



**Networks
Northwest**

Talent / Business / Community

Request for Proposals

Northwest Lower Michigan Materials Management Report

June 13, 2022

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.

Since 2005, Networks Northwest, in its role as the regional planning agency, has hosted the Materials Management Advisory Committee (MMAC), formerly known as the Solid Waste Advisory Committee. This Committee is made up of representatives from the ten-county area whose mission is, *“Collaborating regionally to discuss and increase knowledge and implementation of recycling and materials management programs.”* In the past few years, MMAC members have discussed ways to increase regional collaboration leading to increased materials management rates, education and knowledge.

Networks Northwest is issuing this Request for Proposal (RFP) to evaluate and select a contractor responsible for developing a comprehensive report that examines and assesses materials management in the region. This opportunity is made available through the State of Michigan Materials Management County Engagement Grant. The contractor selected to complete this report will include in their report:

- Complete the Activities described in the [Materials Management County Engagement Grant](#)
 - Determine the most impactful program improvements and/or infrastructure investments and indicate how these suggestions could be implemented within your county. Determine any barriers to accomplishing these goals (resources, policy, etc.).
 - Consider the list of deficiencies and opportunities provided by the Mega Data project. Identify the top five needs within the county(s) that will lead to increased opportunities within your materials management programs and infrastructure.
 - Consider the list of deficiencies and opportunities provided by the Mega Data project. Identify the top three materials management related projects that the county(s) would like to implement/accomplish and the associated benefit to your residents.
 - Identify any opportunities for improved contracting, ordinances, and/or sustainable funding mechanisms to support materials management activities.
 - Evaluate potential impacts of the elimination of import/export authorizations (i.e., how to maintain programs with loss of funding, protection of capacity, renegotiate hauler contracts).
 - Determine if/how energy recovery and savings, decarbonization, sustainability, pollution prevention, social equity, and climate resiliency can be included in Materials Management Plans.

- Identify current materials management gaps and challenges within the region
 - With mention to specific materials and waste streams such as organics, plastics, glass, etc.
- Evaluating the feasibility of a regional Materials Management Plan
- Provide options for County's to update their respective Materials Management Plan
- Summarize and catalogue input gained from multiple public input sessions throughout the region
 - Networks Northwest staff will assist with setting up sessions

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
7/22/2022	Proposal Selected
8/15/2022	Outline of Proposed Final Report, Supporting Activities, and Detailed Schedule Submitted to Networks Northwest
8/15/2022/Ongoing	Data Collection, Interviews, and Other Needed Components for Report Development.
2/1/2022	Draft Report Submitted to Networks Northwest for Review
2/15/2022	Draft Report Returned to Contractor with notes for Review and Finalization
3/1/2022	Final Report Submitted to Networks Northwest and EGLE

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 one hundred and five thousand dollars (\$105,000).

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. Funding for this project comes from the Michigan Department of Environment, Great Lakes, and Energy's Materials Management County Engagement grant. Schedule of payment negotiable.

5. Requirements for Proposal Preparation

The proposal shall be prepared as a PDF document, include 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

Date	Deliverable
6/13/2022	RFP Released
7/15/2022	Responses to RFP Due by 5:00pm
7/22/2022	Proposal Selected

8. Contact Information for Submissions

Using the subject line “NWMI Materials Management Report,” please submit all proposals to:

Mathew Cooke, Community Planner
Networks Northwest
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(231) 929-5056