

— BK-CS-2026-05 / A · SUMMARY OF PROCUREMENT

PRE-BID INTELLIGENCE · MATERIALS MANAGEMENT · STATE
OF MICHIGAN

The Bay County RFP, *summarised in five minutes.*

A pre-bid orientation brief for the U.S. Prime pursuing RFP 2026-08 — the Bay County, Michigan countywide Materials Management Plan. Scope, deadlines, evaluation weights, insurance, and submission protocol in one read.

SOLICITATION

RFP 2026-08
Reference 0000424476

END BUYER

Bay County, Michigan
Dept. of Environmental Affairs &
Community Development

ISSUING OFFICE

Finance Department · Purchasing Division
Bay County Building · 7th Floor

SUBMISSION DEADLINE

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

PERIOD OF PERFORMANCE

Award → June 22, 2027
≈ 12 months · statutory deadline

ENGAGEMENT FILE

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

§ 1 · PROJECT OVERVIEW

A countywide plan, *under Michigan PA 451, Part 115.*

Bay County, Michigan is seeking a qualified consulting team to develop a comprehensive countywide **Materials Management Plan (MMP)** that meets all requirements under Michigan Public Act 451, Part 115 (effective March 29, 2023). The plan will replace the existing Solid Waste Plan and shift Bay County from a disposal-focused model to a circular economy framework that prioritises reduction, reuse, recycling, and recovery of materials across all municipalities within the county.

§ 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
OFFICIAL CONTACT	puttn@baycountymi.gov · (989) 895-2064
SUBMISSION ADDRESS	Bay County Building, 515 Center Avenue, 7th Floor, Bay City, MI 48708-5128
PIGGYBACK SOLICITATION	No

Seven outcomes the *Plan must deliver*.

- 1 Develop a countywide Materials Management Plan compliant with Michigan PA 451, Part 115 and EGLE requirements.
- 2 Conduct meaningful community and stakeholder engagement across all municipalities and disadvantaged communities.
- 3 Prepare a comprehensive analysis of historical data, existing conditions, and forecast models for the county waste stream.
- 4 Identify opportunities to advance circular economy principles, including recycling infrastructure, organics diversion, and new technologies.
- 5 Develop goals, strategies, and action items to protect public health and the environment while improving material recovery rates.
- 6 Identify and evaluate existing and potential funding sources to support implementation of the Materials Management System.
- 7 Produce a fully adopted Plan through a structured approval process involving EGLE, the Planning Committee, and the Board of Commissioners.

§ 4 · DETAILED INFORMATION

CONTRACT TYPE	Not specified in solicitation (professional services engagement)
SET-ASIDE	Full and Open
NAICS CODE	541620 — Environmental Consulting Services (inferred from scope)
NIGP CODES	91832 Consulting Services (NEC) · 91843 Environmental Consulting · 91858 Governmental Consulting
ESTIMATED VALUE	Not stated. EGLE Materials Management Planning Grant funding in place.
PERIOD OF PERFORMANCE	Award through June 22, 2027 (≈ 12 months)
PLANNING AREA	All municipalities within Bay County, Michigan (single-county plan)
WORK MODEL	On-site presence required for meetings, hearings, and presentations; hybrid acceptable
KEY DELIVERABLES	PMP · Public Engagement Plan · SOAR Analysis · Data Collection & Forecast · Gap Analysis · Case Studies · Draft & Final MMP · Implementation Strategy · Plan Adoption Support
SUBCONTRACTING	Multi-disciplinary teams with sub-consultants encouraged
COPIES REQUIRED	Six (6) sealed copies · physical submission only (no fax or email)
PROPOSAL VALIDITY	90 days minimum from submission date
LEGAL FRAMEWORK	Michigan Public Act 451 of 1994, Part 115 · EGLE administrative rules
GRANT COMPLIANCE	Consultant must comply with EGLE Materials Management Planning Grant requirements
TECHNOLOGIES	GIS · data visualisation · online surveys · social media outreach tools
BACKGROUND	Replaces 2015 Bay County Solid Waste Management Plan · EGLE Director initiated MMP process January 8, 2024

Four coverages required *before contract execution.*

COVERAGE	MINIMUM LIMIT
WORKERS' COMPENSATION	Statutory minimum per Michigan Workers' Compensation Act
EMPLOYER'S LIABILITY	\$100,000 per incident (in conjunction with workers' comp)
COMMERCIAL GENERAL LIABILITY	\$1,000,000 per occurrence · \$1,000,000 annual aggregate · contractual liability coverage required
PROFESSIONAL LIABILITY (E&O)	\$1,000,000 per claim

SUBMISSION & CANCELLATION RULES

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 elected and appointed officials, employees, volunteers, boards, and commissions) as additional insured. Thirty (30) days written advance notice of cancellation, non-renewal, reduction, or material change in coverage is required.

Eight components, *one sealed envelope*.

1 **Bid Response Cover Sheet.**
On letterhead or reproduced form.

2 **Bidders Checklist.**
Completed and signed.

3 **Certificate A — Certification.**
Signed.

4 **Letter of Transmittal.**
Includes understanding, commitment, and authorised contact.

5 **Firm Profile.**
Company overview, key personnel resumes, two project examples from last 5 years, three references, office location, resource availability statement.

6 **Project Approach & Preliminary Milestone Work Plan.**
Approach, deliverables, schedule, kick-off plan.

7 **Signed Addenda.**
Any addenda issued after RFP release.

8 **Fee Proposal.**
Sealed separately · not-to-exceed costs by task · hourly rates · overhead explanation · reimbursable costs itemised.

SUBMISSION PROTOCOL — PASS / FAIL

Submit **six (6) sealed copies** in a clearly marked envelope: *"MATERIALS MANAGEMENT PLAN — DELIVER TO PURCHASING IMMEDIATELY"*. Deliver to: Bay County Finance Department, Purchasing Division, Bay County Building, 515 Center Avenue, 7th Floor, Bay City, MI 48708-5128. Deadline: **June 5, 2026, 11:00 AM EDT**. No fax or email submissions accepted. Late bids are non-responsive.

§ 7 · EVALUATION CRITERIA

One hundred points, *six factors*.

Evaluation by a selection committee of Bay County staff and appointed Materials Management Planning Committee members. **Best value basis**; County reserves the right to accept or reject any bid.

EVALUATION FACTOR	MAXIMUM POINTS
PROFESSIONAL QUALIFICATIONS: PROJECT MANAGER	10
PROFESSIONAL QUALIFICATIONS: TEAM	15
SIMILAR PROJECT EXPERIENCE	25
UNDERSTANDING AND APPROACH TO SCOPE OF WORK	30
AVAILABILITY OF TEAM	10
FEE PROPOSAL	10
TOTAL	100

§ 8 · CONTACT INFORMATION

PURCHASING AGENT	Nicole Putt
DEPARTMENT	Bay County Finance Department, Purchasing Division
ADDRESS	Bay County Building, 515 Center Avenue, 7th Floor, Bay City, MI 48708-5128
PHONE	(989) 895-2064
EMAIL	puttn@baycountymi.gov
ADA CONTACT	Amber Davis-Johnson, Corporation Counsel · (989) 895-4131
QUESTIONS METHOD	Email only to puttn@baycountymi.gov (no phone calls accepted)
QUESTIONS DEADLINE	May 22, 2026, 5:00 PM EDT
COUNTY Q&A RESPONSE	May 29, 2026, 5:00 PM EDT (issued as one Addendum to all known bidders)

§ 9 · AWARD INFORMATION

The Bay County Finance Officer will issue a **Notice of Intent to Award** to all bidders identifying the vendor providing best value to the County. Any bidder disagreeing with the intent may file a protest via the Purchasing Division protest form within ten (10) working days of the notice.

The County's award is conditioned on execution of a formal contract. If the selected bidder does not execute the contract within the stated timeframe, the County may reject that bidder and proceed to the next qualified bid. Withdrawal after bid selection but before contract execution triggers **liquidated damages equal to 5% of the bid amount**.

DISCLOSURE

One engagement. *Internal use only.*

This brief 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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