

STATE OF MAINE
Department of Marine Resources
Bureau of Marine Science/Division of Ecology and the Environment



RFP# 202402026

Seafloor Mapping Survey Vessel

RFP Coordinator	<p><i>All communication regarding the RFP <u>must</u> be made through the RFP Coordinator identified below.</i></p> <p>Name: Jesse Minor Title: Marine Resource Scientist III Contact Information: jesse.minor@maine.gov</p>
Submitted Questions Due	<p><i>All questions <u>must</u> be received by the RFP Coordinator identified above by:</i></p> <p>Date: March 15, 2024, no later than 11:59 p.m., local time</p>
Proposal Submission Deadline	<p><i>Proposals <u>must</u> be received by the Division of Procurement Services by:</i></p> <p>Submission Deadline: April 1, 2024, no later than 11:59 p.m., local time.</p> <p><i>Proposals <u>must</u> be submitted electronically to: Proposals@maine.gov</i></p>

TABLE OF CONTENTS

Page

PUBLIC NOTICE	3
RFP DEFINITIONS/ACRONYMS	4
PART I INTRODUCTION	5
A. PURPOSE AND BACKGROUND	
B. GENERAL PROVISIONS	
C. ELIGIBILITY TO SUBMIT BIDS	
D. CONTRACT TERM	
E. NUMBER OF AWARDS	
PART II SCOPE OF SERVICES TO BE PROVIDED	8
PART III KEY RFP EVENTS	12
A. QUESTIONS	
B. AMENDMENTS	
C. SUBMITTING THE PROPOSAL	
PART IV PROPOSAL SUBMISSION REQUIREMENTS	14
PART V PROPOSAL EVALUATION AND SELECTION	17
A. EVALUATION PROCESS – GENERAL INFORMATION	
B. SCORING WEIGHTS AND PROCESS	
C. SELECTION AND AWARD	
D. APPEAL OF CONTRACT AWARDS	
PART VI CONTRACT ADMINISTRATION AND CONDITIONS	19
A. CONTRACT DOCUMENT	
B. STANDARD STATE CONTRACT PROVISIONS	
PART VII RFP APPENDICES AND RELATED DOCUMENTS	20
APPENDIX A – PROPOSAL COVER PAGE	
APPENDIX B – DEBARMENT, PERFORMANCE, and NON-COLLUSION CERTIFICATION	
APPENDIX C – QUALIFICATIONS AND EXPERIENCE FORM	
APPENDIX D – COST PROPOSAL FORM	
APPENDIX E – SUBMITTED QUESTIONS FORM	
APPENDIX F – VESSEL INFORMATION FORM	

PUBLIC NOTICE

**State of Maine
Department of Marine Resources
RFP# 202402026
Seafloor Mapping Survey Vessel**

The State of Maine is seeking proposals to hire a commercial fishing vessel or vessels capable of 4-5 day duration trips conducting 24-hour operations up to 60 miles offshore to conduct seafloor sonar mapping surveys in the Gulf of Maine. An estimated 840 square nautical miles are expected to be completed in multiple trips to the proposed survey areas east of Cashes Ledge and south of Jeffreys Bank, located approximately 60 miles south of Boothbay Harbor, Maine, 75 miles east-southeast of Portland, Maine, and 100 miles east of Gloucester, Massachusetts.

A copy of the RFP, as well as the Question & Answer Summary and all amendments related to the RFP, can be obtained at:

<https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps>

Proposals must be submitted to the State of Maine Division of Procurement Services, via e-mail, at: Proposals@maine.gov. Proposal submissions must be received no later than 11:59 p.m., local time, on April 1, 2024. Proposals will be opened the following business day. Proposals not submitted to the Division of Procurement Services' aforementioned e-mail address by the aforementioned deadline will not be considered for contract award.

RFP TERMS/ACRONYMS with DEFINITIONS

The following terms and acronyms, as referenced in the RFP, shall have the meanings indicated below:

<u>Term/Acronym</u>	<u>Definition</u>
BOEM	Bureau of Ocean Energy Management
Department	Department of Marine Resources
GEO	Governor's Energy Office
MBES	Multibeam Echo Sounder
nmi²	square nautical miles
RFP	Request for Proposal
State	State of Maine
SVP	Sound Velocity Profiler

State of Maine - Department of Marine Resources
Bureau of Marine Science/Division of Ecology and the Environment
RFP# 202402026
Seafloor Mapping Survey Vessel

PART I INTRODUCTION

A. Purpose and Background

In response to research priorities identified by the Maine Offshore Wind Research Consortium's Advisory Board, the Department of Marine Resources (Department) in cooperation with the Governor's Energy Office (GEO) is seeking commercial fishing vessel services to conduct seafloor mapping surveys in Maine's offshore wind energy areas identified by the Bureau of Ocean Energy Management (BOEM) as defined in this Request for Proposal (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Bidder will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder.

The Department is conducting ocean bottom mapping surveys in Maine's offshore waters using multibeam echosounder (MBES) sonar systems to create seafloor maps that will be used to aid in classifying marine habitats and understanding and minimizing the potential impacts of offshore wind development. Bathymetric data supports multiple State and Department goals and will inform nautical charts and improve the mapped locations of obstructions, hazards, and other features.

The scientific equipment (sonar, GPS and motion sensors, computers and accessories, and other equipment required for system functionality) will be provided by the Department. Typical configuration would deploy sonar equipment on a pole and temporarily affixed to the bow or side of vessel. Fabrication of mounting system will be covered by the Department separately. The vessel must be capable of multi-day operations in offshore environments and should be able to deploy and haul back from the seafloor a Department-supplied sound velocity profiler (SVP) (<10 lbs.). The vessel should contain facilities for eating, sleeping, and a compliant head for a scientific survey crew of three or four people.

Protocols for this survey will be similar to the Department's ongoing bathymetric mapping projects. Information on the Department's previous surveys, protocols, and technical documentation can be found at: <https://www.maine.gov/dmr/programs/maine-coastal-program/coastal-science-and-research/maine-coastal-mapping-initiative>.

B. General Provisions

1. From the time the RFP is issued until award notification is made, all contact with the State regarding the RFP must be made through the RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the State's discretion.
2. Issuance of the RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.

3. All proposals must adhere to the instructions and format requirements outlined in the RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements” section of the RFP.
4. Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities.
5. The proposal must be signed by a person authorized to legally bind the Bidder and must contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
6. The RFP and the awarded Bidder’s proposal, including all appendices or attachments, will be the basis for the final contract, as determined by the Department.
7. Following announcement of an award decision, all submissions in response to this RFP will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](#) et seq.).
8. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.
9. All applicable laws, whether or not herein contained, are included by this reference. It is the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

C. Eligibility to Submit Bids

1. Bidder should hold a US Coast Guard Captain’s License or be able to provide proof of a valid US Coast Guard F/V Safety Examination.
2. Bidder should provide proof of current Coast Guard inspection for vessel operating in federal waters at time of contract initiation.

D. Contract Term

The Department is seeking a cost-efficient proposal to provide services, as defined in the RFP, for the anticipated contract period defined in the table below. Please note, the dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with the RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Department may opt to renew the contract for one (1) renewal period, as shown in the table below, and subject to continued availability of funding and satisfactory performance.

The term of the anticipated contract, resulting from the RFP, is defined as follows:

Period	Start Date	End Date
Initial Period of Performance	May 1, 2024	October 31, 2024
Renewal Period #1	April 1, 2025	October 31, 2025

E. Number of Awards

The Department anticipates making two (2) awards as a result of the RFP process and will likely select two (2) vessels to conduct the seafloor mapping surveys.

PART II SCOPE OF SERVICES TO BE PROVIDED

A. General Information

1. The Department has identified approximately 840 square nautical miles (nmi²) of seafloor in areas with low-quality bathymetric data that are a priority for seafloor mapping. Information on depth, hardness, sediment, and geologic formations will aid in classifying benthic habitats and contribute to ongoing Department scientific projects. Some of the mapping areas are defined by BOEM as draft Wind Energy Areas, and seafloor mapping and habitat classification will help inform where responsible offshore wind development may occur.
2. The Department will contract with up to two (2) vessels to conduct sonar-based seafloor mapping surveys in Maine's offshore waters in areas with potential wind energy development (see Figure 1 for the potential survey area). In spring 2024, meetings will be held between DMR staff and the vessel captain to plan sampling approach and logistics ahead of surveys. Several days will also be allocated to install sonar sampling equipment and to sea test the system. Seafloor surveys are anticipated to begin in May 2024.
 - a. Location
 - i. The primary seafloor survey array is located approximately 60 miles southeast of Boothbay Harbor, Maine, 75 miles southeast of Portland, Maine and 100 miles east of Gloucester, Massachusetts. The primary survey area is east of Cashes Ledge and south of Jeffreys Bank.

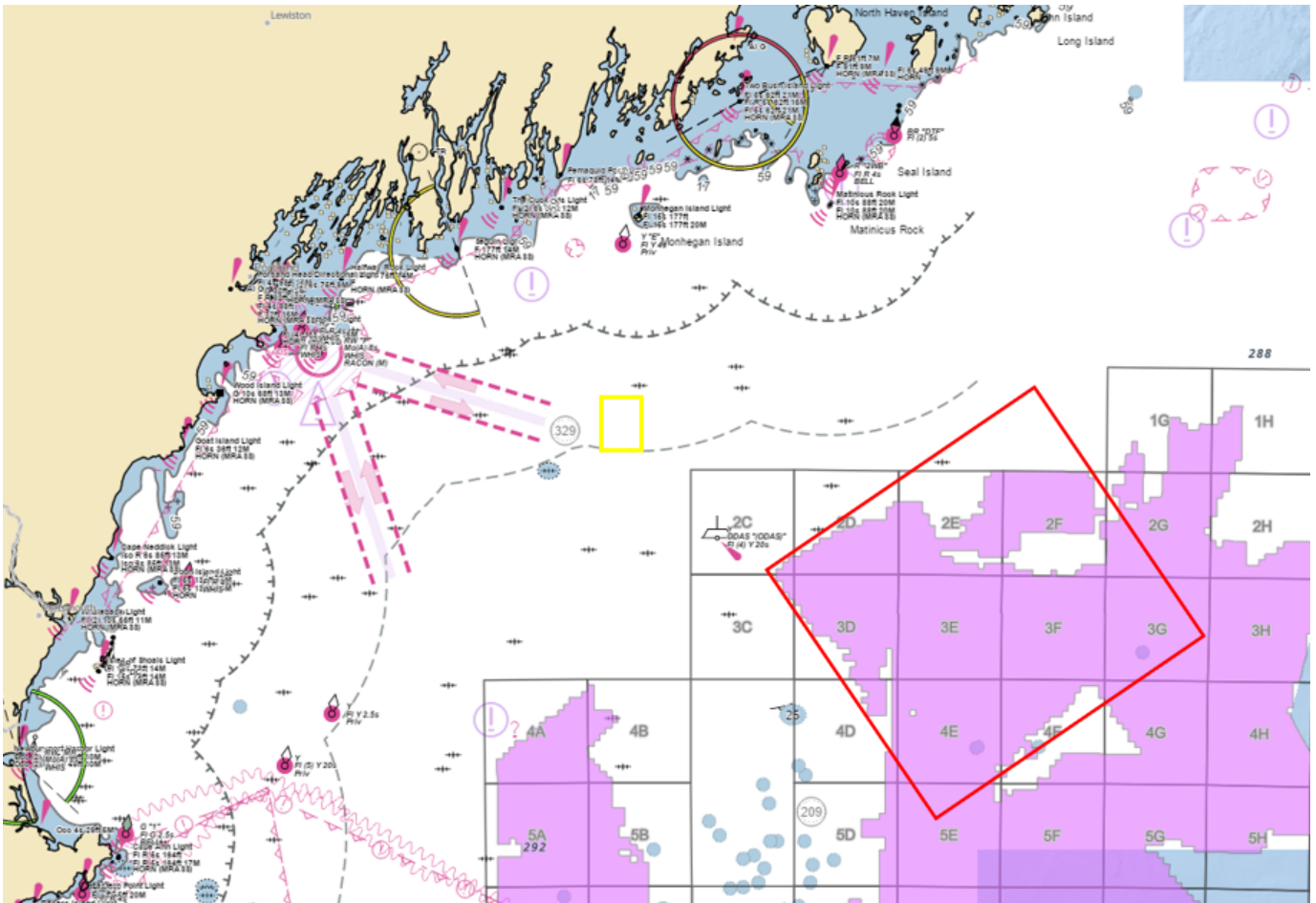


Figure 1: A map of the proposed seafloor mapping priority area. Sampling will take place in the BOEM-designated Wind Energy Planning area (purple) indicated by the red box. Surveys in the Wind Energy Planning Area will extend south and east as the sonar surveys are completed.

- ii. Secondary seafloor survey areas (yellow box in Figure 1) or areas in or adjacent to the Maine Research Array and along potential power cable routes may also be assigned as mapping priorities.

B. Description of Seafloor Sonar Surveys

1. Duration and Timing

- a. Multiple multi-day mapping surveys will be conducted from spring-summer-fall 2024. The primary survey area is in BOEM-designated Wind Energy Areas located more than 50 miles offshore. During mapping trips, continuous sonar and vessel operations are desired. Between 50 and 60 days at sea (in total regardless if from one or two vessels) will be needed for this survey work. Approximately four (4) additional days are needed for mounting, installing, configuring, and testing the Department-provided MBES survey equipment. Removing the equipment at the end of the survey period will require an additional one (1) or two (2) days. The vessel must accommodate overnight, multi-day trips (likely 4-5 days in length).

2. Workflow

- a. Within the defined seafloor mapping survey area, the contracted vessel(s) will initiate the MBES sonar system and run along pre-defined lines at up to 7 kts. Survey lines are spaced so that the sonar swaths overlap by ~35% to ensure data quality. As the vessel moves along the survey lines, Department scientific staff will evaluate sonar data quality and communicate with the captain about necessary changes to the survey plan, which may include increasing or decreasing the spacing of survey lines or repeating a survey area to improve the data quality.
- b. Before beginning a survey line, and roughly every hour following sonar initiation, the vessel will hold position over ground to drop a Department-provided sound velocity profiler (SVP) to the seafloor. The SVP will also be deployed in areas where the bottom topography changes rapidly or depth increases. The SVP weighs less than 10 lbs. and can be hauled back by hand, but this is time consuming in deep water, so a hydraulic winch or similar equipment is desired for hauling back the SVP.
- c. Simultaneously with sonar data acquisition during daylight hours, Department scientific staff will conduct wildlife observations of marine mammals and seabirds. Wildlife observation requires deck or cabin space with unimpeded view.
- d. During the survey the captain and crew will be expected to operate the vessel along the pre-defined survey lines. Bidder is responsible for compensation of captain, crew, and all vessel-related expenses (including food).

3. Suitability

- a. Successful Bidder must provide a suitable vessel and experienced captain and crew with experience with offshore navigation and closely following fixed bearings. A copy of their current Certificate of Liability Insurance demonstrating protection and indemnity coverage and coverage for captain, crew and up to four (4) Department personnel (scientific/support staff). Department staff will schedule a time to examine docked boats for suitability prior to awarding this contract.

C. Bidder Information to Provide

1. Bidders must provide a suitable vessel, an experienced captain with knowledge and experience operating and navigating in offshore environments, and a minimum of 1 crew member to assist with continuous vessel operations.
2. Please complete **Appendix F** at the end of this document in as much detail as possible so the Department can accurately assess the suitability of your vessel for this project. Please feel free to include photographs of the vessel in your application.
3. If you are able to provide (or provide evidence of) existing architectural plans, survey

scans, CAD files, or other detailed information about your vessel, please feel to append that information to **Appendix F**. This information will be necessary to calibrate the sonar system to the specific vessel.

4. The Department requests bidders to demonstrate that their vessel contains the following characteristics and capabilities:
 - a. Ability to safely function and conduct sonar surveys in offshore waters for trips of four (4) to five (5) days.
 - b. Deck and enclosed cabin space available for up to four (4) scientific/support staff and up to two (2) crew members.
 - i. Bunk space to accommodate up to four (4) scientific/support staff and up to two (2) crew members (captain and crew) during continuous vessel operations in which crew and Department staff work in shifts.
 - ii. An enclosed marine head.
 - iii. Deck and storage space for scientific equipment (2 fish totes) and personal gear
 - iv. Cabin space for installing computer, battery power supply, and several computer monitors.
 - c. VHF radio, radar, GPS, and AC power adequate to run laptop or desktop computers and charge computers, tablets, and other equipment (~4,000 watts of clean AC power output from a genset or portable inverter-style electricity generators).
 - d. Equipment and capability to deploy a Department-provided sound velocity profiler (SVP) system (<10 lbs.) and haul it back from the seafloor.
 - e. Life raft and other safety equipment to accommodate crew/scientists/support staff with up-to-date inspection and expiration dates.
 - i. Scientific staff will provide their own survival suits.
5. The Department requests bidders to demonstrate that they possess the following:
 - a. Knowledge of fishing grounds and fishing practices in the Gulf of Maine.
 - b. Skill in navigation and boat handling, and ability to closely follow fixed bearings for sonar mapping.
 - c. Ready for work at agreed-upon dates, times and dockside location.
 - d. Arrangements for mooring(s) with convenient dockside access in the survey areas
 - i. Dock space will be available at Boothbay Harbor for this survey.
 - e. At least one crew member who can assist the captain with continuous vessel operations and navigation.
6. The Department may wish to schedule in-person visits to the vessels under consideration to assess their suitability for the desired work.

D. Desired Outcomes

1. Conduct continuous survey operations for durations of 4-5 days in the priority mapping areas to collect high-resolution seafloor data via Department-provided MBES and SVP equipment.
2. Successfully survey and map ~64 nmi² in each 4-day trip
 - a. The Department estimates a typical 6-hour period of MBES seafloor mapping will cover ~4 nmi² and that each day of continuous operations will cover ~16 nmi².
 - i. This estimate accounts for time needed for turning the vessel between survey lines, pausing for SVP casts, sonar swath overlap of ~35%, and the likely depth and sediment types that will be encountered in the priority mapping areas.
3. Conduct seven (7) or more trips during the mapping season of May-October to complete the assigned seafloor mapping areas.
 - a. The Department estimates that seven (7) 4-day trips should yield ~448 nmi² of sonar-mapped seafloor.

- i. If the vessel is assigned mapping areas in shallower water or complex bottom topography, the area mapped per trip may decrease accordingly.

PART III KEY RFP EVENTS

A. Questions

1. **General Instructions:** It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
 - a. Bidders and other interested parties should use **Appendix E** (Submitted Questions Form) for submission of questions. The form is to be submitted as a WORD document.
 - b. The Submitted Questions Form must be submitted, by e-mail, and received by the RFP Coordinator identified on the cover page of the RFP as soon as possible but no later than the date and time specified on the RFP cover page.
 - c. Submitted Questions must include the RFP Number and Title in the subject line of the e-mail. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
2. **Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the following website no later than seven (7) calendar days prior to the proposal due date: [Division of Procurement Services RFP Page](#). It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

B. Amendments

All amendments released in regard to the RFP will also be posted on the following website: [Division of Procurement Services RFP Page](#). It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

C. Submitting the Proposal

1. **Proposals Due:** Proposals must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFP.
 - a. Any e-mails containing original proposal submissions or any additional or revised proposal files, received after the 11:59 p.m. deadline, will be rejected without exception.
2. **Delivery Instructions:** E-mail proposal submissions are to be submitted to the State of Maine Division of Procurement Services at Proposals@maine.gov.
 - a. Only proposal submissions received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
 - i. Proposal submission e-mails that are successfully received by the proposals@maine.gov inbox will receive an automatic reply stating as such.
 - b. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail proposal submissions that have the actual requested files attached will be accepted.
 - c. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your

organization's Information Technology team to ensure that your security settings will not encrypt your proposal submission.

- d. File size limits are 25MB per e-mail. Bidders may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
- e. Bidders are to insert the following into the subject line of their e-mail proposal submission: **"RFP# 202402026 Proposal Submission – [Bidder's Name]"**
- f. Bidder's proposal submissions are to be broken down into multiple files, with each file named as it is titled in bold below, and include:

- **File 1 [Bidder's Name] – Preliminary Information:**

PDF format preferred

Appendix A (Proposal Cover Page)

Appendix B (Debarment, Performance and Non-Collusion Certification)

All required eligibility documentation stated in PART IV, Section I.

- **File 2 [Bidder's Name] – Organization Qualifications and Experience:**

PDF format preferred

Appendix C (Organization Qualifications and Experience Form) and all required information and attachments stated in PART IV, Section II.

- **File 3 [Bidder's Name] – Proposed Services:**

PDF format preferred

Appendix F (Vessel Information Form) and all required information and attachments stated in PART IV, Section III.

- **File 4 [Bidder's Name] – Cost Proposal:**

Excel format preferred

Appendix D (Cost Proposal Form) and all required information and attachments stated in PART IV, Section IV.

PART IV PROPOSAL SUBMISSION REQUIREMENTS

This section contains instructions for Bidders to use in preparing their proposals. The Department seeks detailed yet succinct responses that demonstrate the Bidder's qualifications, experience, and ability to perform the requirements specified throughout the RFP.

The Bidder's proposal must follow the outline used below, including the numbering, section, and sub-section headings. Failure to use the outline specified in PART IV, or failure to respond to all questions and instructions throughout the RFP, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team, has sole discretion to determine whether a variance from the RFP specifications will result either in disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in the RFP will, at best, be considered minimally responsive.

Bidders are not to provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated. Include any forms provided in the submission package or reproduce those forms as closely as possible. All information must be presented in the same order and format as described in the RFP.

Proposal Format and Contents

Section I Preliminary Information (File #1)

1. Proposal Cover Page

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

2. Debarment, Performance and Non-Collusion Certification

Bidders must complete **Appendix B** (Debarment, Performance and Non-Collusion Certification Form). The Debarment, Performance and Non-Collusion Certification Form must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

3. Eligibility Requirements

Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP. This documentation includes:

- Copy of US Coast Guard Captain's License or proof of F/V Safety Examination.
- Proof of current Coast Guard inspection for vessel operating in federal waters.

Section II Organization Qualifications and Experience (File #2)

1. Overview of the Organization

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three examples of projects which demonstrate their ability to perform these services, their experience and expertise in performing these services as well as highlighting the Bidder's stated qualifications and skills.

2. Subcontractors

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.

3. Organizational Chart

Bidders must provide an organizational chart. The organizational chart must include the project being proposed. Each position must be identified by position title and corresponding to the personnel job descriptions.

4. Litigation

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

5. Certificate of Insurance

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

Section III Proposed Services (File #3)

1. Services to be Provided

- a. Bidders must complete **Appendix F** (Vessel Information Form) describing the suitability of their vessel for multi-day mapping surveys in offshore environments. Bidders must also describe their qualifications and skills to provide the requested services in the RFP.
- b. Feel free to include photographs of your vessel and its installed equipment. Discuss the Scope of Services referenced above in Part II of the RFP and describe how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

Section IV Cost Proposal (File #4)

1. General Instructions

- a. Bidders must submit a cost proposal that covers the period starting May1, 2024, and ending on October 31, 2024.
- b. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
- c. No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with the Department, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.

2. Cost Proposal Form Instructions

Bidders must fill out **Appendix D** (Cost Proposal Form), following the instructions detailed here and in the form. Failure to provide the requested information, and to follow the

required cost proposal format provided, may result in the exclusion of the proposal from consideration, at the discretion of the Department.

PART V PROPOSAL EVALUATION AND SELECTION

Evaluation of the submitted proposals will be accomplished as follows:

A. Evaluation Process – General Information

1. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
2. Officials responsible for making decisions on the award selection will ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal provides the best value to the State of Maine.
3. The Department reserves the right to communicate and/or schedule interviews/presentations with Bidders, if needed, to obtain clarification of information contained in the proposals received. This may include in-person visits to the vessels under consideration. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Changes to proposals, including updating or adding information, will not be permitted during any interview/presentation process and, therefore, Bidders must submit proposals that present their rates and other requested information as clearly and completely as possible.

B. Scoring Weights and Process

1. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria.

Section I. Preliminary Information (No Points – Eligibility Requirements)

Includes all elements addressed above in Part IV, Section I.

Section II. Organization Qualifications and Experience (35 points)

Includes all elements addressed above in Part IV, Section II.

Section III. Proposed Services (40 points)

Includes all elements addressed above in Part IV, Section III.

Section IV. Cost Proposal (25 points)

Includes all elements addressed above in Part IV, Section IV.

2. **Scoring Process:** For proposals that demonstrate meeting the eligibility requirements in Section I, the evaluation team will use a consensus approach to evaluate and score Sections II & III above. Members of the evaluation team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections. Sections IV, the Cost Proposal, will be scored as described below.
3. **Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in the RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded 25 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

$(\text{Lowest submitted cost proposal} / \text{Cost of proposal being scored}) \times 25 = \text{pro-rated score}$

No Best and Final Offers: The State of Maine will not seek or accept a best and final offer (BAFO) from any Bidder in this procurement process. All Bidders are expected to provide their best value pricing with the submission of their proposal.

- 4. Negotiations:** The Department reserves the right to negotiate with the awarded Bidder to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department's Request for Proposal to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with an awarded Bidder who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

C. Selection and Award

1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
2. Notification of conditional award selection or non-selection will be made in writing by the Department.
3. Issuance of the RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to the RFP, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
4. The Department reserves the right to reject any and all proposals or to make multiple awards.

D. Appeal of Contract Awards

Any person aggrieved by the award decision that results from the RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](#) and [18-554 Code of Maine Rules Chapter 120](#). The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of conditional contract award.

PART VI CONTRACT ADMINISTRATION AND CONDITIONS

A. Contract Document

1. The awarded Bidder will be required to execute a State of Maine Service Contract with appropriate riders as determined by the issuing department.

The complete set of standard State of Maine Service Contract documents, along with other forms and contract documents commonly used by the State, may be found on the Division of Procurement Services' website at the following link: [Division of Procurement Services Forms Page](#)

2. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Procurement Review Committee. Contracts are not considered fully executed and valid until approved by the State Procurement Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, [Chapter 110, § 3\(B\)\(i\)](#).)

This provision means that a contract cannot be effective until at least 14 calendar days after award notification.

3. The State recognizes that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Procurement Review Committee. Any appeals to the Department's award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date listed in the RFP may need to be adjusted, if necessary, to comply with mandated requirements.
4. In providing services and performing under the contract, the awarded Bidder must act as an independent contractor and not as an agent of the State of Maine.

B. Standard State Contract Provisions

1. Contract Administration
Following the award, a Contract Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the awarded Bidder in the finalization of the contract.
2. Payments and Other Provisions
The State anticipates paying the Contractor on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from the RFP.

PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS

Appendix A – Proposal Cover Page

Appendix B – Debarment, Performance, and Non-Collusion Certification

Appendix C – Qualifications and Experience Form

Appendix D – Cost Proposal Form

Appendix E – Submitted Question Form

Appendix F – Vessel Information Form

APPENDIX A

**State of Maine
Department of Marine Resources
PROPOSAL COVER PAGE
RFP# 202402026
Seafloor Mapping Survey Vessel**

Bidder's Organization Name:			
Chief Executive - Name/Title:			
Tel:		E-mail:	
Headquarters Street Address:			
Headquarters City/State/Zip:			
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:			
Tel:		E-mail:	
Headquarters Street Address:			
Headquarters City/State/Zip:			

- This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal.
- No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal.
- The above-named organization is the legal entity entering into the resulting contract with the Department if they are awarded the contract.
- The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.

Name (Print):	Title:
Authorized Signature:	Date:

APPENDIX B

**State of Maine
Department of Marine Resources
DEBARMENT, PERFORMANCE, and NON-COLLUSION CERTIFICATION
RFP# 202402026
Seafloor Mapping Survey Vessel**

Bidder's Organization Name:	
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By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
 - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.*
 - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.*
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification.*
- d. Have not within a three (3) year period preceding this proposal had one or more federal, state, or local government transactions terminated for cause or default.*
- e. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

Name (Print):	Title:
Authorized Signature:	Date:

APPENDIX C

State of Maine
Department of Marine Resources
QUALIFICATIONS and EXPERIENCE FORM
RFP# 202402026
Seafloor Mapping Survey Vessel

Bidder's Organization Name:	
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Present a brief statement of qualifications. Describe the history of the Bidder's organization, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. You may expand this form and use additional pages to provide this information.

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APPENDIX C (continued)

Provide a description of projects that occurred within the past five years which reflect experience and expertise needed in performing the functions described in Part II – Scope of Services to be Provided of the RFP. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Bidder.

If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder’s general capabilities.

Project One	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

Project Two	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

Project Three	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

APPENDIX D

**State of Maine
 Department of Marine Resources
 COST PROPOSAL FORM
 RFP# 202402026
 Seafloor Mapping Survey Vessel**

Bidder's Organization Name:	
Day rate for 24-hour operations (includes crew, fuel, incidentals, etc.) on 4-5 day duration trips	\$
# days estimated for survey work	days
Day rate for equipment setup and takedown (~5 days)	\$
Proposed Cost Total:	\$

APPENDIX F

**State of Maine
Department of Marine Resources
VESSEL INFORMATION FORM
RFP# 202402026
Seafloor Mapping Survey Vessel**

Captain's Name	Click or tap here to enter text.	Vessel Name	Click or tap here to enter text.
Captain's Address	Click or tap here to enter text.	Contact	Click or tap here to enter text.

Vessel Information	
Home Port	Click or tap here to enter text.
Vessel Length (In Feet)	Click or tap here to enter text.
Vessel Beam (In Feet)	Click or tap here to enter text.
Engine HP	Click or tap here to enter text.
Vessel Make & Year Built	Click or tap here to enter text.
Cruising Speed (kt)	Click or tap here to enter text.
Deck area	Click or tap here to enter text.
Displacement (gross and net)	Click or tap here to enter text.
Draft	Click or tap here to enter text.
Can you provide existing vessel survey documentation (CAD files, marine architecture, or similar plans)?	YES <input type="checkbox"/> NO <input type="checkbox"/> If yes describe the type of survey documentation (can be attached): Click or tap here to enter text.
Do you have an enclosed, compliant head with holding and pumpout potential?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Fuel Capacity (at 7 knots speed)	Click or tap here to enter text. In Hours
Stabilizing fins/Keels/Bulbous bow/Lifting Rails	YES <input type="checkbox"/> NO <input type="checkbox"/> If yes provide position on hull and dimensions (a sheet can be attached): Click or tap here to enter text.
Outriggers and birds	YES <input type="checkbox"/> NO <input type="checkbox"/>
Supply number of 120 VAC generators and approximate amount of surplus amps available for scientific equipment	Click or tap here to enter text.
US Coast Guard Inspection	Number: Click or tap here to enter text. Expires: Click or tap here to enter text.
Liability Insurance	YES <input type="checkbox"/> NO <input type="checkbox"/> Expires: Click or tap here to enter text.
Ability to haul <10 lbs. scientific gear (SVP) from the seafloor	YES <input type="checkbox"/> NO <input type="checkbox"/> Describe: Click or tap here to enter text.
Do you have space for 4 scientists	YES <input type="checkbox"/> NO <input type="checkbox"/> If No, How Many? Click or tap here to enter text.

Galley with refrigeration and cooktop/oven	YES <input type="checkbox"/> NO <input type="checkbox"/>
Freshwater capacity	Click or tap here to enter text. In Gallons
Will you be able to dedicate time to participate in planning meetings	YES <input type="checkbox"/> NO <input type="checkbox"/>
Cabin space for installing computers and monitors	Click or tap here to enter text.
Vessel Equipment Information	
Sonar	YES <input type="checkbox"/> NO <input type="checkbox"/> Model: Click or tap here to enter text.
Fish Finder	YES <input type="checkbox"/> NO <input type="checkbox"/> Model: Click or tap here to enter text.
Radar	YES <input type="checkbox"/> NO <input type="checkbox"/> Model: Click or tap here to enter text.
GPS	YES <input type="checkbox"/> NO <input type="checkbox"/> Brand and Model: Click or tap here to enter text.
Chartplotter program	YES <input type="checkbox"/> NO <input type="checkbox"/> Model: Click or tap here to enter text.
Engine	Manufacturer and model: Click or tap here to enter text. Horsepower and max loaded rpm: Click or tap here to enter text. Turbo charger YES <input type="checkbox"/> NO <input type="checkbox"/> Number if more than one: Click or tap here to enter text.
Mechanical	Transmission model and ratio: Click or tap here to enter text. Shaft diameter: Click or tap here to enter text. Propeller Type, Diameter and Pitch: Click or tap here to enter text. Thrust or Kort Nozzles: YES <input type="checkbox"/> NO <input type="checkbox"/>
Deck Crane:	YES <input type="checkbox"/> NO <input type="checkbox"/> Model: Click or tap here to enter text.
Knowledge/experience of fishing grounds and fishing in offshore waters of the Gulf of Maine	Explain: Click or tap here to enter text.

Please feel free to enclose photographs of the vessel and its features as part of your application. Insert any photographs below Appendix F, and save the Appendix as a PDF that includes the photographs and any captions that describe the images.