



**Technology Committee of Council Agenda
May 11, 2026 - 5:30 PM
233 South Main Street, Monroe, Ohio**

1. Approval of Technology Committee Minutes for December 15, 2025
2. A/V Equipment
3. Cyber for Local Government Executive Leadership workshop
4. Discussion, questions, and requests for future meetings
5. Adjournment



**Technology Committee Minutes
December 15, 2025**

The Technology Committee of Council met at 5:30 p.m. on December 15, 2025 in the Council Chambers Library located at 233 South Main Street, Monroe, Ohio.

Present: Keith Funk, Mayor; Christina McElfresh, Vice Mayor; Tom Hagedorn, Council Member; Larry Lester, City Manager; Kacey L. Waggaman, Assistant City Manager; Dawn Levandusky, Technology Services Manager; and Beth Combs, Clerk of Council.

Mrs. McElfresh moved to enter into executive session to consider specialized details of security arrangements, the disclosure of which could reveal information usable to commit, or avoid prosecution for, a violation of the law; seconded by Mr. Hagedorn. Roll call vote: three ayes. Motion carried.

Council entered into executive session at 5:32 p.m.

Mrs. McElfresh moved to reconvene into regular session; seconded by Mr. Hagedorn. Voice vote: three ayes. Motion carried.

Council reconvened into regular session.

The Technology Committee meeting adjourned.

Respectfully submitted,

Beth Combs
Clerk of Council

4/10/2026

Mr. Gary Morton
Director of Public Works
City of Monroe
233 S Main Street
Monroe, OH 45050-0330

RE: MONROE COUNCIL CHAMBERS AUDIO-VISUAL SYSTEMS IMPROVEMENTS


Mr. Morton:

In response to our meeting on March 24, 2026 Bright Technologies Inc. is pleased to submit this proposal for the **Monroe Council Chambers Audio-Visual Systems Improvements** project in Monroe, Ohio.

If there are any questions regarding this proposal please don't hesitate to call me at 812-623-0044 or on my cellular phone at 513-288-6578.

Thank you for the opportunity.

Respectfully Submitted,



Jay A. Johns, RCDD/NTS
President
Bright Technologies Inc.

RE: MONROE COUNCIL CHAMBERS AUDIO-VISUAL SYSTEMS IMPROVEMENTS

4/10/2026

Proposal: 260401

PROJECT SUMMARY

Bright Technologies Inc. will provide design-build criteria, concept drawings and performance specifications for the Monroe Council Chambers Audio-Visual Systems Improvements. The Monroe Council Chambers Audio-Visual Systems Improvements project shall include the Council Chambers, the Council Library, the Administration Conference Room and the City Manager's Conference Room. The audio-visual improvements shall be an integrated AV over IP solution providing an integrated technology system including a modular system of audio-visual components interconnected via Ethernet technology. The audio-visual solution shall be modular with the capability to be scaled to include additional venues as needs arise in the future. While the initial concept documents will include multiple meeting rooms, the modular AV over IP approach will allow the City to implement the audio-visual improvements as funding becomes available, including any portion of the initial four meeting rooms.

Development of the design-build criteria, concept drawings and performance specifications will be conducted in coordination/collaboration with the City of Monroe. Bright will coordinate the Owner's requirements to incorporate audio-visual systems' requirements in to biddable criteria documents. Bright will coordinate the audio-visual requirements with other design disciplines, if required, including architectural, electrical and mechanical systems provided by A&E consultants hired by, and reporting to, the City of Monroe. During design-build criteria development Bright will coordinate with the Owner's representatives and other design disciplines for the provision of electrical power and mechanical cooling required to support the planned audio-visual improvements.

Bright will provide support during the procurement process. During bidding Bright will attend bid meetings, respond to bidders' requests for information or clarification, prepare addenda to the criteria documents as required to clarify the project intent and review bids to ensure that the required scope has been included in the responses.

Bright will provide support during the installation of the audio-visual upgrades including attendance of periodic project status calls, review of the Audio-Visual Integrator's product data submittals, review of the Audio-Visual Integrator's design drawings, site visits to observe the progress of the audio-visual upgrades and report observations to the City of Monroe via field reports.

During project close-out, Bright will review and comment, including approval recommendation, on the Audio-Visual Integrator provided Operations and Maintenance manuals and prepare as-built record drawings.

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SCOPE OF SERVICES

Design-Build Criteria

- ✓ Develop and provide room by room audio-visual requirements for the Council Chambers, the Council Library, the Administration Conference Room and the City Manager's Conference Room.
- ✓ Develop and provide concept drawings for the required audio-visual improvements including floor plans indicating meeting and equipment room locations and critical infrastructure, enlarged plans for each meeting/conference room indicating the location of the planned audio-visual equipment, enlarged plans for audio-visual/network equipment rooms, representative elevation details for digital displays, elevations for audio-visual equipment cabinets/racks, single-line/block diagrams for audio-visual and network equipment, and other detail sheets necessary to depict the project intent.
- ✓ Performance specifications, including Basis of Design product selections, for the completions of the detailed audio-visual systems design by the successful bidder, performance requirements for the completion of the audio-visual equipment installation and Audio-Visual Integrator qualifications including qualifications for the Integrator's project management and installation staff .

Bid Assistance

- ✓ Support during procurement processing.
- ✓ Attendance at the Pre-bid Meeting.
- ✓ Response to bidder's Requests for Clarification/Requests for Information during bidding.
- ✓ Attendance at the Bid Opening, if required.
- ✓ Bid Review and Qualitative Bid Analysis to assist in the determination of the Best Value response.
- ✓ Recommendation to Award.

Construction Administration Services

- ✓ Attendance of progress meetings via teleconference.
- ✓ Respond to contractor RFCs/RFIs.
- ✓ Product data review and approval recommendation.
- ✓ Shop drawing review and approval recommendation.
- ✓ Field inspections and field reports.
- ✓ Punchlist and punchlist confirmation.

Closeout

- ✓ Review of the Audio-Visual Integrator produced Operations and Maintenance Manual(s).
- ✓ Record Drawings based on contractor provided as-built drawing, shop drawing reviews, product data reviews and field observations.

PROJECT APPROACH

Criteria Development Phase

Bright Technologies will collaborate with the City of Monroe as needed during the Criteria Development phases to include:

- ✓ City of Monroe will provide architectural base plans in AutoCAD format for Bright to use in preparing of the concept drawings.
- ✓ Bright will develop initial drawing set to use for the documentation of audio-visual requirements during the Criteria Development Phase.
- ✓ Bright will attend one (1) on site investigation to become familiar with the facility conditions.
- ✓ Bright will attend one (1) initial on site program development meeting during the Criteria Development Phase.
- ✓ Bright will document the findings from the initial program development meeting on the project drawing set and in narrative format (room by room audio-visual requirements).
- ✓ Bright will prepare a budgetary cost estimate.
- ✓ Bright will submit a progress set of the project concept drawing set, project narrative (35% Progress Submittal) and budgetary cost estimate to the City of Monroe for review and comment. Written comments during the review period are encouraged to facilitate discussion/resolution during the review meeting.
- ✓ During the review period, Bright will identify potential electrical, mechanical and architectural design support that will be required for the support of the audio-visual upgrades and assist the City of Monroe in coordinating those services with the audio-visual criteria.
- ✓ After a review period convenient to the City of Monroe (typically 5 to 10 business days), Bright will attend and moderate a review meeting (second programming meeting) with the City of Monroe to explain the design concept drawings and criteria progress and obtain additional feedback for incorporation in to the project concept drawings and criteria requirements.
- ✓ Bright will incorporate findings from the submittal review/second programming meeting in to the project drawings.
- ✓ Following the second programming meeting (35% Review Meeting), Bright will develop a draft version of the performance specifications including specifications for audio-visual requirements and telecommunications (data networking for the audio-visual network) infrastructure to support the audio-visual upgrades.
- ✓ Upon completion of the performance specifications and revisions to the project concept drawings, Bright will update the budgetary cost estimate and submit the concept drawings, performance specifications and budgetary cost estimate (65% Progress Submittal) to the City of Monroe for review and comment. Written comments during the review period are encouraged to facilitate discussion/resolution during the review meeting.

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- ✓ After a review period convenient to the City of Monroe (again typically 5 to 10 business days), Bright will attend and moderate a review meeting with the City of Monroe to explain the project concept drawings and criteria progress and obtain additional feedback for incorporation in to the project concept drawings and criteria requirements.
- ✓ Bright will coordinate audio-visual infrastructure with the City of Monroe's architectural and MEP systems consultants so that those consultants can prepare appropriate construction drawings for improvements to those systems necessary to support the audio-visual improvements.
- ✓ Based on the findings of the second review meeting (65% Review Meeting) Bright will prepare final revisions to the concept drawings, performance specifications and project narrative.
- ✓ Bright will submit the final concept drawings, performance specifications and project narrative to the City of Monroe for the preparation of a solicitation by the City of Monroe.

Bid Phase

City of Monroe will lead the Bidding Phase. Bright Technologies will collaborate with the City of Monroe as needed during the Bidding phase to include:

- ✓ Support the City of Monroe during the preparation of the bid solicitation.
- ✓ Identification of potential qualified bidders (if needed).
- ✓ Bright will attend one (1) Pre-Bid Meeting on site.
- ✓ Bright will response to bidders' Requests for Clarification/Requests for Information during bidding.
- ✓ Bright will prepare amendments to the concept drawings, performance specifications and project narratives, as appropriate to clarify the project intent, during Bidding.
- ✓ Bright will attend the bid opening on site (if needed).
- ✓ Bright will conduct a technical review of the bid responses to ascertain as to whether the response from the apparent low bidder has satisfied bid requirements.

Construction Phase

City of Monroe will be responsible for document control during construction. Bright will cooperate/collaborate with the City of Monroe to complete Construction Administration tasks in a timely manner.

- ✓ Bright will attend weekly progress meetings during construction via teleconference.
- ✓ Bright will prepare responses to the Audio-Visual Integrator's RFCs/RFIs during construction and submit responses to the City of Monroe for distribution.
- ✓ Bright will provide Audio-Visual product data reviews, comments and approval recommendation to City of Monroe for distribution.
- ✓ Bright will provide Audio-Visual systems design drawing reviews, comments and approval recommendation to the City of Monroe for distribution.
- ✓ During construction Bright will conduct four (4) site visits and prepare four (4) field reports submitted to the City of Monroe for distribution. The third of four site visits and

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field report will include a project punch list. The final site visit will focus on verification of punch list completion.

Close-Out Phase

- ✓ Bright will review the Audio-Visual Integrator's Operations and Maintenance manuals and prepare comments and approval/acceptance recommendation.
- ✓ Bright will prepare Audio-Visual record drawings in AutoCad format based on contractor prepared as-built (redline) drawings. Record Drawings will be submitted to the City of Monroe in bound AutoCad and PDF formats.

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DELIVERABLES

Criteria Development Phase

- ✓ Kick-off Meeting via teleconference.
- ✓ One (1) site visit to investigate existing conditions.
- ✓ One (1) initial program verification meeting on site.
- ✓ Three (3) submittals during Criteria Development; Initial Concept Drawings (~35% Design), Draft Criteria (~65% Design), and Final Criteria.
 - Project Narrative.
 - Concept Drawing.
 - Performance Specifications.
 - Budgetary Cost Estimate.
- ✓ Two (2) Owner review meetings on site.

Bid Phase Services

- ✓ Support during procurement process.
- ✓ Attendance at One (1) Pre-Bid Meeting.
- ✓ Response to bidder's Requests for Clarification/Requests for Information.
- ✓ Addenda during Bidding.
- ✓ Attendance at bid opening, if required
- ✓ Bid Analysis/Scope Verification

Construction Phase Services

- ✓ Weekly project status calls (Total of 12)
- ✓ Response to contractor RFC/RFIs.
- ✓ Product data reviews and approval recommendation (One product submittal package is anticipated).
- ✓ Shop drawing reviews and approval recommendation (One shop drawing packages is anticipated).
- ✓ Four (4) site visits with field report.
- ✓ One (1) punch list.
- ✓ Punch list verification.

Close-Out Phase

- ✓ Review Audio-Visual Integrator furnished Operations and Maintenance manuals.
- ✓ Record drawings in DWG and PDF format.

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ASSUMPTIONS AND EXCLUSIONS

- Telecommunications distribution infrastructure design is not included except as required to support the Audio-Visual scope development.
- Audio-Visual Systems integration is not included. BTi is providing design-build criteria for open bidding by qualified Audio-Visual Integrators regularly engaged in that specialty. BTi will collaborate with the Owner and End-users to identify the desired AV functionality, potential AV integration issues, propose appropriate actions to ensure that systems integration is coordinated with the project concept plans, performance specifications, and project schedule; however, the integration of AV systems by BTi is not included. Completion of design details such as equipment mounting details, detailed system schematic drawings, control system details and the integration of audio-visual systems shall be by the selected Audio-Visual integrator.
- BTi will coordinate AV equipment requirements and device locations with the building drawings and coordinate supporting infrastructure with Architecture and MEP disciplines as needed to support the AV upgrades.
- Plans and specifications for architectural changes, if required, will be prepared by a licensed Architect contracted by, and reporting to, the City of Monroe. Bright will provide reasonable effort to assist the Architect.
- Plans and specifications for revisions to electrical or mechanical systems, if required, will be prepared a licensed Professional Engineer contracted by, and reporting to, the City of Monroe. Bright will provide reasonable effort to assist the Professional Engineer.
- Independent Technical Review is not included. If ITR by Bright becomes required a separate proposal will be provided for a third party review.
- Permitting, if required, will be the responsibility of the City of Monroe or the Audio-Visual Integrator.

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SCHEDULE

The following proposed schedule is provided for review and may be revised to address the Owner’s scheduling needs:

Task	Duration (Business Days)	Completion Date
Notice to Proceed	0 Days	05/01/2026
Owner Provides ACAD Drawings	5 days	05/08/2026
Site Investigation	1 Days	05/11/2026
Initial Concept Drawings and Narrative	10 Days	05/25/2026
Owner Review (35% Review)	10 Days	06/08/2026
Draft Concept Drawing, Narrative and Performance Specifications	10 Days	06/22/2026
Owner Review (65% Review)	10 Days	07/06/2026
Final Concept Drawing, Narrative and Performance Specifications	5 Days	07/13/2026
Procurement Processing	30 Days	08/26/2026
Bidding	30 Days	10/10/2026
Construction	60 Days	01/08/2027
Closeout	10 Days	01/22/2027

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FEE

Design Criteria Phase services are priced as a fixed fee of **\$7,200*** based on the scope of work identified.

Bidding Phase services are priced as a fixed fee of **\$1,800*** based on the scope of work identified

Construction Phase services are priced as a fixed fee of **\$9,000*** based on the scope of work identified.

Close-Out Phase services are is priced as a fixed fee of **\$1,200*** based on the scope of work identified.

Fees are based on the following hourly rates:

RCDD - \$150

**Note:* This offer is valid for a period of 60 days from the date of this document.

Reimbursable Cost

Reimbursable expenses shall be the actual out-of-pocket expenses for services provided. Such expenses include out of town transportation from the office of BTI, overnight postage when requested, and cost of reproduction of reports and drawings beyond single copies. When authorized, reimbursement shall be made for meals, lodging, and specialty subconsultants.

No reimbursable expenses are anticipated.

Schedule of Invoices and Payments

Monthly Invoice, 30-day term

Invoices for services performed will be distributed on a monthly basis.

Upon receipt of final payment all design documents become the unrestricted property of the City of Monroe; Bright Technologies retains the rights to the included design concepts.

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MEANS AND METHODS OF CONSTRUCTION

Bright Technologies Inc.'s provision of construction phase services shall not be construed to make Bright Technologies Inc. responsible for:

- i) The acts or omissions of the construction contractor or any subcontractor or sub-subcontractor.
- ii) The means, methods, sequences and techniques of construction of the project.
- iii) Safety precautions and programs in connection with the construction of the project.

Bright Technologies Inc. is not responsible for system testing, performance verification, system adjustments, or system acceptance. Bright Technologies Inc. will observe system testing to verify system functionality in accordance with the requirements of plans and specification.

Nothing in this proposal shall create any legal or contractual relationship between Bright Technologies Inc. and any construction contractor, subcontractor, or sub-subcontractor

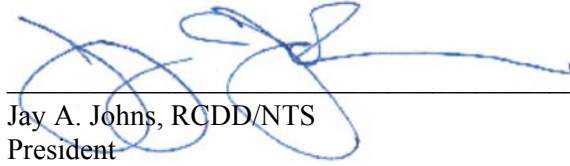
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ACCEPTANCE

Offered By:



Jay A. Johns, RCDD/NTS
President
Bright Technologies Inc.

Accepted by:

Signed

Date

Printed Name

Title

Please indicate the billing contact information below:

(Printed Name)

(Email Address)

(Phone)

(Street Address)

(City)

(State)

(Zip Code)