



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**OFFICE OF STATE 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 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:                     |                      | DMR Bureau of Sea Run Fisheries and Habitat |                                  |
| Department Contract Administrator or Grant Coordinator: |                      | Sean Ledwin / Amanda Webb                   |                                  |
| (If applicable) Department Reference #:                 |                      | St. Croix Preliminary Design Studies        |                                  |
| Amount:<br>(Contract/Amendment/Grant)                   | \$ 696,652           | Advantage <u>CT</u> / RQS #:                | 13A<br>20220801000000000335      |
| CONTRACT  | Proposed Start Date: |   | Proposed End Date:               |
| AMENDMENT   | Original Start Date: | <b>8/22/2022</b>                            | Effective Date: <b>9/24/2024</b> |
|   | Previous End Date:   | <b>4/5/2024</b>                             | New End Date: <b>12/5/2026</b>   |
| GRANT   | Project Start Date:  |   | Grant Start Date:                |
|   | Project End Date:    |   | Grant End Date:                  |
| Vendor/Provider/Grantee Name, City, State:              |                      | Alden Research Laboratory LLC, Holden, MA   |                                  |
| Brief Description of Goods/Services/Grant:              |                      | St. Croix Preliminary Design Studies        |                                  |

| 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.

Alden will conduct critical design studies to inform fish passage engineering and implementation on the St. Croix River. This project could result in the largest run of sea-run fish in Maine if completed. In deference to this increase DMR has concluded that a second fishway is needed to accommodate the projected population size. Federal funding is available to implement this project if design studies and designs are completed in a timely manner. This amendment will move the project through the 90% design benchmark, with a final design benchmark to be delivered in October 2024 that includes fish lift and fish ladder design for site. These are necessary steps before full funding can be secured for construction of fish passage solutions at the Woodland Dam site. Additional tasks to be completed within the stated time frame include: (1) Additional Project Management and Coordination, (2) Additional Survey Services, (3) Access Bridge Abutment, Bridge and Roadway Approach Design, (4) 2nd Fishway Design (Denil Ladder), (5) Subcontract downstream passage design.

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

Alden has extensive design and survey experience with this project and enough time and capacity to complete this project. DMR does not have engineers that can complete this work. There is no other design firm with the depth of experience at this site that can conduct the surveys and engineering activities necessary at this phase of design and meet the timetable associated with granting sources. The Department has secured 90% of the additional funding for finalization of designs and ultimately project construction but needs these plans to show commitment that will leverage the remaining project balance. Alden was the only engineering firm on the International Joint Commission study of alternatives and therefore has all the supporting materials and history with the project to be most efficient. Without Alden to conduct these tasks, DMR could not complete this project.

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

The rates for each task were reviewed by a federal engineer as fair and reasonable. As other entities plan to fund Alden for additional tasks, this project will leverage that other funding to advance the project overall in a cost-effective manner. Alden has a proven track record of completing work on the agreed upon timeframe and within budget. DMR requested that upstream and downstream passage and the 2<sup>nd</sup> fish ladder be engineered together, rather than as individual projects, and therefore significant cost savings were accrued due to efficiencies in travel and planning. Given the time sensitive nature, Alden is the only firm that can complete this task at this time.

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

If in the future, if another vendor becomes available that has the adequate facilities and capabilities to fill this role, we will evaluate each equally.

**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**

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 signatory understands and acknowledges Maine’s Conflict of Interest statutes.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

|  |   |       |           |
|--|---|-------|-----------|
| Signature of requesting Department’s Commissioner (or designee): | <br><a href="#">Meredith Mendelson (Sep 24, 2024 10:35 EDT)</a>        |       |           |
| Typed Name:  | Meredith Mendelson, Deputy Commissioner   | Date: | 09/24/24  |
| Signature of DAFS Procurement Official:                          | <small>DocuSigned by:</small><br><br><small>2D5B6E39F57E44A...</small> |       |           |
| Typed Name:  | william J.E. Allen  | Date: | 9/25/2024 |

# PJF- CT 13A 20220801-0335 Amendment 9-24-24

Final Audit Report

2024-09-24

|                 |  |
|-----------------|--|
| Created:        | 2024-09-24                                   |
| By:             | Amanda Webb (amanda.webb@maine.gov)          |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAgEm28IIbTy1jwhbPCOcYGrgPP6hE6eKu |

## "PJF- CT 13A 20220801-0335 Amendment 9-24-24" History

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