



RFP 2026-08
Professional Consulting Services for
Bay County Materials Management Plan
Bay County Finance Department
Purchasing Division
On behalf of
Department of Environmental Affairs

JAMES BARCIA
BAY COUNTY EXECUTIVE

REQUEST FOR BID---THIS IS NOT AN OFFER

IF FOR ANY REASON YOU CANNOT BID, RETURN THIS FORM SO STATING TO ENSURE THAT YOUR NAME MAY BE RETAINED ON OUR PROPOSERS LIST

DATE OF REQUEST	May 15, 2026
REFERENCE BID NUMBER	RFP 2026-08
DEADLINE FOR VENDOR QUESTIONS	May 22, 2026 5:00 PM
RESPONSES DUE FROM COUNTY	May 29, 2026 5:00 PM
PROPOSED DATE/TIME REQUIRED	June 5, 2026 11:00 A.M.
SUBMIT BID TO:	BAY COUNTY FINANCE DEPARTMENT PURCHASING DIVISION BAY COUNTY BUILDING 515 CENTER AVENUE 7 TH FLOOR BAY CITY, MI 48708-5128
MARK BID:	“BAY COUNTY MATERIALS MANAGEMENT PLAN – DELIVER TO PURCHASING IMMEDIATELY”

The Bay County Purchasing Division on behalf of the Bay County Department of Environmental Affairs and Community Development is seeking a consultant to develop a countywide Materials Management Plan (MMP).

SCOPE OF SERVICES:

1. Meet all the Plan requirements as directed by the Michigan Department of Environment, Great Lakes & Energy (EGLE) per Michigan Public Act 451, Part 115, which became effective March 29, 2023.
2. Conduct a meaningful community and stakeholder engagement process.
3. Prepare a comprehensive analysis of historical data, existing conditions, and forecast models.
4. Explore opportunities to incorporate existing, innovative, and new technologies related to the circular economy into the implementation process.
5. Identify existing and potential funding sources and an overall financial strategy.
6. Share information across the region and continue to strengthen public and private partnerships
7. Develop goals, objectives, strategies, best management practices, and action items to:
 - a. Prevent adverse effects on the environment, natural resources, or the public health, safety, or welfare resulting from improper collection, processing, recovery, or disposal of managed materials, including protection of surface water and groundwater, air, and land.
 - b. Ensure managed materials are sustainably managed to achieve benefits to the economy, communities, and the environment.
 - c. Ensure that all managed material generated in the planning area is collected and recovered, processed, or disposed at materials management facilities that comply with state statutes and rules or managed appropriately at out-of-state facilities.
8. Work with MMP Planning Committee to facilitate committee meetings and provide information to support decision making by Committee members.
9. Provide Bay County with professional opinions and expertise on subjects related to Materials Management including Host Community Agreements and siting procedures.

TIMELINE:

To meet important deadlines per the Act, the selected Consultant Team shall complete all consulting work toward the Materials Management Plan on or before June 22, 2027. The consultant Team will also need to prepare a detailed milestone work plan for the project and incorporate the Plan approval process as required by Section 324.11575 of the Act.

PROJECT FUNDING:

The Bay County Board of Commissioners, acting as the County Approval Agency (CAA), has received grant funding from EGLE to assist with preparations of the Plan. The selected Consultant Team shall comply with all applicable requirements and reporting requests imposed by outside funding sources, such as the state’s Materials Management Planning Grant.

PROJECT OWNERSHIP:

The Bay County Department of Environmental Affairs and Community Development, acting as the Designated Planning Agency (DPA) Representative, will serve as “Project Owner” and will be the primary point of contact for the Consultant Team. The DPA Representative will coordinate with members from the Bay County Materials Management Planning Committee and staff from the Bay County Board of Commissioners.

PLANNING AREA:

Bay County has opted to prepare a single County plan. The planning area for the Bay County Materials Management Plan shall include all municipalities within the County’s jurisdictional boundaries. However, the

regional aspects of Materials Management may require additional consideration beyond the County's jurisdictional boundaries.

BACKGROUND:

On January 8, 2024, the EGLE Director initiated the process for each county to prepare a Materials Management Plan, under legislation changes to Michigan Public Act 451, Part 115, which went into effect March 29, 2023 (The Act). After approval by EGLE, these plans will replace the existing Solid Waste Plans. This will require a transition from a solid waste disposal focus to a new materials management systems geared toward seeking alternatives to landfilling, reducing environmental impacts, contributing to a circular economy, and identifying the highest and best use for all materials including recyclables, organics, and solid waste.

MATERIALS MANAGEMENT OPPORTUNITIES:

1. Building upon information from EGLE's Mega Data project and Bay County's Materials Management County Engagement project, the main objective of this initiative is to prepare a strategy and action plan to strengthen Bay County circular economy and develop a comprehensive Materials Management System that will contribute directly to the economic viability for the region and improve quality of life for residents. This could include recommendations and strategies to advance the following:
Grow Michigan's recycling rate to 45% by 2030 and decrease food waste by 50% by 2030
2. Advance equity by increasing access to and participation in recycling and food waste diversion opportunities in all communities for residents, businesses, at special events and in public spaces
3. Identify sufficient resources and stable funding that will support an improved materials management system and promote livable, healthy and sustainable communities
4. Improve the quantity and quality of recycled materials and organics
5. Follow EGLE's Sustainable Materials Management Pyramid to reduce, reuse, repurpose, recycle, recover and as a last resort-send materials to a landfill
6. Expand markets for and develop innovative technologies to recycle materials and increase demand for new products
7. Develop infrastructure to grow recycling and organics processing capacity
8. Advance recycling and food waste reduction as a climate solution to decarbonization
9. Take an equitable and inclusive approach to expanding recycling and food waste diversion in diverse communities
10. Expedite disaster debris management planning, training, infrastructure development, staging and cleanup efforts after major events
11. Identify additional staging locations for materials to reduce impacts during major construction projects
12. Consolidate services where possible to reduce noise and air pollution, decrease impacts to roadways and built infrastructure
13. Work with schools of all levels to develop new curriculum to boost interest in and train the recycling and organics management professionals of tomorrow
14. Foster partnerships and collaborations among local, regional, state, national and private organizations
15. Market, brand, and implement a comprehensive campaign to inform residents and businesses on how, where, what, and why to recycle and reduce food waste
16. Enhance economic vitality and promote vibrant communities that provide a first-class materials management system and an improved quality of life for residents
17. Collaborate with private sector stakeholders, non-profits, and government agencies to support materials management system development
18. Work with industry professionals to develop methods of optimizing services, increase efficiency, and reduce overall costs of operation

ANTICIPATED DELIVERABLES AND SPECIFIC TASKS:

The Consultant Team shall provide a detailed narrative outlining its proposed approach to developing the plan. As a starting point Bay County has identified the following as a preliminary framework:

- Task 1: Project Management
- Task 2: Stakeholder Engagement
- Task 3: Data Collection and Discovery Phase
- Task 4: Analysis and Opportunity Phase
- Task 5: Implementation Strategy
- Task 6: Materials Management Plan Development
- Task 7: Plan Adoption and Approvals

TASK 1: PROJECT MANAGEMENT:

Task 1.1: Project Manager

The County’s Designated Planning Agency (DPA) Representative will manage the project for Bay County with support from other County staff. The Consultant Team will identify one person to serve as project manager (PM) and be the point of contact for the project. Throughout the project, the PM will work closely with the DPA Representative to ensure a shared understanding of roles, responsibilities, and workflow and to manage the budget, process invoices, and monitor the project’s progression.

Task 1.2: Project Kick-Off

To establish a common understanding of project requirements and expected outcomes at the project outset, the Consultant Team will hold a kick-off meeting with Bay County staff. The focus of this meeting will be to establish lines of communication, review the work plan and schedule, and identify pertinent data needed for the project.

Task 1.3: Progress Meetings

The Consultant Team will hold regular progress meetings in person or virtually, as mutually agreed upon with Bay County staff. Meeting minutes will be prepared by the Consultant Team, reviewed by both the PM and DPA Representative, and become part of the project records.

Task 1.4: Project Management Plan (PMP)

The Consultant Team will develop a Project Management Plan (PMP) at the outset of the project that provides a collective statement of the project’s scope of work, budget, schedule, list of deliverables, organization structure, anticipated risks to project delivery and proposed mitigation measures, and processes for communication, reporting and invoicing, record keeping, document control, scheduling, cost performance, change control, and quality assurance. The Project Management Plan is a dynamic document that shall be kept current by the Consultant Team if significant changes are made between project inception and completion.

Task 1.5: Steering Committee

The DPA Representative will assemble a Steering Committee of representatives from relevant County Departments and materials management industry professionals to help guide the project. The Steering Committee will participate in the project kick-off meeting and the Consultant Team will schedule meetings with the Steering Committee as needed to review and provide feedback on all pertinent deliverables before being shared with the public and other audiences.

Task 1 Deliverables
Project kick-off meeting

Progress meetings with meeting minutes
Project Management Plan (PMP)
Steering Committee meetings with meeting minutes

TASK 2: STAKEHOLDER ENGAGEMENT:

Task 2.1: Public Engagement Plan (PEP)

Bay County is committed to conducting meaningful public engagement during the Materials Management Planning efforts that include input from a broad group of stakeholders, communities, public and project related partners throughout the planning process. To help ensure this, the Consultant Team is expected to undertake a proactive comprehensive public and stakeholder engagement process described in a detailed Public Engagement Plan (PEP), including:

- Preparing a list of stakeholders to engage.
- Hosting an informational workshop with community stakeholders.
- List of the number and types of proposed engagement opportunities which may include focus groups, interviews, charrettes, interfacing at civic spaces, resident facility tours, town halls, workshops, and/or online surveys. Bay County encourages creative approaches for public engagement that will result in reaching the most people and receiving substantial feedback from diverse perspectives. County staff will assist with identifying potential meeting locations.
- Methods for involving disadvantaged and/or vulnerable communities that may experience barriers to participation in engagement processes.
- Methods for promoting engagement activities and informing stakeholders and the public about the project which may include social media posts, flyers, interactive displays, news articles, media packets.
- Methods for documenting engagement and feedback including meeting minutes, presentations, and engagement summaries.

Task 2.2: Online Survey

Using the survey template questions developed by the University of Michigan’s Center for Local, State, and Urban Policy (or similar) as a starting point, the Consultant Team will prepare and conduct an online public survey to collect data about existing perceptions, recycling habits, awareness of local offerings, current rates/costs for services, and ways to improve the materials management system supportive services in Bay County.

The Consultant Team is responsible for preparing any flyers, social media posts, etc. to promote the survey and the County will assist with advertising and publicizing the public survey through email distribution, posting on socials, and contacting local media sources to promote the project survey.

Task 2.3: SOAR Analysis

The Consultant team will conduct a SOAR Analysis to identify the Strengths, Opportunities, Aspirations, and Results for the initiative and include participation from a variety of stakeholders which may include: Municipal staff, elected officials, Materials Management Planning Committee, Board of Commissioners, residents, businesses, Health Department, road agencies, adjacent counties, EMCOG, waste haulers, landfill operators, materials recovery facility operators, builders/developers, Environmental Justice Communities, hospital administrators, restaurant owners, educational administrators, commodities market brokers, and generators and processors of metal waste, electronic waste, household hazardous waste, batteries, yard waste, food waste, packaging, construction debris, deconstruction, polystyrene, other products-textiles, wood, rubber products, etc.

Task 2.4: Stakeholder Input Meetings

Bay County encourages creative approaches for public engagement that will result in reaching the most people and receiving substantial feedback from diverse perspectives. County staff will assist with identifying potential meeting locations. The Consultant Team should provide a detailed outline of the number and types of proposed engagement opportunities which may include in-person and/or virtual focus groups, interviews, charrettes, workshops, interfacing at civic spaces, town halls, presentations at Bay County Association of Township Supervisors or City Mayors group.

Task 2 Deliverables
Public Engagement Plan (PEP)
Online Survey and Translation Services
SOAR Analysis
Stakeholder Input Meetings
Summary Of Meetings and Public Survey Results

TASK 3: DATA COLLECTION AND DISCOVERY PHASE

Task 3.1: Previous Plan/Study Review

The Materials Management Plan should build upon prior and current related initiatives. The Consultant Team will review and summarize plans, studies, and relevant information. Consideration should also be given to other related initiatives. Review should include, but is not limited to, the following: the 2015 Bay County Solid Waste Management Plan as amended, Bay County Sustainability Plan, EGLE Materials Management Planning Resources, Mega Data Project Report, and other relevant studies/ plans. County staff will provide the selected Consultant Team with copies and links to the information mentioned above.

Task 3.2: Facility Inventory, Data Collection, Data Development

The Consultant Team will be responsible for identifying, collecting, updating, developing, and organizing data and capacity information from any materials management stakeholders and local communities as required by the Act. This will include determining the existing municipal solid waste recycling rates.

Bay County and its partners have extensive GIS data related to the locations of existing and former landfills, contaminated sites, brownfield projects, waste services by community, and superfund sites. County staff will provide the Consultant Team with GIS data as available and requested. County staff can work with the Consultant team to develop missing GIS data related to Bay County’s materials management facility locations.

Task 3.3: Circular Economy, Supply Chain and Market Analysis

The Consultant Team will conduct a supply chain and market analysis to consider demographics, socioeconomics, general preferences, spending patterns, industry research, any potential seasonal impacts, and existing waste, recycling or compost infrastructure. In addition, the Market Analysis should reveal the economic impact of the circular economy in Bay County such as the number of persons employed, analysis of related businesses in the county/region and the potential financial influence of the materials management system that occurs in the county annually. Identify gaps in system and potential end-users.

Task 3.4: Forecast Modeling

The Consultant Team will use data collected throughout Task 3 to prepare a future forecast model and projections for anticipated waste stream, recycling, compost, and other materials.

Task 3 Deliverables
Summary of previous plan/study review
Data Management
Summary of the Market Analysis

TASK 4: ANALYSIS AND OPPORTUNITY PHASE

Task 4.1 Gap Analysis and Materials Management System Needs Assessment and Recommendations

The Consultant Team should build upon the information from Task 3.3 Circular Economy, Supply Chain and Market Analysis to identify gaps in the circular economy, municipal solid waste services, solid waste authorities, and make any recommendations related to organizational changes, infrastructure deficiencies, staffing needs, and other opportunities that may exist to enhance the overall Materials Management System.

Task 4.2 Case Studies

The Consultant Team will provide a summary of five case studies from peer counties and communities from around the state, country, and globe of similar size and character in terms of their strategies, funding models, and success in materials management initiatives, improving recycling rates and increasing participation in the circular economy.

Task 4.3 Best Management Practices Evaluation and Recommendations

Based on the findings from Task 4.1 and 4.2, the Consultant Team shall identify best practices and make recommendations to improve and enhance materials management opportunities in Bay County and the region.

Task 4.4 Supporting Policy and Funding Mechanisms Evaluation and Recommendations

The Consultant Team shall conduct a review of existing policies, ordinances, and funding mechanisms currently in place and compared to peer counties and communities from around the state, country, and globe. Model ordinances, draft agreement language, sample community master plan language, sample policies and site plan considerations should be prepared to support local communities.

Task 4.5 Benchmarks and Performance Metrics

Based on the results of the SOAR Analysis and other Discovery Phase findings, the Consultant Team will identify the performance indicators and benchmarks to measure data and track overall progress as required by the Act. This will include utilizing the existing municipal solid waste recycling rate to determine goals, objectives, and action items that will help meet or exceed the benchmark recycling standards.

Task 4 Deliverables

Gap Analysis Recommendations

Summary of key findings from the Case Studies

Best Management Practice Recommendations

Model Ordinances, Sample Policies, and Draft Agreement Language

Key Performance Indicators, Goals, Objectives and Action Items

TASK 5: IMPLEMENTATION STRATEGY

Task 5.1 Funding Action Plan

Using the findings from previous tasks and the Case Studies from Task 4.2, the Consultant Team will prepare estimated costs of implementing the recommendations and action items in the Plan over the next 5-10 years and identify potential funding sources, which may include public-private partnerships, grant funding, and other sources of funding.

Task 5.2 Marketing, Education & Outreach Action Plan

Using the key findings from the Stakeholder Engagement and input from the Opportunity Phase, the Consultant Team will prepare recommendations and action items to implement a successful marketing and education strategy to increase awareness and participation.

Task 5.3 Data Collection, Updates and Maintenance Action Plan

The Consultant Team is responsible for outlining the action items related to the overall process, timing, cost estimates, and responsible parties for all aspects of data management.

Task 5.4 Partnerships, Collaborations, New Program Development Action Plan

The Consultant Team will utilize feedback and findings from previous tasks to provide details on any future collaborations that are needed to implement a successful Materials Management System.

Task 5.5 Siting Processes

The Consultant Team is responsible for working with County Staff and gathering input from stakeholders from local communities, to prepare the siting processes for facilities in compliance with the Act.

Task 5.6 Enforcement

The Consultant Team is responsible for working with County Staff and gathering input from EGLE and stakeholders from local communities, to prepare enforcement information to include in the Plan that is compliant with the Act.

Task 5.7: Plan Amendment Process

Prior to the expiration date of a plan, the County may want to amend portions of the Plan. The Plan may need to be amended to reflect significant changes in community conditions, action plan or goals and objectives. The Consultant Team is responsible for developing the Plan Amendment Process.

Task 5 Deliverables

Implementation Strategy chapter of the Materials Management Plan, including:

- Funding Action Plan
- Marketing, Education & Outreach Action Plan
- Data Management Action Plan
- Collaboration Action Plan
- Comprehensive Processes for Siting Facilities
- Comprehensive Enforcement Process
- Detailed Plan Amendment Process

TASK 6: MATERIALS MANAGEMENT PLAN DEVELOPMENT

Task 6.1 Draft Plan Preparation

The Consultant Team shall meet all the Plan requirements as outlined in Michigan Public Act 451 of 1994, Part 115; associated administrative rules; and any subsequent amendments. More specifically, but not limited to, the draft Plan shall comply with Section 324.11578-Materials Management Plan Requirements. The Consultant Team is also responsible for identifying the most up to date format and content as required by EGLE prior to preparing the draft Plan. The selected Consultant Team must be sufficiently knowledgeable about the Natural Resources and Environmental Protection Act, 1994 PA 451 and Part 115. The County does not plan to hire an outside law firm for the Consultant Team or for drafting the plan.

Task 6.2: Graphic Design, Mapping and Data Display

The Consultant Team is required to prepare all necessary document layouts, diagrams, charts, infographics, maps, etc. needed for the final plan document, webpage content, and related presentations.

Task 6.3 Final Deliverables

Provide copies of project files, graphics, images, infographics, and supporting documents relevant to the final design (PDF, InDesign, ArcGIS, Illustrator, Photoshop, Word, Excel, or other agreed upon file type). Printing

hard copies of the Plan is not required.

Task 6 Deliverables
Draft Countywide Materials Management Plan
Prepare Data Visualization
Provide County with Final Project Files

TASK 7: PLAN ADOPTION AND APPROVALS

Task 7.1: Materials Management Planning Committee Approval

The Consultant Team will be required to present the draft plan, key findings, specific recommendations, action items, and next steps to the Materials Management Planning Committee prior to their approval.

Task 7.2: 60-Day Required Public Comment Period

The Consultant Team will be required to prepare a comprehensive summary of all comments received during the required comment period, which will become part of the project record.

Task 7.3: Hold Public Hearing

The Consultant Team will be required to present the draft plan, key findings, specific recommendations, and action items at the Materials Management Planning Committee meeting prior to opening the Public Hearing. The Consultant Team will also be responsible for answering any technical questions related to the Plan.

Task 7.4: Plan Revisions

The Consultant Team will be required to make any necessary revisions based on feedback received during the required public comment period within the designated timeframe as outlined in the Act.

Task 7.5: Plan Adoption by the Board of Commissioners (County Approval Agency)

The Consultant Team will be required to present the draft plan, key findings, specific recommendations, action items at the Bay County Committee of the Whole and Board of Commissioners meetings. The Consultant Team will also be responsible for answering any technical questions related to the Plan. **It is anticipated this will occur in February of 2027.**

Task 7.7: City Council, Village Council, Township Board Meetings

It is anticipated that the Consultant Team will be required to attend and participate in City Council, Village Council, and Township Board Meetings for the plan approval process. The Consultant Team shall provide a not to exceed per meeting cost for this task item.

Task 7 Deliverables
Presentation to the Materials Management Planning Committee
Presentation at the Materials Management Planning Committee Meeting prior to the Public Hearing
Make any necessary Plan Revisions
Presentation at the ED&I and Full Board Meetings
Not to Exceed Per Meeting Cost to attend City, Village Township Council/Board Meetings

PROPOSAL CONTENT REQUIREMENTS

All proposals must be organized in accordance with the format listed below. The following represent minimum qualification requirements. Conciseness and clarity of content are emphasized and encouraged. Preferred classifications are a multi-disciplinary team with expertise in community planning, solid waste planning, logistics, commodities markets, materials management, community engagement, and business attraction and

retention. Ideal candidates will demonstrate their experience and any sub-consultant(s) experience with delivering projects consistent with federal, state, and local standards and guidelines.

BAY COUNTY REQUIRED DOCUMENTS

Bid Response Cover Sheet
Bidders Checklist
Certificate A

LETTER OF TRANSMITTAL

The transmittal letter must include the following:

- Brief statement of understanding of the work to be performed and a positive commitment to perform the work within the proposed time period.
- Name of the contact person or representative for the firm, their title, address, phone number, and email address. State whether the contact person is authorized to bind the firm. If not, indicate who is authorized to sign on behalf of the firm.

FIRM PROFILE

Provide a company profile for the primary firm and all partner companies including:

- The name and business address of the firm and principal who would be responsible for the work.
- Current resumes of the proposed project manager and key personnel to be assigned to the project.
- Provide profiles of at least two (2) examples completed in the last 5 years that demonstrate your team's expertise in community-based plan development, materials management, logistics/circular economy, or related projects for communities of similar size and character with approximate costs and date completed.
- A list of professional references complete with current names, addresses, and phone numbers of at least three (3) projects that can provide information on the firm's qualifications and performance. The reference shall have been involved in a similar project with the firm.
- Identify the location of the office from which the assigned team will operate.
- An assessment of the anticipated timeline for project completion and a statement documenting necessary resources will be available in the timeframe proposed.

PROJECT APPROACH AND PRELIMINARY MILESTONE WORK PLAN

Identify and outline what the firm proposes to do. Describe your firm's approach to performing the specific services required, as described above. Define the specific deliverables you will provide. Provide a milestone work plan which outlines your approach including project dates, schedules, kick-off meeting, and ability to obtain information from the key project stakeholders.

ADDENDA

Any addenda issued after the release of this RFP must be signed and returned with the respondent's proposal. Failure to return signed addenda may be cause for the proposal to be considered non-responsive.

FEE PROPOSAL

The fee proposal must be submitted as a separate sealed document. The fee proposal should expand on the project approach and include specific tasks as identified in the Tasks and Deliverables and submitted as "not to exceed" cost figures and separate cost breakdown by hours and cost for the work. A template is provided below. Any proposal not complying with this requirement may be subject to disqualification.

Proposers shall be capable of justifying the details of the fee proposal relative to personnel costs, overhead, how the overhead rate is derived, material, and time.

The proposal should also include an itemized list of all reimbursable costs, if any, related to this project. Such cost shall be represented as a “not to exceed” amount and billed at actual costs. These costs may include, but are not limited to, computer plotting or document printing. No premium or add-on costs to expenses are permitted. Receipts or detailed breakdowns for all agreed expense items will be required with any invoices.

SELECTION CRITERIA

Response to this RFP will be evaluated using the point system shown in the table below.

Criteria	Maximum Points
Professional Qualifications:	
Project Manager	10
Team	15
Similar Project Experience	25
Understanding and Approach to Scope of Work	30
Availability of Team	10
Fee Proposal	10
Total Score	100

A selection committee comprised of staff from Bay County and appointed members from the Materials Management Planning Committee will complete the evaluation.

Overall Project Approach

- Responsiveness to the project objectives specified in the Request for Proposal
- Strength of underlying strategic thinking and/or professional philosophy that drives the proposal

Proposed Work Plan

- Clarity and practicality of project plan for meeting the Scope of Work, providing the deliverables, establishing an overarching philosophy for enhancing opportunities and providing a framework for decision-making
- Effectiveness, practicality, and utility of proposed deliverables

Qualifications of Consultant Firm(s)

- Evidence of thought leadership and/or innovation
- Depth and quality of experience
- Strength of past client references
- Experience with community engagement, data analysis, and community planning
- Conducted projects of similar scope for comparably sized clients
- Staffing capacity to expedite planning process due to reduced planning window.

Qualifications of Individual Project Team Members

- Level of technical skill in the profession that corresponds to the team member’s role on project team
- Depth and quality of related project experience
- Quality and relevance of educational training
- Level of skill in participatory planning and community engagement
- Level of skill in graphic representation and communication

Local Knowledge and Cultural Competency

- Demonstrated understanding of Bay County, such as: demographics and socioeconomics

Fee Proposal

- High value of proposed scope services for proposed fee
- Reasonable estimates of person-hours necessary to deliver Scope of Services

GENERAL INFORMATION

1. **CHANGES TO IFB:** All additions, corrections or changes to the solicitation documents will be made in the form of a written Change Form signed by Nicole Putt. Bidders shall not rely upon interpretations, corrections, or changes made in any other manner, whether by telephone or in person. Additions, corrections, and changes shall not be binding unless made by such a written, signed Change Form. All written, signed Change Forms issued shall become part of the Agreement documents. Change Forms will be sent to all known potential bidders by e-mail.
2. **CONTACT INFORMATION:** To receive these communications, possible bidders are asked immediately to send contact information by email to Nicole Putt, Bay County Purchasing Agent, at puttn@baycountymi.gov; failure to do so may limit your ability to submit a complete, competitive Bid.

Bidder agrees to be bound by this RFP's terms and conditions. The Bidder without penalty may withdraw bids at any time before notification that the Bidder's Bid has been selected. However, if the Bidder withdraws after selection of its Bid but before executing the Contract for any reason ("Late Withdrawal"), Bidder shall pay liquidated damages to the County in an amount equal to five percent (5%) of the amount of the Bid ("Liquidated Damages"). The County and Bidder intend these Liquidated Damages to constitute compensation and not a penalty. The parties acknowledge and agree that the harm caused to the County by such a Late Withdrawal of a Bid would be impossible or very difficult to accurately estimate at the time of the Late Withdrawal and that the Liquidated Damages are a reasonable estimate of the anticipated or actual harm that might arise from such a Late Withdrawal. Bidder's payment of the Liquidated Damages shall be Bidder's sole liability and entire obligation and County's exclusive remedy for Late Withdrawal of Bidder's Bid.

4. **RFP, BIDS AND ACCEPTANCE DO NOT OBLIGATE:** The parties agree that they will not consider either distribution of this RFP or receipt of Bids by the County or even notification of Bid acceptance by the County as an obligation or commitment by the County to enter into a contractual agreement. Rather, the parties understand that the County will have no binding obligation until it signs the Contract approved by its legal counsel.
5. **TAX-EXEMPT STATUS:** Bay County is a tax-exempt entity. The successful bidder will receive a tax-exempt form.
6. **FOIA:** All bids are confidential until the listed bid opening time and date; however, as a public entity, Bay County is subject to the Michigan Freedom of Information Act (FOIA). Information contained in Bids may be subject to FOIA requests.
7. **RESPONSIBILITY:** Bidder is solely responsible for ensuring its bid is received by the Bay County Purchasing Agent in accordance with the solicitation requirements, before the date and time specified in this Request, and at the place specified.

The Bay County Purchasing Agent shall not be responsible for any delays in mail or by common carrier or mistaken delivery. Delivery of bid shall be made to the Bay County Purchasing Agent, Bay County

Building, 7TH Floor, Bay City, MI 48708.

Deliveries made before the due date and time but to the wrong office will be considered non-responsive unless re-delivery is made to the office specified before the due date and time specified in this request.

8. **INSURANCE:** The Bidder shall purchase and maintain insurance sufficient to protect it from any and all claims which may arise out of or result from the Bidder's services related to this IFB and any resultant contract, whether such service be by the Bidder individually or by any sub Coordinator or by anyone directly or indirectly employed Bidder, or by anyone for whose acts Bidder may be liable, including independent Coordinators. Insurance policies purchased and maintained shall include, but are not limited to, the following:
- a. Worker's compensation insurance for claims under Michigan's Workers' Compensation Act or other similar employee benefit act of any other state applicable to an employee in the minimum amount as specified by statute;
 - b. Employer's liability insurance, in conjunction with workers' compensation insurance, for claims for damages because of bodily injury, occupational sickness or disease or death of an employee when workers' compensation may not be an exclusive remedy, subject to a limit of liability of not less than \$100,000 each incident;
 - c. Commercial General Liability insurance for claims for damages because of bodily injury or death of any person, other than the Bidder's employees, or damage to tangible property of others, including loss of use, which provides coverage for contractual liability, with a limit of not less than \$1,000,000 each occurrence and mandatory \$1,000,000 annual aggregate;

Professional liability coverage (error and omissions) with limits of liability of \$1,000,000 claim applicable to this retention.

Insurance required shall be in force until acceptance by the County of the entire completed work, and shall be written for not less than any limits of liability specified above. The Bidder has the responsibility of having any sub Coordinator comply with these insurance requirements. Certificates of insurance shall be provided to the County's Department of Corporation Counsel no less than ten (10) working days prior to commencement of the project.

All coverages shall be with insurance carriers licensed and admitted to do business in Michigan, and are subject to the approval of the County.

All Certificates of Insurance and duplicate policies shall contain the following clauses:

"It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change in coverage will be mailed to Bay County's Department of Corporation Counsel, 515 Center Avenue, Suite 402, Bay City, MI 48708"; and

"It is understood and agreed that the following are listed as additional insureds: The County of Bay, including all elected and appointed officials, all employees and volunteers, all boards, commissions, departments and/or authorities and their board members, employees and volunteers."

9. **COST OF DEVELOPING BID:** The Respondent shall be responsible for all costs incurred in the development and submission of its Bid.

10. BID DELIVERY: To be considered, the Bid must be delivered and a sealed envelope and be clearly marked "**MATERIALS MANAGEMENT PLAN** and contain **six (6) copies** of that portion of the Bid including all attachments.

The County will not accept Bids sent by FAX machine or E-mail.

11. NON-DISCRIMINATION: In the performance of the Bid and resultant contract, bidder agrees not to discriminate against or grant preferential treatment to any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, or public contracting. Bidder shall not discriminate against any employee or applicant for employment to be employed in the submission of this Bid or in performance of the duties necessitated by an award of the proposed contract with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, color, religion, national origin, ancestry, gender, height, weight, marital status, age, except where a requirement as to age is based on a bona fide occupational qualification, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Any breach of this provision will be regarded as a material breach of the contract.
12. BID OPENING: There will be a public Bid opening immediately following the deadline to receive Bids in the Bay County Finance Department conference room located in the Bay County Building, 7th Floor, 515 Center Avenue, Bay City, Michigan. All bidders are invited to attend and hear the Bids read.
13. BID REJECTION/ACCEPTANCE: The County reserves the right to accept or reject any or all Bids, to waive any irregularities and to make the final determination as to the best value Bid.
14. BID AWARD: In the event the bid is awarded directly by the Finance Officer, a Notice of Intent to Award will be used to notify all bidders of her intent to award the bid to the vendor providing the best value to the County. If a bidder disagrees with this intent, the bidder may obtain from the Purchasing Office, a bid protest form, which must be completed and returned to Nicole Putt, Bay County Purchasing Agent, Bay County Finance Department Purchasing Division, 7th Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708-5128, (989) 895-2064 within ten (10) working days from the date of the notice of intent to award.
15. CONTRACT: The County's award of this Bid is conditioned upon the execution of a formal agreement for products and services between the selected bidder and the County. In submitting a Bid, bidder acknowledges that contents of this RFP will become incorporated within any formal agreement. This RFP does not include every term and condition which shall appear in the formal agreement. In the event that the bidder does not execute the formal agreement within the stated time limit, the County may reject the selected bidder and proceed to accept another qualified Bid, or reject all Bids. A copy of a bidder's suggested terms and conditions may be submitted with bidder's Bid, however, neither the County's acceptance of any Bid nor award of any contract pursuant to this RFP shall be construed as any definitive acceptance by the County of Bidder's suggested terms and conditions. In the event of a conflict of terms, the order of precedence to resolve the conflict will be as follows: Michigan State law, the terms and conditions of the signed contract, the terms and conditions of this IFB, and last, the Bidder's Bid.
16. QUESTIONS: All questions about this RFP must be directed **in writing, via email**, to:

Nicole Putt

Purchasing Agent
puttn@baycountymi.gov

Under no circumstances will phone calls be accepted.

Responses to any inquires will be issued in one (1) Addendum no later than May 29, 2026, by 5:00 PM and will be sent to all known bidders. Every attempt to answer your inquiries will be made however Bay County has the right to not answer any questions received after May 22, 2026, due date.

Correspondence or inquiries made directly to bidders regarding their Bids from all other persons are to be directed to those County employees designated above for appropriate review and response. Contact with other County staff or County Board Commissioner could be reason for disqualification.

Any significant explanation desire by a proposer, regarding the meaning or interpretation of the Request for Bids must be requested with sufficient time allowed for a reply to reach all prospective proposers to submit their Bids. Any information given to a prospective bidder concerning the Request for Bid will be furnished to all prospective bidders as an amendment or addendum to the Request for Bid, if such information would be of significance to uninformed bidders. The County shall make the sole determination as to the significance to uninformed bidders.

17. DISPUTES: In the event a proponent disagrees with the recommendation of the Bay County Finance Officer concerning this award, the individual may obtain from the Purchasing Division a Bid Protest Form which may be completed and returned to Nicole Putt, Bay County Purchasing Agent, Bay County Finance Department, Bay County Building, 7th Floor, 515 Center Avenue, Bay City, Michigan, 48708-5128, (989) 895-2064 within ten (10) working days of the Notice of Bid action.

I. ADA ASSISTANCE

The County of Bay will provide necessary and reasonable auxiliary aids and services, such as a signer for the hearing impaired and audio tapes of printed materials being considered, to individuals with disabilities upon two days' notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

Amber Davis-Johnson
Corporation Counsel
Bay County Building
515 Center Avenue
4rd Floor
Bay City, MI 48708-5128
Telephone: (989) 895-4131

Nicole Putt, Purchasing Agent
Finance Department, Purchasing Division
Bay County Building
515 Center Ave
7th Floor
Bay City, MI 48708-5128
Telephone:(989) 895-2064
Email: puttn@baycountymi.gov

**THIS QUALIFICATION PROCESS WILL BE CONDUCTED IN CONFORMITY WITH THE BAY COUNTY PURCHASING POLICY AS FOUND ON THE BAY COUNTY WEBSITE
Baycountymi.gov**

**SEE ATTACHED
REQUIRED DOCUMENTATION**

****REST OF THIS PAGE IS INTENTIONALLY BLANK****

Bid Response Cover Sheet
Bid #: 2026-08
Bay County Materials Management Plan

ALL BIDS MUST INCLUDE THIS COVER SHEET (OR THIS SHEET REPRODUCED ON LETTERHEAD) AS A COVER SHEET OR PAGE ONE (1) OF THE BID

TO: County of Bay
515 Center Ave, 7th Floor.
Bay City, MI 48708

FROM: _____

Company Name
[] an individual,
[] a corporation
(Please mark appropriate box),

Duly organized under the laws of the state of: _____

The undersigned, having carefully read and considered the Request for Proposal (RFP) for Bay County Materials Management Plan of the County in the manner described and subject to the terms and conditions set forth in the attached Submission, including, by reference here, the County's RFP document. Submissions must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

BY: _____
(Signature of authorized representative)

(Please Print Name and Title)

PRINCIPAL OFFICE ADDRESS:

Street Address: _____

City: _____

County: _____

State _____

Zip Code: _____

Telephone: _____

Email: _____

Bidders Check List
Bid #:2026-08
Bay County Materials Management Plan

YES **NO**

1. I have read ALL the instructions and specifications.
2. I have read and acknowledge the information contained in the "General Information" section of the Bid.
3. I have filled in ALL the required documentation.
4. I have provided all required information per the guideline specified within the bid document.
5. I am an officer of the company.
6. I have the authority to obligate my company.
7. I am returning the signed ORIGINAL and specified number of copies required per the bid document.
8. I have organized and labeled the bid per instruction.
9. I have retained a copy of the submission.
10. I have properly labeled the external envelope.
11. If successful, the "Insurance Requirement Certificate" from an insurance company licensed to do business in the State of Michigan will be provided within ten working days after Notification of the award.
12. I have provided the necessary information for the person responsible for follow-up.

Signature: _____

Name: _____

Title: _____

Company
Name: _____

Company
Address: _____

Phone Number: _____

Email: _____ Date: _____

CERTIFICATION

The individual signing below certifies:

1. He/She is fully authorized to submit this Bid, including all assurances, understanding and representations contained within it which shall be enforceable as specified.
2. He/She has been duly authorized to act as the official representative of the bidder to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by County.
3. This Bid was solely developed and prepared without any collusion with any competing Proposer and/or Bay County employee and Bidder has not entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Bid.
4. The content of this Bid has not and will not knowingly be disclosed to any competing or potentially competing proposer prior to the Bid opening date, time, and location indicated.
5. No action to persuade any person, partnership, or corporation to submit or withhold a Bid has been made.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address:

Phone: _____

Fax: _____

Email: _____

Date: _____

Detailed Task and Cost Information Template

Provide a complete Fee Proposal by task, including hourly rates for all personnel and services fee schedule. Clearly define all relative direct and indirect costs. If you charge for administrative overhead, please explain. Use the following as a guide.

Proposers may also choose to submit an alternative Fee Proposal if there are efficiencies that can be made in the overall process, anticipated deliverables, and specific tasks. Clearly explain any such modifications to the project on a separate page in the Fee Proposal.

Task	Hours	Fee
Task 1: Project Management		\$
Task 2: Stakeholder Engagement		\$
Task 3: Data Collection and Discovery Phase		\$
Task 4: Analysis and Opportunity Phase		\$
Task 5: Implementation Strategy		\$
Task 6: Materials Management Plan Development		\$
Task 7: Plan Adoption and Approvals		\$
Task 7.7: City/Village Council, Township Board Per Meeting Cost		\$
Not to Exceed Project Cost		\$

SAMPLE PLAN FORMAT

(Consultant is responsible for complying with the most up-to-date EGLE Plan Format)

Executive Summary

1. Planning Area Profile
 - a. Planning Area (Description, Physical Attributes, Land Use Patterns, and Demographics)
 - b. Population Density
 - c. Sources of Material Generation
 - d. Infrastructure (Current and Planned Materials Management Infrastructure)
 - e. Municipal Solid Waste Recycling Rate
2. Materials Management Goals
 - a. Goals
 - i. Diversion of Organics and Recyclable Materials from Disposal
 - ii. Benchmark Recycling Standards
 - iii. Municipal Solid Waste Recycling Rate
3. Mechanisms
 - a. Funding Mechanisms
 - b. Enforcement Mechanisms
 - c. Siting Process
 - d. Plan Amendment Process
4. Administration
 - a. Roles of Responsible Entities (EGLE, Municipalities, MMP Committee, DPA, CAA)
 - b. County Staff and Department Descriptions and Organizational Chart
 - c. Roles of private businesses, waste haulers, facility operators
 - d. Relationships with surrounding counties, EMCOG, EGLE
5. Inventory
 - a. Description of Methods Used to Conduct the Inventory
 - b. Database and Inventory of all existing disposal areas, materials utilization facilities, waste diversion centers
 - i. Name of Facility
 - ii. Address including Lat/Long
 - iii. Size (acres)
 - iv. Type/Description
 - v. Service Area
 - vi. Ownership
 - vii. Summary of deficiencies
 - viii. Description of the materials managed
 - ix. Processes for handling materials at the facility
 - x. Total authorized capacity of the facility
 - c. Maps
 - i. Service Provider Map by Community
 - ii. Facility Location Map (Existing disposal areas, materials utilization facilities, waste diversion centers)
 - d. Data Collection
 - i. Current facilities
 - ii. Hauling services and infrastructure
 - iii. Programming (Mega Data project and ReTRAC facility data)
6. Transportation Infrastructure

7. Case Studies
8. Material Diversion
 - a. Organics and Food Waste
 - b. General Recyclables
 - c. Construction and Demolition Debris
 - d. Hazardous Waste
 - e. Metal
 - f. Other Materials
9. Disaster Debris Management
10. Description of the Planning Process
11. Description of the Public and Stakeholder Engagement Process
 - a. Public and Stakeholder Input Opportunities
 - b. 60-Day Public Review Period
 - c. Public Hearing and Resolution of Adoption
12. Implementation Strategy
 - a. Funding Action Plan
 - b. Marketing, Education & Outreach Action Plan
 - c. Responsible Parties
 - d. Timeline
13. Supporting Documentation
 - a. Correspondence from adjacent counties to prepare Plan
 - b. Correspondence from communities located in more than one county
 - c. Evidence of Public and Stakeholder Input Before the Draft Plan is Written (survey results, focus group summary)
 - d. Notice of the Draft Plan for 60 Days of Public Comment
 - e. Notice of the Public Hearing
 - f. Minutes of the Public Hearing
 - g. Materials Management Planning Committee Recommendation of Approval–Minutes and Resolution
 - h. Minutes and Resolution from the Full Board of Commissioners Meeting to Adopt the Plan
 - i. Transmittal Letters to EGLE and Regional Planning Agency