



### 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 / HQ Finance	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$200,000	Advantage <u>CT</u> / RQS #:	13A 20241206000000001488
CONTRACT	Proposed Start Date:	12/2/2024	Proposed End Date: 11/30/2026
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:		Town of Brunswick (Public Works), 85 Union Street Brunswick, ME 04011	
Brief Description of Goods/Services/Grant:		Oversee replacement of the Coombs Rd. – Buttermilk Creek road crossing with a climate resilient structure	

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 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.

The Town of Brunswick has endeavored to make improvements at the Buttermilk Brook culvert crossing. The crossing is a set of twin corrugated plastic culverts that are undersized and represent a barrier to fish and aquatic organism passage. The crossing is low and vulnerable to coastal flooding. The Town of Brunswick will engage with a civil engineer licensed in the State of Maine to design and permit improvements to the culvert crossing. These improvements include the replacement of the existing infrastructure with new arch style, box or open box culvert that includes “CoastWise” and “Tidal Crossing Simulation” design principles, which will improve the overall condition of the infrastructure and restore a more natural stream character and morphology that is passable for fish and aquatic organisms. In 2023, the Town of Brunswick was able to allocate approximately \$10,000 to the project at a Town Meeting.

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

As the Town of Brunswick owns the associated infrastructure, the Town is in the unique and sole position to execute these infrastructure improvements and stream restoration activities within this valuable resource area.

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

DMR is provided only partial funding for this effort and the Town of Brunswick as secured additional funds to make the project complete. The Town of Brunswick has arrangements with local and private construction contractors who can complete the project within the agreed upon timeframe. The Town and their contractors have proven track records of project completion.

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

Should Brunswick sell or otherwise move the Coombs Rd. crossing to different ownership and if another vendor becomes available that has the adequate facilities and capabilities to fill this role, we will evaluate those other vendors 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.


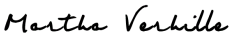
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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):	 <a href="#">Meredith Mendelson (Dec 7, 2024 07:49 EST)</a>		
Typed Name:	Meredith Mendelson, Deputy Commissioner	Date:	12/07/24
Signature of DAFS Procurement Official:	DocuSigned by:  891CE7A1493D45B...		
Typed Name:	Martha Verhille	Date:	12/11/2024






# PJF CT 13A 20241206-1488

Final Audit Report

2024-12-07

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