Bike Miami Valley Right to Reject

This RFP does not commit Bike Miami Valley to select a Proposer or to award a Contract to any Proposer. Bike Miami Valley reserves the right to accept or reject, in whole or in part, any Proposal it receives pursuant to this RFP.

2017 Miami Valley Cycling Summit Technical Requirements

Date range, location and stipulations for 2017:

- May 26, 2017
- Core event is held from 9am – 4pm with extracurricular activities pre/post event
- Primary event must be held in the counties of Miami, Montgomery, Clark, or Greene. Some geographic exclusions may be considered if they are close enough to the core counties
- The facility must be able to accommodate up to 400 people, 25+ exhibitors, 3-5 large meeting rooms and a large registration/check in area with entire event hosted in one location (accommodations for multiple locations can be made)
- Host community is required to have representative and potential 2017 event co-chair attend 2015 Cycling Summit planning meetings
- Although it is not required, close proximity to the regional trail system is a bonus.

Fundraising Expectations

- Each host and their sponsorship committee is expected to play the key role raising the necessary funds for the event with support from the Regional Steering Committee and Bike Miami Valley
- \$5,000 in seed money from the previous host has been set aside for funds needing to be allocated prior to fundraising efforts and is expected to be set aside to the next host
- The core cost of the event has historically averaged around \$10,000.
- Any additional funds raised above and beyond those needed to facilitate the event are split 50/50 with host committee and Bike Miami Valley and are required to be directed toward a bicycle related “legacy project” and regional advocacy efforts.
- Bike Miami Valley, a 501©(3) will serve as the fiscal agent for the Cycling Summit

Program/Content Requirements

- **Bike Miami Valley will take on the primary responsibility of developing and scheduling content (keynote, session presenters, etc.) for the Summit, with assistance from the local host program committee.**
- The core Cycling Summit event is as follows
 - Main event schedule runs from 9-4 on last Friday of National Bike to Work Month
 - 3-5 Concurrent sessions
 - Minimum of one key note address
 - Closing ceremony and announcement of next host
 - Advocacy Social immediately following the main conference
 - Exhibitor/Vendor area to include 25+ tables
 - Bike Parking

Event Marketing

- A regional Cycling Summit marketing committee that has served the event in the past may be reconvened to assist the host committee in advertising the event

Meeting/Other Space Requirements

- Please submit anticipated cost for the proposed venue, including morning and afternoon break refreshments, lunch, and other conference-related expenses detailed below.

# of Rooms Needed	Room Function	Room Setup	Room Capacity	Time Needed ¹	Notes
1	Planning Committee Staging Room		17	8am-6pm	
1	Keynote/Main Event	Auditorium Style – Classroom	300-350	8am-6pm	
3-5	Conference Workshops ²	Auditorium Style – Classroom	30-50	8am-6pm	24 hour hold
1	Registration	Foyer, booths	Flow	7am - 4:30pm	
1	Vendor Setup	Vendor booths	NA	7am - 4:30pm	≥ 30, table for vendor booths with 6-8' tables and chairs
1	Socials	Reception	75-100	4-6pm	can be off site
1	Bike Parking	Bicycle Corral	25X75	All event	Outdoors near entrance

Audio/visual (A/V) requirements

Conference and board rooms must have the following:

- A front projection screen or white board to project onto
- a/c power

BMV may be able to provide its own LCD projectors and cabling for all meeting rooms.

- Please provide additional costs for dry-erase boards (with markers and erasers).
 - Please provide in-house prices for A/V equipment, if A/V is offered as a package, please list package details.
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Wireless internet access

- If wireless is not provided complimentary, please list the cost for wireless at conference site, per user, per day.
- If wireless is not provided complimentary, list the cost of providing wireless for free during the duration of the conference for conference attendees at one location.
- If network cables are available, please list the price for making one network cable available with free access to the internet in the foyer/registration area.
- Please list the speed of wireless connections in your facility;
- Please list the size or speed of the external connection (T-1, etc.) from the conference site to the internet.

Parking/shuttle services

- Please list parking costs, if any
- Bicycling parking is a required feature at the event, please explain where in close proximity to the main event entrance you would accommodate a 25X75 bike parking area.

Shipping and receiving

- Please explain the capabilities/limitations/costs for vendors in regards to shipping equipment, storage, etc. for up to 40 vendors.

Payment terms/insurance requirements

- Please provide the specifics of payment terms.
- Please stipulate the conference site insurance requirements, if any. BMV will not provide more than \$1m per occurrence of commercial general liability insurance. BMV requires that each party hold each other harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from the gross negligence or intentional misconduct of such party or its respective officers, directors, employees, agents, contractors, members or participants.

Conference site planner/outside agencies

- Does the conference site provide staff to assist with event planning? If so, is there an additional charge for this person(s)?

Local attractions/discounts/ Misc

- Please provide a list of enticing local attractions, especially those cycling/outdoor related
- Please provide any special services/discounts/local attractions that the conference site can provide for attendees

Community Investment Essay

- In no less than 300 words please share with the selection committee why hosting the Miami Valley Cycling Summit is important to your community or institution and how you not only plan to support the successful implementation but also ensure a positive and transformative impact following the event.