



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services intranet site (Forms page) for additional instructions.

| PART I: OVERVIEW | | | |
|---------------------------------------------------------|----------------------|----------------------------------------------------------------------------|------------------------------------------|
| Department Office/Division/Program: | | Department of Defense, Veterans and Emergency Management – Military Bureau | |
| Department Contract Administrator or Grant Coordinator: | | Tanya L. Schaub, Contract Grant Specialist | |
| (If applicable) Department Reference #: | | 24-046 – amendment 1 | |
| Amount: (Contract/Amendment/Grant) | | \$180,000.00 NTE | Advantage CT / RQS #: CT15A20240510*3190 |
| CONTRACT | Proposed Start Date: | | Proposed End Date: |
| AMENDMENT | Original Start Date: | 6/1/2024 | Effective Date: |
| | Previous End Date: | 5/31/2025 | New End Date: |
| GRANT | Project Start Date: | | Grant Start Date: |
| | Project End Date: | | Grant End Date: |
| Vendor/Provider/Grantee Name, City, State: | | Sevee-Mahar Engineers Cumberland, ME | |
| Brief Description of Goods/Services/Grant: | | Environmental Consulting – Woodville Hydrogeochem Study | |

| PART II: JUSTIFICATION FOR VENDOR SELECTION | | | |
|----------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------|----------------------------------|
| Check the box below for the justification(s) that applies to this request. (Check all that apply.) | | | |
| <input type="checkbox"/> | A. Competitive Process | <input type="checkbox"/> | G. Grant |
| <input checked="" type="checkbox"/> | B. Amendment | <input type="checkbox"/> | H. State Statute/Agency Directed |
| <input checked="" type="checkbox"/> | C. Single Source/Unique Vendor | <input type="checkbox"/> | I. Federal Agency Directed |
| <input type="checkbox"/> | D. Proprietary/Copyright/Patents | <input type="checkbox"/> | J. Willing and Qualified |
| <input type="checkbox"/> | E. Emergency | <input type="checkbox"/> | K. Client Choice |
| <input type="checkbox"/> | F. University Cooperative Project | <input type="checkbox"/> | L. Other Authorization |

Please respond to ALL of the questions in the following sections.

| PART III: SUPPLEMENTAL INFORMATION | |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I. | <p>This study & analysis provides detailed existing environmental conditions and predictively models the anticipated impacts of a proposed multimillion-dollar infrastructure project. A FY24 contract is necessary for the planning and permitting of the project, DVEM’s Woodville Training Site range expansion. Failure to develop baseline environmental impact data in 2024-2025 will significantly impair DVEM’s ability to design and permit in 2026 and construct in 2027-2028.</p> <p>Original CT was time and material. This is new modeling to everyone; we are asking them to model ground water and potential munition leeching. We are developing the baseline potential environmental impact on what we want to build, to be able to build it.</p> <p>This amendment is also time and material to progress further along the scope of work for the predictive modeling of munitions impacts.</p> |
| 2. Provide brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable. | <p>This project was originally issued as a “mini bid” to the 21 prequalified bidders on the DEP pre-qualified list (PQL) from RFP 201905093 Environmental Consulting Services. All vendors either declined to bid, stated they didn’t have the expertise or did not respond. Due to the lack of bids received we proceeded to contact one of the 21 bidders, (Sevee-Mahar Engineers) that we know is capable of the work, and asked them to provide a quote to do the work. We had originally asked for pricing on the main bid as well as alternates 1 and alternates 2. Due to size of project we determined to just have vendor provide a bid for the main project and not the alternates. Additionally, we asked them to provide the estimate in a Time and Material (T&M) Basis. With funding constraints, it was determined to proceed with this Contract on a T&M basis and with this additional time and funding it is still “on budget” and within the desired time frame.</p> <p>This is for amendment #1 to continue with existing scope and predictive modeling. This will add additional time through 12/31/2025 and funding.</p> |
| 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to the grantee. | <p>Sevee-Mahar Engineers has completed other bids such as the DEP RFP 201905093 which has shown their rates to be reasonable for this type of work. Additionally, as some of this work is potentially new modeling to the state, we reduced the original scope to have them quote only the main project and will submit the CT as a not to exceed price.</p> <p>This Amendment is continuing on with the T&M not to exceed for the modeling. The rates are still the rates that were acceptable to the DEP as part of the DEP pre-qualified list (PQL) from RFP 201905093 Environmental Consulting and were detailed out in Attachment A of the original CT.</p> |
| 4. Describe the plan for future competition for goods or services. | <p>Mini Bids and/or RFP’s will be used as appropriate for the time frame and following State of Maine Laws.</p> |

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.


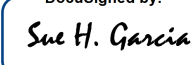
PART V: CONFLICTS OF INTEREST (COI); PURCHASES BY THE STATE

Does the requesting Department signatory understand and acknowledge Maine’s COI Statute?

Yes, the requesting Department signatory understands and acknowledges [Title 17, Chapter 101, §3104](#).

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

| | | | |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-------|---------------|
| Signature of requesting Department’s Commissioner (or designee): | Signed by:  F3A3808E7A33464... | | |
| Typed Name: | Michelle M. Lenihan, Deputy Commissioner | Date: | 04 April 2025 |
| Signature of DAFS Procurement Official: | DocuSigned by:  E5DB92AC0F8D490... | | |
| Typed Name: | Sue H. Garcia | Date: | 4/8/2025 |