



## **Request for Proposals**

**Materials Management Planning**

**Technical Assistance and Support**

**April 7, 2025**

## 1. Statement of Purpose

Networks Northwest serves the ten-county region through workforce development, business and economic development, and community development; aiming to build stronger communities and enhance the quality of life in Northern Michigan. The member counties in Networks Northwest region include Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford.

Networks Northwest is working as the Designated Planning Agency for both standalone and multi-county Material Management Plan updates, which were called for by the State at the start of 2024. This update is the result of amendments to Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. The updated plans will focus on sustainable materials management, such as recycling and composting, instead of primarily disposal replacing the existing Solid Waste Plans.

Networks Northwest is issuing this Request for Proposal (RFP) to evaluate and select a contractor responsible for providing technical assistance and support with development of County Materials Management Plans for Antrim County and Charlevoix County standalone plans and Manistee-Missaukee-Wexford Multi-County Plan.

- Provide Technical Assistance and support for the Development of Materials Management Plans to meet Natural Resources and Environmental Protection Act, Act 451 of 1994 Subpart 11 Materials Management Plans
  - Specifically the following requirements in Section 324.11578 Materials management plan requirements
    - a. Include measurable, objective, and specific goals for the planning area for solid waste diversion from disposal areas, including, but not limited to, the municipal solid waste recycling rate goal under section 11507, the benchmark recycling standards, and the material utilization and reduction activities identified by the MMP.
    - b. Include an implementation strategy for the county to demonstrate progress toward or meet the materials management goals by the time of the 5-year MMP review under section 11576(7). The implementation strategy shall include, but is not limited to, all of the following:
      - (i) How progress will be made to reduce the amount of organic material being disposed of, through food waste reduction, composting, and anaerobic digestion.
      - (ii) How progress will be made to reduce the amount of recyclable materials being disposed of, through increased recycling, including expanding convenient access and recycling at single and multifamily dwellings, businesses, and institutions.
      - (iii) A process whereby each of a planning area's materials utilization facilities are evaluated based on information

contained in reports submitted to the department on an annual basis.

- (iv) A description of the resources needed for meeting the materials management goals and how the development of necessary materials utilization facilities and activities will be promoted.
  - (v) A description of how the benchmark recycling standards will be met.
  - (vi) A timetable for implementation.
- c. Identify by type and tonnage all managed material generated in the planning area, to determine the planning area's managed material capacity need and all managed material that is included in the planning area's materials management goals. Amounts of material may be estimated using a formula provided by the department.
  - d. Require that a proposed materials management facility meet the requirements of part 115 and be consistent with the materials management goals.
  - e. To the extent practicable, identify and evaluate current and planned materials management infrastructure and systems that contribute or will contribute to meeting the goal under section 11577(c) and other options to meet that goal. (f) Include an inventory of the names and addresses of all of the following, subject to subdivision (g):
    - (i) Existing disposal areas.
    - (ii) Materials utilization facilities that meet both of the following requirements:
      - (A) Are in operation on the effective date of the amendatory act that added this section.
      - (B) On the effective date of the amendatory act that added this section, comply with part 115 or, within 1 year after that date, are in the process of becoming compliant.
    - (iii) Waste diversion centers for which notification has been given to the department under section 11521b.
  - j. Include an enforceable mechanism to meet the goal of section 11577(c) and otherwise implement the MMP, and identify the party responsible to ensure compliance with part 115. The MMP may contain a mechanism for the county and municipalities in the planning area to assist the department and the department of state police in conducting the inspection program established in section 11526(2) and (3). This subdivision does not preclude the private sector's participation in providing materials management services consistent with the MMP for the planning area.
  - k. Calculate the municipal solid waste recycling rate for the planning area.
  - o. Specify a recommended minimum level of recycling service that incorporates the access requirements of the benchmark recycling

standards. The county or a municipality within the planning area may, through an appropriate enforceable mechanism, require haulers operating in its jurisdiction to provide the recommended level or a different minimum level of recycling service.

- r. Include a siting process under section 11579 and a copy of any ordinance, law, rule, or regulation of a municipality, county, or governmental authority within the planning area that applies to the siting process.
- S-2. An MMP may include management plans for debris from environmental damage, for debris from disasters, or for other materials, such as construction or demolition waste, not otherwise required to be covered by an MMP. A management plan for debris from disasters in an MMP may include recommendations for incorporation of disaster debris management plans into municipal, county, or regional emergency management plans.
- Other products that the selected contractor identifies to enhance the Materials Management Plan

## 2. Deliverables and Key Dates

The selected contractor will be expected to complete the above scope of work in a report format. The timeline for this work will be as follows:

Date	Deliverable
05/19/2025	Proposal Selected
06/02/2025	Outline of Proposed Technical Assistance Tasks, Supporting Activities, and Schedule Submitted to Networks Northwest
06/02/2025 through 11/30/2026	Technical Assistance, Data Collection, Necessary Components for Plan Development.
December 2026	Expected Draft Release of Materials Management Plans
12/31/2026	Final Report Submitted to Networks Northwest

### 3. Term of and Conditions of Contract

The selected contractor will complete the above outline scope of work within the specified schedule and adhere to the terms and conditions set forth by Networks Northwest for an amount not to exceed \$20,000 per county (five counties total of \$100,000).

Proposals submitted with an alternative scope, schedule, and/or estimated cost will be considered, but are not preferred.

### 4. Payments

Payment will be made by Networks Northwest, with project funding through the respective County's Materials Management Planning Grants. Payments will be made at 50% at the execution of contract and 50% upon the completion of required deliverables.

### 5. Requirements for Proposal Preparation

The proposal shall be prepared as a PDF document, including the respondent's qualifications, a response as to how he/she would complete the proposed scope of work and within the schedule provided. All proposals shall be limited to no more than 12 pages.

Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities. Michigan Relay Center callers use 711.

### 6. Evaluation and Award Process

Networks Northwest will review and evaluate all proposals. Preference will be given to respondents who are able to meet the preferred scope, cost, and timeline within the aforementioned budget. However, Networks Northwest reserves the right to consider all submitted responses based on their merit. Selection will be made using a scoring criteria.

### 7. Selection Process Schedule

<b>Date</b>	<b>Deliverable</b>
04/07/2025	RFP Released
05/09/2025	Responses to RFP Due by 5:00pm
05/19/2025	Proposal Selected

### 8. Contact Information for Submissions

Using the subject line "NWMI MMP Technical Assistance" please submit all proposals to:

Mathew Cooke, Community Planner  
Networks Northwest  
[mathew.cooke@networksnorthwest.org](mailto:mathew.cooke@networksnorthwest.org)  
(231) 929-5056