

— BK-CS-2026-05 / B · STATEMENT OF WORK

PRE-BID INTELLIGENCE · MATERIALS MANAGEMENT · STATE OF MICHIGAN

Every clause, *mapped to a task.*

The Bay County MMP scope in full — Primary and Secondary scope items, a 24-deliverable matrix, 15 SHALL/MUST requirements, insurance, governing law, payment cadence, and the hybrid work model that frames the 12-month engagement.

SOLICITATION

RFP 2026-08
Reference 0000424476

GOVERNING LAW

Michigan PA 451, Part 115
As amended effective March 29, 2023

SUBMISSION DEADLINE

June 5, 2026 · 11:00 AM EDT
Physical delivery only · 6 sealed copies

COMPLETION DEADLINE

June 22, 2027
Statutory · all consulting work complete

DELIVERABLES

24 items across 7 task areas
Sections 6 & 8.1 · acceptance criteria defined

ENGAGEMENT FILE

BK-CS-2026-05
Bay County MMP · Pre-bid pursuit

What this *document covers.*

§	SECTION TITLE	RFP REFERENCE
1	Basic Information	Cover Page · Abstract
2	Key Dates and Deadlines	Cover Page · General Info
3	Contact Information	General Info 16 · ADA Assistance
4	Buyer Requirements	General Info · Insurance Section
5	Scope of Work	Scope of Services · Background
6	Deliverables Matrix	Tasks 1–7 · Anticipated Deliverables
7	Roles and Responsibilities	Project Ownership · DPA/CAA roles
8	Technical Requirements	Tasks 1–7 · Scope of Services
9	Insurance Requirements	Insurance Section · General Info 8
10	Legal and Compliance	General Info 1–17 · PA 451 Part 115
11	Payment Terms and Fee Structure	Fee Proposal Section
12	Risk and Change Management	General Info · Project Management Plan
13	Performance Standards	Tasks 1–7 · Section 324.11578
14	Work Model	Project Ownership · Task 1.1
15	NIGP and NAICS Categories	Abstract Document

§ 2 · BASIC INFORMATION

REFERENCE NUMBER	0000424476
SOLICITATION NUMBER	RFP 2026-08
TITLE	Professional Consulting Services for Bay County Materials Management Plan
ISSUING ORGANISATION	Bay County Finance Department, Purchasing Division
OWNER ORGANISATION	Bay County Department of Environmental Affairs and Community Development
SOLICITATION TYPE	RFP — Request for Proposal (Formal)
LOCATION	Bay County, Michigan, USA
DELIVERY POINT	Bay County Building, 515 Center Avenue, 7th Floor, Bay City, MI 48708-5128
PIGGYBACK SOLICITATION	No
DESCRIPTION	Consultant to develop a countywide Materials Management Plan (MMP) per Michigan PA 451, Part 115, replacing the existing Solid Waste Management Plan. Includes community engagement, data collection, analysis, implementation strategy, and plan adoption support.

§ 3 · KEY DATES AND DEADLINES

RFP PUBLICATION DATE	May 15, 2026 · 12:00 PM EDT
VENDOR QUESTIONS DEADLINE	May 22, 2026 · 5:00 PM EDT
QUESTIONS SUBMITTED ONLINE	No — email only to puttn@baycountymi.gov
COUNTY Q&A RESPONSE	May 29, 2026 · 5:00 PM EDT (one Addendum to all known bidders)
BID SUBMISSION DEADLINE	June 5, 2026 · 11:00 AM EDT
BID OPENING	Immediately following submission deadline · Bay County Finance Dept conference room, 7th Floor
PROJECT COMPLETION DEADLINE	June 22, 2027 (statutory; all consulting work must be complete)
BOARD OF COMMISSIONERS ADOPTION	Anticipated February 2027
PROPOSAL VALIDITY	90 days minimum from submission date

§ 4 · CONTACT INFORMATION

PURCHASING AGENT	Nicole Putt
DEPARTMENT	Bay County Finance Department, Purchasing Division
PHONE	(989) 895-2064
EMAIL	puttn@baycountymi.gov
MAILING ADDRESS	515 Center Avenue, 7th Floor, Bay City, MI 48708-5128
COMMUNICATION RULE	All questions by email only; no phone calls accepted; contact with other County staff or Commissioners may result in disqualification
ADA CONTACT	Amber Davis-Johnson, Corporation Counsel · (989) 895-4131 · 515 Center Avenue, 4th Floor, Bay City, MI 48708-5128

Pre-bid gating *and standing expectations.*

INSURANCE REQUIRED	Yes — CoI due within 10 working days of award; see § 9
GRANT COMPLIANCE	Consultant must comply with all EGLE Materials Management Planning Grant requirements and reporting obligations
PA 451 EXPERTISE	Consultant must be sufficiently knowledgeable about Natural Resources and Environmental Protection Act, 1994 PA 451 and Part 115; no outside law firm will be hired
MULTI-DISCIPLINARY TEAM	Preferred: community planning, solid waste planning, logistics, commodities markets, materials management, community engagement, business attraction and retention
EGLE PLAN FORMAT	Consultant must identify and comply with the most up-to-date EGLE plan format requirements before preparing the draft plan
MILESTONE WORK PLAN	Required; must incorporate the plan approval process per § 324.11575 of the Act
SUB-CONSULTANTS	Permitted and encouraged; sub-consultant experience must be documented in Firm Profile
NON-DISCRIMINATION	Mandatory compliance in all hiring and performance activities; breach is material breach of contract
RECORDS AND GIS FILES	All project files, graphics, images, infographics, and supporting documents must be delivered to County at project completion in PDF, InDesign, ArcGIS, Illustrator, Photoshop, Word, Excel, or other agreed format

Primary, Secondary, and what's excluded.

Primary Scope – Mandatory Requirements

The Consultant Team SHALL perform the following work for Bay County, Michigan, covering all municipalities within the County's jurisdictional boundaries, with consideration of regional materials management dynamics beyond county boundaries where relevant.

- 1 Meet all Materials Management Plan requirements as directed by EGLE per Michigan PA 451, Part 115 (effective March 29, 2023), specifically including § 324.11578 plan content requirements.
- 2 Conduct a meaningful community and stakeholder engagement process using a documented Public Engagement Plan, including online survey, SOAR Analysis, and multiple stakeholder input meetings.
- 3 Prepare a comprehensive analysis of historical data, existing conditions, facility inventory, and forecast models for the Bay County waste and materials stream.
- 4 Explore opportunities to incorporate circular economy principles, innovative technologies, and new materials management approaches into the implementation strategy.
- 5 Identify existing and potential funding sources and develop an overall financial strategy for implementation over a 5–10 year horizon.
- 6 Share information across the region and strengthen public and private partnerships relevant to materials management.
- 7 Develop goals, objectives, strategies, best management practices, and action items addressing environmental protection (surface water, groundwater, air, land), sustainable materials management, and legal compliance with state statutes.
- 8 Facilitate Materials Management Planning Committee meetings and provide information to support Committee decision-making.
- 9 Provide professional opinions and expertise on Host Community Agreements and siting procedures.

Secondary Scope – Evaluated but Not Pass/Fail

The following items are identified in the RFP as opportunities or desirable elements. Bidders are encouraged to address how their approach advances these.

- 1 Grow Michigan's recycling rate to 45% by 2030; decrease food waste by 50% by 2030.
- 2 Advance equity by increasing access to recycling and food waste diversion in all communities, including disadvantaged and vulnerable populations.
- 3 Expand markets and develop innovative technologies for recycling materials and increasing demand for new products.
- 4 Expedite disaster debris management planning, training, and infrastructure development.
- 5 Work with schools to develop curriculum for recycling and organics management professionals.
- 6 Foster partnerships among local, regional, state, national, and private organisations.

EXPLICIT EXCLUSIONS

Printing hard copies of the final Plan is not required. The County **will not hire an outside law firm** — legal and regulatory expertise must reside within the Consultant Team.

Twenty-four deliverables, *twelve months*.

#	DELIVERABLE	TASK	DUE	FORMAT	ACCEPTANCE CRITERIA
1	Project Kick-Off Meeting	1.2	Month 1	In-person / virtual	DPA Rep confirms meeting objectives met
2	Project Management Plan	1.4	Month 1	Written document	Covers scope, budget, schedule, risks, communication, QA
3	Progress Meeting Minutes	1.3	Ongoing	Written document	Reviewed and approved by both PM and DPA Rep
4	Public Engagement Plan	2.1	Month 2	Written document	Stakeholder list, engagement methods, equity strategy, promotion plan
5	Online Survey (design, admin, results)	2.2	Months 2-4	Survey platform + report	Based on CLOSUP or similar; translation included
6	SOAR Analysis	2.3	Months 3-4	Written report	Strengths, Opportunities, Aspirations, Results documented
7	Stakeholder Input Meeting Summary	2.4	Ongoing	Written summaries	Engagement, attendance, feedback received
8	Previous Plan / Study Review Summary	3.1	Month 2	Written report	2015 Plan, Sustainability Plan, EGLE resources, Mega Data
9	Facility Inventory and Data Collection	3.2	Month 4	Database + GIS layers	All required facility fields; MSW recycling rate calculated
10	Market Analysis Summary	3.3	Month 5	Written report	Supply chain, demographics, circular economy employment, market gaps
11	Forecast Model and Projections	3.4	Month 5	Model + summary	Future waste stream, recycling, compost, materials projections
12	Gap Analysis Recommendations	4.1	Month 6	Written report	Circular-economy and MSW service gaps; infrastructure and staffing
13	Five Case Studies	4.2	Month 6	Written summaries	Peer counties; strategies, funding, recycling rates documented
14	Best Management Practice Recommendations	4.3	Month 6	Written report	Tied to Gap Analysis and case study findings
15	Model Ordinances, Sample Policies, Draft Agreement Language	4.4	Month 7	Written documents	Host Community Agreement, master plan, site plan considerations
16	KPIs, Goals, Objectives, Action Items	4.5	Month 7	Written report	Tied to MSW recycling baseline; aligned with EGLE benchmarks

#	DELIVERABLE	TASK	DUE	FORMAT	ACCEPTANCE CRITERIA
17	Implementation Strategy Chapter	5	Month 8	Written chapter	Funding, marketing, data, collaboration, siting, enforcement, amendment
18	Draft Countywide Materials Management Plan	6.1	Month 9	Document + graphics	Compliant with § 324.11578 and current EGLE plan format
19	Data Visualisations, Maps, Infographics	6.2	Month 9	PDF, InDesign, ArcGIS, Illustrator	All diagrams, charts, maps for final plan and presentations
20	Final Project Files	6.3	Month 12	PDF, InDesign, ArcGIS, Illustrator, Photoshop, Word, Excel	All project files, graphics, supporting documents in agreed formats
21	60-Day Public Comment Period Summary	7.2	Months 10–11	Written summary	Comprehensive summary of all comments; becomes part of project record
22	Plan Revisions Post-Public Comment	7.4	Month 11	Revised plan document	All necessary revisions from public comment period in designated timeframe
23	Planning Committee & Board Presentations	7.1, 7.3, 7.5	Months 9–12	Presentation decks	Draft plan, key findings, recommendations, action items
24	Municipal Board Meeting Attendance	7.7	As required	In-person attendance	Per not-to-exceed per-meeting cost; City / Village / Township boards

§ 8 · ROLES AND RESPONSIBILITIES

Ten parties, *one signed contract.*

#	ROLE	ORGANISATION	RESPONSIBILITIES
1	EGLE Director	State of Michigan / EGLE	Initiated MMP process Jan 8 2024; approves final plans; sets plan format requirements; administers grant
2	County Approval Agency (CAA)	Bay County Board of Commissioners	Grant recipient; adopts the Plan; final approval authority (anticipated Feb 2027)
3	DPA Representative	Bay County Dept of Environmental Affairs & Community Development	Project Owner; primary point of contact; coordinates with Planning Committee and Board staff; approves deliverables
4	Materials Management Planning Committee	Bay County appointed body	Provides guidance; reviews and approves deliverables before public release; recommends plan adoption
5	Steering Committee	Relevant County Departments and industry professionals	Assembled by DPA Rep; reviews pertinent deliverables before public sharing; participates in kick-off
6	Consultant Project Manager	Selected Consultant Team	Single point of contact; manages budget, schedule, invoices; named individual required in proposal
7	Consultant Team	Prime + sub-consultants	Performs all tasks and produces all deliverables per Scope; attends all required meetings and hearings
8	Private Sector Stakeholders	Haulers, MRF operators, landfill operators, recyclers, businesses	Participate in stakeholder engagement; provide data for facility inventory and market analysis
9	Municipalities	35 cities, villages, townships within Bay County	Participate in engagement; receive plan information; vote on adoption at local board meetings (Task 7.7)
10	Adjacent Counties & EMCOG	Regional partners	Regional coordination on materials management; correspondence required per plan format

Mandatory: *fifteen SHALLs.*

§ 9.1 Mandatory Requirements (SHALL / MUST). Brackets cite the task or RFP page that owns each requirement.

- 1 Produce a Materials Management Plan that complies with § 324.11578 of Michigan PA 451, Part 115.
[Task 6.1]
- 2 Identify the most up-to-date EGLE plan format before preparing the draft Plan.
[Task 6.1]
- 3 Prepare a detailed milestone work plan incorporating the plan approval process per § 324.11575.
[Timeline, RFP p.3]
- 4 All consulting work SHALL be complete on or before June 22, 2027.
[Timeline]
- 5 Comply with all EGLE grant reporting requirements.
[Project Funding]
- 6 Prepare the Public Engagement Plan including methods for involving disadvantaged and vulnerable communities.
[Task 2.1]
- 7 Conduct an online public survey using the CLOSUP survey template or similar as a starting point.
[Task 2.2]
- 8 Prepare five case studies from peer counties and communities of similar size.
[Task 4.2]
- 9 Develop siting processes for materials management facilities in compliance with the Act.
[Task 5.5]
- 10 Develop enforcement information compliant with the Act.
[Task 5.6]

11 Develop the Plan Amendment Process.
[Task 5.7]

12 Prepare all document layouts, diagrams, charts, infographics, maps, etc. needed for the final plan, webpage content, and presentations.
[Task 6.2]

13 Provide all final project files in PDF, InDesign, ArcGIS, Illustrator, Photoshop, Word, Excel, or other agreed format.
[Task 6.3]

14 Prepare a comprehensive summary of all public comments received during the 60-day public comment period.
[Task 7.2]

15 Provide a not-to-exceed per-meeting cost for Task 7.7 municipal board meeting attendance.
[Task 7.7]

§ 9.2 Standards and Certifications Referenced

MICHIGAN PA 451 · PART 115 (2023 AMENDMENTS)

EGLE SUSTAINABLE MATERIALS MANAGEMENT PYRAMID

EGLE MEGA DATA PROJECT

§ 324.11575 · PLAN APPROVAL PROCESS

§ 324.11578 · PLAN CONTENT REQUIREMENTS

CLOSUP SURVEY METHODOLOGY

EGLE MATERIALS MANAGEMENT PLANNING GRANT

§ 10 · INSURANCE REQUIREMENTS

COVERAGE	MINIMUM LIMIT	REQUIREMENT SOURCE
Workers' Compensation	Statutory minimum per Michigan Workers' Compensation Act	RFP General Info 8a
Employer's Liability	\$100,000 per incident	RFP General Info 8b
Commercial General Liability	\$1,000,000 per occurrence · \$1,000,000 annual aggregate · contractual liability included	RFP General Info 8c
Professional Liability (E&O)	\$1,000,000 per claim	RFP General Info 8

CERTIFICATE SUBMISSION

All carriers must be licensed and admitted in Michigan. Certificates of Insurance are due to Bay County Department of Corporation Counsel no less than ten (10) working days prior to project commencement. All policies must name **"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"** as additional insured. Thirty (30) days written advance notice of cancellation, non-renewal, reduction, or material change in coverage is required. The Consultant is responsible for ensuring all sub-consultants meet these requirements.

§ 11 · LEGAL AND COMPLIANCE

Governing law. Michigan state law governs this procurement and any resulting contract. Michigan Public Act 451 of 1994 (Natural Resources and Environmental Protection Act), Part 115, as amended effective March 29, 2023, governs the plan development requirements. The County of Bay retains jurisdiction over contract disputes. Order of precedence in the event of conflict: Michigan State law > signed contract terms > RFP terms and conditions > Bidder's proposal.

Compliance frameworks. The Consultant Team must comply with all applicable EGLE plan requirements, EGLE grant conditions, Michigan non-discrimination law, Michigan FOIA, and the County's Purchasing Policy as published on baycountymi.gov.

Non-discrimination. The Consultant agrees not to discriminate against any individual or group on the basis of race, sex, colour, ethnicity, national origin, religion, ancestry, gender, height, weight, marital status, age, or disability unrelated to job performance. Applies to all hiring, employment conditions, and project performance. Breach constitutes a material breach of contract.

Bid confidentiality. All bids are confidential until the public bid opening on June 5, 2026 at 11:00 AM EDT. After opening, bid content is subject to Michigan FOIA requests.

Late withdrawal. If the selected bidder withdraws after bid selection but before executing the contract, liquidated damages equal to 5% of the bid amount are payable to the County.

§ 12 · PAYMENT TERMS AND FEE STRUCTURE

The Fee Proposal must be submitted as a **separate sealed document** within the bid package. The fee proposal must be structured as not-to-exceed cost figures broken out by task (Tasks 1–7), with separate cost breakdowns by hours and cost for the work. A per-meeting not-to-exceed cost must be provided for Task 7.7.

The Consultant must be able to justify the fee proposal relative to personnel costs, overhead rate (and how it is derived), materials, and time. An itemised list of all reimbursable costs must be included, also as not-to-exceed amounts billed at actual costs. **No premium or add-on costs to expenses are permitted.** Receipts or detailed breakdowns for all agreed expense items will be required with invoices.

Invoicing. The Consultant Team will process invoices through the Project Manager in coordination with the DPA Representative. Payment structure and invoice cadence will be established in the Project Management Plan (Task 1.4) and finalised in the contract.

Funding source. Bay County has received EGLE Materials Management Planning Grant funding to support plan preparation. The Consultant must comply with all grant reporting requirements; failure to do so constitutes a contract compliance issue.

§ 13 · RISK AND CHANGE MANAGEMENT

The Project Management Plan (Task 1.4) must include **anticipated risks to project delivery and proposed mitigation measures**, and a change control process. The PMP is a dynamic document that must be kept current throughout the project.

Scope changes. The County may amend the scope through a written Change Form signed by Nicole Putt. Bidders shall not rely on interpretations, corrections, or changes made by any other means. All written, signed Change Forms become part of the contract documents.

Plan amendments post-adoption. The Consultant Team is responsible for developing the Plan Amendment Process (Task 5.7), which will govern future amendments to the adopted MMP before its expiration date.

§ 14 · PERFORMANCE STANDARDS

The Consultant Team's performance will be measured against the deliverable acceptance criteria defined in § 7 of this Statement of Work, the milestone work plan submitted with the proposal, and the EGLE plan requirements under § 324.11578.

KPIs. The Consultant Team will develop specific KPIs for the MMP in Task 4.5, including utilisation of the existing municipal solid waste recycling rate as a baseline, and setting goals, objectives, and action items to meet or exceed EGLE benchmark recycling standards.

Reporting cadence. Progress meeting minutes (Task 1.3) serve as the primary performance record. The PM will monitor budget, schedule, and deliverable quality on an ongoing basis. Significant changes to scope, budget, or schedule must be reported to the DPA Representative promptly and addressed through the change control process.

§ 15 · WORK MODEL

Hybrid *by design.*

The project requires a hybrid work model. The following activities require **on-site physical presence** in Bay County, Michigan:

PROJECT KICK-OFF	STEERING COMMITTEE MEETINGS	PLANNING COMMITTEE MEETINGS
PUBLIC ENGAGEMENT EVENTS	SOAR ANALYSIS SESSIONS	PUBLIC HEARING
BOARD OF COMMISSIONERS PRESENTATIONS	MUNICIPAL BOARD MEETINGS (TASK 7.7)	

Research, data analysis, plan drafting, graphic design, and document production may be performed **remotely**. The Consultant Team must confirm the office from which the assigned team will operate and demonstrate that on-site presence commitments can be met throughout the project duration.

No restriction on international sub-consultant involvement is stated in the RFP. The US Prime Consultant bears full contractual responsibility to Bay County regardless of team structure.

§ 16 · NIGP AND NAICS CATEGORIES

CODE	TYPE	CODE	TITLE
NIGP		91800	Consulting Services
NIGP		91832	Consulting Services (Not Otherwise Classified)
NIGP		91843	Environmental Consulting
NIGP		91858	Governmental Consulting
NAICS		541620	Environmental Consulting Services (inferred from scope — confirm before submission)

DISCLOSURE

One engagement. *Internal use only.*

This Statement of Work consolidates publicly-available RFP information for the named Prime's pursuit of RFP 2026-08. Real facts only. Independently verify with the issuing authority before submission. The information herein creates no contractual obligation, endorsement, or guarantee.

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MUTUAL NDA