



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

PART I: OVERVIEW

Department Office/Division/Program:		Inland Fisheries and Wildlife/Resource Management/Lands Program	
Department Contract Administrator or Grant Coordinator:		Leigh E. Hoar III – Lands Management Biologist	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$10,000.00	Advantage CT / RQS #:	09A-20231004000000001020
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Haley Ward, Inc., Bangor, Maine	
Brief Description of Goods/Services/Grant:		Pleasant Bay WMA property boundary line retracement amendment	

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 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.

The Lands Program with the Department of Inland Fisheries and Wildlife is responsible for coordinating habitat management, in support of seven regions and seventeen wildlife biologists, on wildlife management areas (WMAs) throughout the entire state. The Department manages over 120,000 acres of land for the development, maintenance and enhancement of wildlife habitat.

This project involves re-establishment of boundary line at the Pleasant Bay Wildlife Management Area (Pleasant Bay WMA) in the town of Addison, Maine. The parcels comprising this WMA were acquired in the early- to mid-2010's, each lot was surveyed and the boundary centerline identified, but it was never established by the Department or it's partners. As a result, boundary centerlines have become so obscure as to be unidentifiable.

The boundary centerline needs to be re-established (a retracement) by a professional land surveyor in order for boundary line maintenance to occur.

The original contract price was based on a simple retracement of boundary lines based on known, easily located monuments. Many of the monuments were more difficult to locate than anticipated and it was necessary to expend additional time and resources to identify them before the boundary lines could be retraced.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

The Pleasant Bay WMA boundary survey was completed over the multi-year course of acquisition by Civil Engineering Services, Inc. (CES) of Brewer, Maine. A recordable survey plan was developed for each parcel and a final composite plan identifying each parcel was assembled. CES purchased Haley Ward, Inc. (Haley Ward) in 2020 and adopted that company's name. Haley Ward now maintains all of the land survey records previously held by CES. It is necessary to contract with Haley Ward to perform the retracement of the boundary lines surrounding the Pleasant Bay WMA in order to perform boundary line maintenance. Maintenance is necessary to prevent encroachments and maintain public control over the management area.

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Before committing to an agreement with Haley Ward, the Department requested a quote for the project. Haley Ward referenced the job number in the composite plan, calculated the total number of linear feet of boundary line and provided a quote. Based on recent experience with Haley Ward for a large survey project at the Frye Mountain Wildlife Management Area the cost was deemed reasonable.

The original contract price was based on a simple retracement of boundary lines based on known, easily located monuments. Many of the monuments were more difficult to locate than anticipated and it was necessary to expend additional time and resources to identify them before the boundary lines could be retraced. Based on work to date, the amendment price increase to complete the work is reasonable.

4. Describe the plan for future competition for the goods or services.

The Department customarily uses the Public Improvement Services Pre-qualified Vendor List for land survey projects and anticipates continuing the practice for the majority of that work.

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


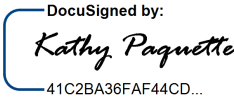
Does this request utilize ARPA/MJRP funds?

 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); CONTRACT WITH THE STATE**

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

 Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 <small>2E11918D8425475...</small>		
Typed Name:	Judy A Camuso	Date:	5/1/2024
Signature of DAFS Procurement Official:	 <small>41C2BA36FAF44CD...</small>		
Typed Name:	kathy Paquette	Date:	5/7/2024