

REQUEST FOR PROPOSALS
Consulting Services for the Development of
Materials Management Plan for Benzie,
Grand Traverse, and Leelanau Counties

Issued By:
Grand Traverse County



Proposal due:

Monday May 12, 2025, at 3PM EST

Issued by: Grand Traverse County
Resource Recovery Department
Lydia Gulow, Resource Recovery Director
2650 Lafrainer Rd
Traverse City, MI 49686

A. Project Background

The State of Michigan has called for an update to each county's solid waste management plan which will result in a new, comprehensive Materials Management Plan (MMP). The State has also encouraged counties to work with surrounding counties to develop regional plans. The goal of the MMP is to develop a sustainable framework for managing materials within our three-county region to reduce landfill disposal and emphasize waste reduction and resource recovery.

In 2024, Benzie, Grand Traverse, and Leelanau counties signed an interlocal agreement to develop a regional MMP. While each county does have staff who will be engaged with this project, it is necessary for the Materials Management Planning Committee (MMPC) to contract for outside consulting services with a qualified firm that has extensive experience in Materials Management Planning, including the ability to provide technical assistance in the collection of data and demonstrated ability to lead a public engagement effort associated with the development of the Plan.

B. Project Description

The MMP Materials Management Planning Committee is seeking a qualified consultant to provide material management planning services. The qualified consultant must possess previous experience undertaking community engagement and data collection related to materials management planning.

The consultant will work directly with the Designated Planning Agency (DPA) and the Materials Management Planning Committee (MMPC) to:

- 1) Address the requirements for an MMP as defined by Part 115 of Public Act 451.
- 2) Set actionable goals for the regional MMP.
- 3) Recommend practical strategies for implementation.

The Grand Traverse County's Resource Recovery Department was designated as the regional DPA. Additionally, County staff from all three counties offer administrative support for this project, including meeting facilitation, managing timelines, the preparation of meeting agendas, notices, minutes, and preparation and submittal of the requests to EGLE. The DPA can also assist in gathering reported program and facility data for all three counties.

C. Proposal Definitions & Schedule

1) Proposal Definitions

"Bidder" means an individual or business submitting a proposal to Grand Traverse County.

"DPA" means the Designated Planning Agency

"County" means Grand Traverse County.

"MMP" mean Material Management Work Plan

"MMPC" means Materials Management Planning Committee

2) Proposal Schedule

The expected proposal schedule is listed below. The County reserves the right to change the proposal schedule. If changes are made, bidders will be notified in the form of an addendum to the RFP, emailed directly to all registered bidders, and posted on the County's website

RFP Released	April 4, 2025
Mandatory Pre-Bid Conference	April 14, 2025 at 2PM EST
Deadline to Submit Written Questions	April 30, 2025 at 3PM EST
Responses to Questions	May 1, 2025
Proposal Due Date	May 12, 2025 at 3PM EST
Proposal Reviews/Interviews	Week of May 19, 2025
Proposal Selection	May 30, 2025
Proposal approval by BOC	July 2, 2025
Project Kick Off	July 7, 2025

D. Pre-Proposal Conference

A mandatory pre-proposal conference will be held on **Monday, April 14 at 2PM EST**. This meeting is a hybrid meeting, participants are invited to join either in person or via Microsoft Teams. Location details are included below for both options.

Attendance at the pre-proposal conference is mandatory and will provide bidders with an opportunity to ask relevant questions about the request and the process. All attendees will be asked to provide the moderator with your firm's contact information including name, phone number and a valid email address.

Note: If you are attending this meeting virtually, please mute your microphone unless you are asking a question/comment. If possible, we request that virtual participants turn their camera on for the duration of the meeting.

In-Person – Meeting Information
 Governmental Center
 400 Boardman Avenue
 Second Floor – Training Room
 Traverse City, MI 49684

Virtual - Teams Meeting Information:
 Meeting ID: 214 982 160 678
 Passcode: 9R2Fz2HK

Commented [CF1]: I would suggest putting in the meeting link

E. Proposal Submittal Instructions

The preferred method of submission is using the Michigan Inter-Governmental Trade Network (MITN), an online purchase site utilized by several government agencies. More information on how to access this site and register as a Bidder can be found here <https://www.gtcountymi.gov/169/Bid-Opportunities>.

The County will also accept responses in sealed packages **by May 12, 2025 at 3:00 pm EST**. Late submissions will not be considered.

Submittal Address:

Grand Traverse County
Attention: Lydia Gulow
Resource Recovery Director
400 Boardman Avenue, Suite 305
Traverse City, MI 49684

Commented [MC2]: Lydia, I had the responses coming to the Governmental Center, because I don't know how mail works at your office. Feel free to update this if it works for you to received the proposals at your place.

Failure to comply with the requirements of this RFP may result in disqualification. Proposals received after the time and date specified above will not be considered.

Signature on the proposal by the bidder constitutes acceptance of terms, conditions, and requirements set forth herein.

It is recommended that bidders submitting via mail follow up to confirm that their submission package was received by emailing lgulow@gtcountymi.gov.

Upon submission, all proposals and supporting documents become public information subject to the State of Michigan Freedom of Information Act.

F. Proposal Format

Proposals should be prepared simply and economically providing a straightforward, concise description of the ability to meet the requirements of the RFP. All proposals should be presented in the following format:

- 1) Cover Letter - Introducing the Bidder's organization and providing a brief synopsis of their experience in providing the services requested in the RFP.
- 2) Bid Form – Bidder shall utilize the bid form included in this RFP as Appendix B.
- 3) Executive Summary- Briefly ~~outlining~~ outline the Bidder's response to the RFP, their qualifications and other pertinent information which might assist in the evaluation of the proposal.
- 4) Letter of Transmittal - Containing the following information:
 - a) Name of the Company which will be providing the services required in the RFP. A Bidder must identify any subcontractors which may be used, the tasks or work each subcontractor would be expected to perform, the experience and credentials of each subconsultant; and each subconsultant's legal identity, physical address, telephone number, website, and e-mail address; and the licensures and/or certifications, if any, of each subconsultant's employee who would be expected to provide work on the project.
 - b) Point of contact for RFP clarification or additional information.
 - c) ~~Person~~ The person authorized to legally obligate the bidder.
 - d) Contact information which must include name, address, phone, and fax or email.
 - e) Statement of no inducement: a statement certifying that no attempt has been made or will be made by the bidder to induce any other person or

organization to submit or not to submit a bid with regard to this RFP. Furthermore, this statement must certify that the proposal contained herein is submitted in good faith and not pursuant to any agreement or discussion with, or inducement from, any organization or person to submit a complementary or other non-competitive bid.

- f) Statement of no investigation/conviction: a statement certifying that the bidder, its affiliates, parent company, subsidiaries, officers, directors, subcontractors, and employees are not currently under investigation by any governmental agency and have not in the last five years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, which, involves conspiracy or collusion with respect to bidding or the performance of any public contract.
- 5) Bidder's Experience - The Bidder should demonstrate an established competence with respect to the following:
- a) Knowledge of Part 115 and understanding of the timeline for development of the MMP.
 - b) At least three (3) years of Solid Waste Management, Materials Management, or other relevant experience.
 - c) Experience working with county and local government, including any experience related to multi-county or regional initiatives. Proposals should include a listing of qualifying experience, and similar projects including locations, organization names and the number of years of providing service. Additionally, include the name, address, email, and phone number of the person who served as the primary client contact for the project.
 - d) The Bidder should list at least three (3) references to include counties, municipalities, and other public entities within the State of Michigan, if applicable.
 - e) Demonstrated experience with community engagement related to materials management planning or similar planning initiatives.
- 6) Bidder's Qualifications – The Bidder should provide the following:
- a) Description of the Bidder's ability to provide the service level as outlined in Appendix A, Scope of Services.
 - b) Description of the Bidder's method of approach to demonstrate an understanding of the Project, challenges, and strategies that will be employed to complete the Project.
 - c) Description of other services offered as part of the overall project, not otherwise described.
 - d) Description of the Bidder's community stakeholder and MMPC participation plans
 - e) Hourly rates for consultant staff members.
- 7) Billing Procedures - The Bidder will describe their organization's billing procedures in detail. The proposal should include a sample invoice and detailed explanation.
- 8) Bidder Proposed Schedule – The Bidder shall complete a proposed schedule

of milestones to complete the project. Please note that is expected that all work should be completed by August 31, 2026.

9) Bid price shall not exceed \$237,978.60

G. Evaluation Criteria

The MMPC – Consultant Review Committee will review all proposals received as part of a documented evaluation process. The proposal evaluation criteria, which the committee will develop before the opening of proposals, should be viewed as standards that measure how well a bidder's proposal meets the desired requirements and needs of the MMPC.

The proposals will be reviewed by a selection committee and selection will be based upon the committee's findings. Thereafter the selection committee may decide to schedule interviews to be conducted in-person or virtually with one or more bidders that have submitted proposals, if needed. In addition, Bidders may be requested to provide additional information and appear before the committee for follow up after the interviews are conducted.

The County's selection committee will then make a recommendation to the MMPC which will provide its recommendation to the Board of Commissioners of Benzie, Grand Traverse, and Leelanau counties for engagement.

The County reserves the right to accept or reject any or all proposals or portions of proposals, to waive irregularities, and to request written clarification of proposals and supporting materials. The County reserves the right to accept the proposal or portion of proposal they deem is in the best interests of the County after all proposals have been examined and evaluated. Nothing in this RFP shall obligate the County to select a bidder or enter into any agreement with a bidder. No agreement between the County and a bidder shall be binding or enforceable unless it has been reduced to writing and executed by duly authorized officers of each part to any such contract.

H. Contract Award

Contract negotiations will be undertaken with a Bidder whose proposal shows them to be best qualified, responsible, and capable of providing the necessary services. The cost of services will be considered in concert with the other elements of the proposal submission. The County reserves the right to consider proposals or modifications received at any time before ~~award~~the award is made, if such action is in the best interest of the County. The contract that may be entered into will be that which is most advantageous to the MMPC's needs and other factors considered.

All decisions regarding the award of the contract will ultimately be made by the Benzie, Leelanau, and Grand Traverse County Board of Commissioners.

I. Incurring Costs

The County is not liable for any cost incurred by the bidder prior to the issuance of a contract, including but not limited to costs associated with preparing or submitting proposals, presentations, and interviews.

J. Inquiries

To maintain fairness in the process, inquiries concerning this RFP, including questions related to technical issues, must be made in writing and shall be directed through email to the following contact.

Contact: Lydia Gulow
Title: Resource Recovery Director
Email: lgulow@gtcountymi.gov

Questions over the phone will not be accepted.

The County will accept inquiries or requests for clarification until **April 30, 2025 at 3:00PM.**

Appendix A Scope of Work

The Consultant shall address the requirements for an Materials Management Plan (MMP) as defined by Part 115 of Public Act 451, set actionable goals, and recommend practical strategies for implementation. The Grand Traverse County's Resource Recovery Department was designated as the regional Designated Planning Agency (DPA). Additionally, County staff from all three counties offer administrative support for this project, including meeting facilitation, managing timelines, the preparation of meeting agendas, notices, minutes, and preparation and submittal of the requests to EGLE. The DPA can also assist in gathering reported program and facility data for all three counties.

The Materials Management Planning Committee (MMPC) is seeking consulting services to support the development of the Materials Management Plan (MMP). Specifically, the selected consultant will:

- 1) Collect data related to the Work Program and Work Plan development, provide a gap analysis, and perform a system needs assessment.
- 2) Develop a policy and funding plan that includes mechanisms to achieve all steps outlined in Part 115 laws and further strengthens regional recycling programs with input from the MMPC.
- 3) Strategic Planning – In partnership with the DPA, will work with the MMPC board to facilitate discussions related to development of committee objectives, goals, and priority projects.
- 4) Lead a robust public engagement process that encourages a collaborative approach to plan development. Please note that the Bidder shall provide a detailed community stakeholder engagement plan along with their bid submittal.
- 5) Assist in the preparation of, and participate in Planning Committee meetings, Board of Commissioners meetings, public hearings and other meetings as requested. Bidder shall include a description of their participation plan in their proposal, including whether the bid pricing includes in-person or virtual participation.
- 6) Assist the DPA in creating the MMP Final Planning documents, including finalizing all Work Plan forms and templates, collection of data needed to complete the plan.
- 7) Additional Services – Throughout the duration of the project, the DPA may authorize the consultant to provide additional services as needed.

Additional Scope of Services

A1) Plan Approval – The purpose of this scope is to meet the approval requirements associated with the Materials Management Plan, to include approval of the Plan by two-thirds of the municipalities within Benzie, Grand Traverse, and Leelanau counties. Participate in the approval process associated with the Materials Management Plan, including public engagement, assisting the DPA and other staff with stakeholder engagement activities, and additional presentations to local units of governments and other groups, as necessary.

A2) Per meeting cost – Consultant will provide a per meeting cost to participate in public

meetings.

**Appendix B
Bid Form**

Consulting Services for the Development of Materials Management Plan for Benzie, Grand Traverse, and Leelanau Counties Bid Form

Task	Description	Bid Price
Data Collection		
1-A	Collect data related to the Work Program and Work Plan development	\$
1-B	Perform a gap analysis	\$
1-C	Complete system needs assessment	\$
Policy Development and Funding Plan		
2-A	Develop a policy and funding plan that includes mechanisms to achieve all steps outlined in Part 115 laws and further strengthens regional recycling programs with input from the MMPC.	\$
Strategic Planning		
3-A	Facilitate discussions related to development of committee objectives, goals, and priority projects.	\$
Community Engagement		
4-A	Lead community engagement activities to ensure effective public input opportunities such as surveys, presentations, or public hearings.	\$
Meeting Preparation and Participation		
5-A	Assist in the preparation of, and participate in Planning Committee meetings, Board of Commissioners meetings, public hearings and other meetings as requested.	\$
MMP Plan		
6-A	Assist the DPA in creating the MMP Final Planning documents, including finalizing all Work Plan forms and templates.	\$
6-B	Complete the collection of data needed to complete the plan.	\$
Additional Services		
7-A	Additional Services	\$25,000.00
TOTAL		

Additional Pricing		
A-1	The purpose of this scope is to meet the approval requirements associated with the Materials Management Plan, to include approval of the Plan by two-thirds of the municipalities within Benzie, Grand Traverse, and Leelanau counties.	\$

	Participate in the approval process associated with the Materials Management Plan, including public engagement, assisting the DPA and other staff with stakeholder engagement activities, and additional presentations to local units of governments and other groups, as necessary.	
A-2	Provide cost for consultant to participate in one public meeting, including meeting preparation and development of presentation materials.	\$