



MEMORANDUM

DATE: February 4, 2026

TO: Area Meeting Facilities

FROM: Anne Freand, Planning Manager

SUBJECT: 2026 MRPC Board Retreat

The Meramec Regional Planning Commission is accepting proposals from area meeting facilities to host MRPC's 2026 MRPC Board Retreat on **Wednesday, April 1, 2026** from 9:00 a.m. to 4:00 p.m. Staff would require access one hour before and one hour after for set-up/clean-up.

The retreat will involve approximately 30 board members and staff.

The following accommodations are required:

- One main meeting room to accommodate 30 people and a second meeting room to accommodate at least 15 people. (Tables/Chairs in U-shape, T-Shape or hollow square with room for breakout/focus group options)
- Audio/Visual capabilities (compatible TV or projector and screen)
- Breakfast buffet (please provide menu choices and costs)
- Mid-morning break of soda, tea, coffee
- Lunch at approximately 11:45 a.m. for 30 people (please provide menu choices and costs)
- Mid-afternoon break of soda, tea, coffee and a light snack (please list)

Proposals must include a layout of facilities, rooms suggested for use, room rate information and information on parking availability. Proposals should also include menu planner with prices, including cost of breaks (soda, coffee, water, etc.). If the facility can accommodate the retreat but does not have the capability to provide food, MRPC will consider a partial proposal and will coordinate with a separate vendor on food.

MRPC is a tax-exempt entity.

Deadline for proposals is **Friday, February 20, 2026 at 2:00 pm.**

MRPC will give preference to those facilities within the Meramec Region, which includes Crawford, Dent, Gasconade, Maries, Osage, Phelps, Pulaski and Washington counties. MRPC reserves the right to reject any or all bids.