



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Maine Office of Community Affairs, Maine Coastal Program		
Department Contract Administrator or Grant Coordinator:		Robert Van Riper		
(If applicable) Department Reference #:				
Agency Department Code:	13A	Advantage CT / RQS #:	CT 07E 20260522000000002689	
Amount: (Contract/Amendment/Grant)		\$32,000		
CONTRACT	Proposed/Original Start Date:	7/1/2026	Proposed/Most Recent End Date:	11/1/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Peter Taylor dba Waterview Consulting, Harpswell, ME		
Brief Description of Goods/Services/Grant:		Provide technical edits and updates, collaborate with the CoastWise Steering Committee, and create a sizing study guide to update the CoastWise Manual and enhance other training materials for the CoastWise Approach.		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice

☐	F. Higher Education Cooperative Project	☐	L. Other Authorization
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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.	
MCP, with NOAA funding, created the CoastWise program to help technical and non-technical audiences practice better techniques for restoration of tidal flow to areas that are currently restricted with undersized infrastructure and other barriers. Restoration of tidal flow improves the health of coastal ecosystems and creates more resilient infrastructure to withstand future storms and sea level rise. Tidal crossings are much more complex than freshwater crossings and require a great deal more professional and local engagement - outreach and education to a broader audience are the best tools to encourage local support for choosing CoastWise solutions to remove tidal restrictions. The objectives of CoastWise track those of the legislatively adopted Maine Won't Wait Climate Action Plan and the mission of the new Maine Office of Community Affairs. With this contract, the vendor will revise existing technical training materials. Specifically, Peter Taylor dba Waterview Consulting will update and provide technical edits to the existing CoastWise Manual based on the feedback from and relationship with the Steering Committee, update the design and change the layout of the document for better readability and accessibility, oversee the printing process of the updated manual, and conduct similar services to produce and implement a sizing study guide which is a crucial update of the newest version of the CoastWise approach to aid communities in implementation. The CoastWise Manual is a highly technical document that is pertinent for resilient tidal crossings and curated for conditions in the State of Maine. Technical review, editing, and management of the Manual requires a keen eye, technical knowledge of tidal crossings, relationships with the CoastWise Steering Committee, familiarity with the 112-page document, experience with graphic design and reformatting large documents, and understanding of the sizing study guide.	
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.	
Peter Taylor dba Waterview Consulting, the selected vendor, is uniquely qualified to deliver these services within the necessary timeframe due to his prior experience as a key partner and creator in the original development of the CoastWise Manual, understanding of tidal systems, and expertise in the CoastWise Approach. From 2022 to 2024, Peter Taylor collaborated with the CoastWise Steering Committee to produce the CoastWise Manual and a suite of CoastWise outreach materials. He performed this work under two contracts with Maine Coast Heritage Trust and the Wells National Estuarine Research Reserve. He was selected for those contracts based on his previous work on more than two decades of scientific and technical communications related to tidal marshes, coastal resources, and coastal resilience adaptation in Maine. For CoastWise, he met regularly with the Steering Committee to discuss communication requirements and priorities, and to obtain detailed information and feedback that he translated into communication products, including the Manual. Based on	

PART III: SUPPLEMENTAL INFORMATION

materials and feedback contributed by various subject matter experts and additional sources, he developed draft and final manuscripts, produced visuals, and created the graphic design for the Manual. Following completion of the Manual, he developed companion outreach materials and presentations, and he participated in development of the pilot professional training workshop for CoastWise. Additionally, Peter Taylor completed the technical training workshop himself.

Peter Taylor's unique background, expertise, and collaboration on the original CoastWise Manual positions him as the only vendor to accomplish these tasks. No vendors on the pre-qualified vendor list (PQVL) have the experience and familiarity with the CoastWise Manual, trainings, and needs as Peter Taylor does. As for the PQVL, MCP's Robert Van Riper has been in contact with engineers at Acorn Engineering and FBE who are interested in participating in the technical CoastWise training that would be offered this fall or sometime in the future but have not yet been certified. The vendors on the PQVL also do not have an existing relationship with the CoastWise Steering Committee and did not have a role in the original document. There is not a vendor on the PQVL that could provide the necessary technical updates, engineering knowledge, and graphic design skills for the required updates prior to the planned professional trainings in October 2026. A July 1st contract date only provides three months for the work to be completed, which is not enough time to get an alternative vendor up to speed on the technical material of the CoastWise Approach as well as curate a relationship with the CoastWise Steering Committee to complete the scope of work on time.

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

Costs were based on Peter Taylor's extensive experience working the State of Maine and producing materials for the CoastWise approach. In addition, the steering committee for CoastWise (including private/NGO/governmental experts) agreed that the proposed services are of good value.

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

We will work with the Office of State Procurement Services to perform the most appropriate competitive procurement process to ensure we comply with the latest policies and procedures.

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) or (026) – 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

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):



Typed Name: Samantha Horn

Date: 05/27/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

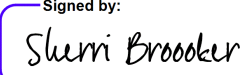
Signature of requesting
Department's Commissioner
(or designee):

Typed Name:

Date:

OSPS Section Only

Signature of DAFS
Procurement Official:

Signed by:

25E9374206CC41D...

Typed Name: Sherri Brooker

Date: 03 June 2026

Peter Taylor CoastWise 2026 (PJF) (1)

Final Audit Report

2026-05-27

Created:	2026-05-27
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