



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:		Erin Campbell		
(If applicable) Department Reference #:				
Agency Department Code:	07E	Advantage CT / RQS #:	CT 07E 20260722000000000154	
Amount: (Contract/Amendment/Grant)		\$20,000		
CONTRACT	Proposed/Original Start Date:	8/1/2026	Proposed/Most Recent End Date:	12/1/2026
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:		Mike Burke dba Inter-Fluve, Inc. Hood River, OR		
Brief Description of Goods/Services/Grant:		Provide project management, lead and collaborate with the CoastWise Steering Committee to make technical updates to the CoastWise Manual, including incorporating a sizing hydraulic study, and assisting with the Fall 2026 trainings.		

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

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.	
Maine Coastal Program (MCP), with NOAA funding, created CoastWise to help improve restoration practices in tidal 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. 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. 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 technical knowledge of tidal crossings, relationships with the CoastWise Steering Committee, familiarity with the 112-page document, and understanding of the 2024 sizing study guide. With this contract, the selected vendor, Mike Burke with Inter-Fluve, Inc., will support the updates to the CoastWise Manual by convening focus groups of technical experts to make recommendations and integrate the tidal crossing sizing hydraulic study into the Manual's next version. Mike Burke will also assist with a 2-day professional level training planned for Fall 2026 to provide engineering and modeling expertise to an engineering audience. This work will complement the duties to be completed by Peter Taylor dba Waterview Consulting. Mike Burke is the engineer on CoastWise who is leading the technical update discussion, final editing and integration of the hydraulic study, and engineering consultation during the training. Peter Taylor will work closely with Mike Burke to produce an updated edition of the CoastWise Manual.	
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.	
Mike Burke with Inter-Fluve, Inc. 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, for his understanding of tidal systems, and his expertise in implementing CoastWise. In 2022, Mike Burke worked with MCP to create CoastWise. His background in civil engineering allows him to engage in all stages of a project, from hydraulic and fluvial process analyses, to applied restoration planning, and design and construction implementation. His expertise on tidal	

PART III: SUPPLEMENTAL INFORMATION

crossings and marsh environments provided a solid foundation in the first version of the CoastWise Manual.

Mike Burke's unique background, expertise, and creation of the original CoastWise Manual positions him as the only vendor to accomplish these tasks. No vendors on the pre-qualified vendor list (PQVL) have experience and familiarity with the CoastWise Manual, training program, and steering committee as Mike Burke does. As for the PQVL, MCP has been in contact with engineers at Acorn Engineering and FBE who are interested in participating in the professional CoastWise training that would be offered this fall or sometime in the future but have not yet been certified in the CoastWise approach for tidal crossings. 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 and engineering knowledge for the required updates prior to the planned professional training in October 2026. An August 1st contract date only provides less than three months for the work to be completed, which is not enough time to get an alternative vendor up to speed on the CoastWise technical material of 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 Mike Burke's extensive experience working the State of Maine and producing materials for the original development of CoastWise. 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:

Brian Ambrette

Date:

07/23/2026

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:

29 July 2026

Mike Burke CoastWise (PJF)

Final Audit Report

2026-07-23

Created:	2026-07-23
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