



Request for Proposals (RFP) Materials Management Plan (MMP) Consulting Services

Issued By: County of Lenawee, Michigan

On Behalf Of: Materials Management Planning Committee (MMPC)

RFP Issue Date: March 4, 2026

Proposal Due Date: March 30, 2026

1. Introduction

The County of Lenawee, Michigan, on behalf of its Materials Management Planning Committee (MMPC), is soliciting proposals from qualified consulting firms with demonstrated expertise in the development, analysis, and regulatory compliance of Materials Management Plans (MMPs) pursuant to Michigan Public Act 451 of 1994, Part 115, as amended.

Lenawee County is actively developing its Materials Management Plan and seeks to retain a qualified consultant to provide independent technical analysis, regulatory compliance review, and targeted data support to ensure the Plan meets statutory requirements and is technically defensible for submission to the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

The County anticipates awarding a contract for a term of one (1) year, with the option to extend for up to six (6) additional months, if necessary.

2. Project Background

Lenawee County is currently engaged in the development of its Materials Management Plan in accordance with Part 115 of Michigan Public Act 451. The MMPC, with support from the County's Solid Waste Program Coordinator, is leading the plan development process.

The County seeks to engage a consultant to provide targeted technical assistance, independent professional review, regulatory guidance, and support throughout the plan's development and municipal approval process. The consultant's role is intended to ensure statutory compliance, strengthen technical accuracy, and enhance the overall quality and defensibility of the final Plan.

3. Scope of Services

The selected consultant shall provide professional services including, but not limited to, the following:

A. Technical Data Collection and Validation

- Assist with collection, verification, and analysis of materials generation data.
- Review infrastructure capacity data, waste characterization methodologies, and planning assumptions.
- Ensure data and calculations align with Part 115 requirements and applicable EGLE guidance.
- Provide documentation suitable for inclusion in the final Plan.

B. Regulatory Compliance Review

- Conduct structured review of draft Plan sections.
- Evaluate consistency with Michigan Public Act 451, Part 115, as amended.
- Identify deficiencies, compliance gaps, or areas requiring clarification.
- Provide written recommendations and proposed revisions, as appropriate.

Deliverable: A written technical review memorandum summarizing findings, identifying any deficiencies, and outlining recommended corrective actions to ensure statutory compliance.

C. Municipal Approval Process Support

It is anticipated that the consultant will be required to attend and participate in City Council, Village Council, and Township Board meetings as part of the Plan approval process.

The consultant shall:

- Provide technical explanations of Plan content.
- Respond to municipal questions.
- Assist with preparation of presentation materials, as requested.
- Attend meetings (virtual or in-person), as directed by the County.

Proposals must include a not-to-exceed per meeting cost for attendance at municipal meetings.

D. Ongoing Coordination

- Participate in bi-weekly coordination meetings (in-person or virtual) with County staff and/or the MMPC.
- Provide timely communication regarding findings, issues, and recommendations.

4. Proposal Requirements

Proposals shall include the following:

A. Firm Qualifications and Experience

- Demonstrated experience with Michigan Materials Management Plans.
- Thorough knowledge of Michigan Public Act 451, Part 115 (2023 amendments).
- Experience working with counties, municipalities, or planning committees.
- Description of key personnel assigned to the project.
- References from at least three comparable projects.

B. Project Approach

- Description of the firm’s proposed methodology.
- Explanation of how the firm will conduct compliance review and validation.
- Anticipated timeline for completion of key tasks.
- Identification of any potential challenges and proposed mitigation strategies.

C. Cost Proposal

- Hourly rate(s) for assigned personnel.
- Estimated total cost.
- Not-to-exceed per meeting rate for municipal meeting attendance.
- Identification of any travel expenses or additional costs.
- Description of invoicing procedures.
- Explanation of time-tracking methodology.

5. Insurance and Indemnification Requirements

The selected consultant shall maintain, at a minimum, the following insurance coverage throughout the term of the contract:

- Commercial General Liability Insurance: \$1,000,000 per occurrence / \$2,000,000 aggregate.
- Professional Liability (Errors & Omissions): \$1,000,000 per claim.
- Workers’ Compensation Insurance: Statutory limits.
- Automobile Liability (if applicable): \$1,000,000 combined single limit.

The County of Lenawee shall be named as an additional insured on applicable policies. Certificates of insurance shall be provided prior to contract execution.

The consultant shall indemnify and hold harmless the County of Lenawee, its officers, employees, and agents from any claims, damages, losses, or expenses arising out of the performance of services under the resulting contract

6. Legal and Regulatory Compliance

The selected consultant must demonstrate familiarity with and compliance with:

- Michigan Public Act 451 of 1994, Part 115, as amended.
- Applicable EGLE guidance documents.
- Michigan Open Meetings Act (as applicable).
- All applicable federal, state, and local laws and regulations.

7. Freedom of Information Act (FOIA)

Information submitted in response to this RFP becomes public information and is subject to disclosure under the Michigan Freedom of Information Act (FOIA).

If a proposer believes that portions of its proposal contain proprietary or confidential information exempt from disclosure, such information must be clearly identified within the proposal. The County does not guarantee that information so identified will be withheld from disclosure.

8. Timeline

- April 2026: Formatting of completed sections into State-required template.
- May–July 2026: Primary data validation and compliance review period.
- July 2026: Anticipated completion of first full draft.
- Municipal approval process to follow.

9. Proposal Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated experience with Michigan MMPs.
- Knowledge of Part 115 requirements.
- Proposed methodology and approach.
- Cost competitiveness.
- References and past performance.

The County reserves the right to conduct interviews with selected firms prior to final selection.

9. Reservation of Rights

The County of Lenawee reserves the right to accept or reject any or all proposals, to waive informalities or irregularities, and to select the proposal that is determined to be in the best interest of the County.

10. Proposal Submission and Review

- Proposal Submission Deadline: **March 30, 2026**
- Proposals shall be submitted to:

Lenawee County Health Department
Materials Management Program
1040 S. Winter St. Ste. 2328
Adrian, MI 49221

Or via email with “MMP Consulting Services” in the subject line to:
solid.waste@lenawee.mi.us

- Questions: Submit all questions to Julie Maurer via phone at 517-264-5263 or e-mail at solid.waste@lenawee.mi.us by March 25, 2026
- Proposals will be presented to the Materials Management Planning Committee at its meeting on Wednesday, April 1, 2026, at 10:00 a.m.