

State of Maine
Master Score Sheet

RFP# 202311230					
Wetland Delineation & Vernal Pool Survey					
Bidder Name:		Stantec Consulting Services Inc.	Flycatcher LLC	Haley Ward, Inc.	LaBella Associates
Proposed Cost:		\$12,950.00	\$40,000.00	\$39,450.00	\$19,536.00
Scoring Sections	Points Available				
Section I: Preliminary Information	Pass/Fail	Pass	Pass	Pass	Pass
Section II: Organization Qualifications and Experience	25	24	23	23	20
Section III: Proposed Services	50	40	42	48	40
Section IV: Cost Proposal	25	25	8.1	8.2	16.6
TOTAL	<u>100</u>	<u>89</u>	<u>73.1</u>	<u>79.2</u>	<u>76.6</u>

Bidder Name:		ENVIROSCIENCE, INC	Salter Wetlands Associates, LLC	TRC Environmental Corporation	Tighe & Bond, Inc
Proposed Cost:		\$37,336.35	\$28,000.00	\$15,980.00	\$70,000.00
Scoring Sections	Points Available				
Section I: Training Cert/Experience	Pass/Fail	Pass	Pass	Pass	Pass
Section II: Organization Qualifications and Experience	25	22	5	20	23
Section III: Proposed Services	50	45	0	48	45
Section IV: Cost Proposal	25	8.7	11.6	20.3	4.6
TOTAL	<u>100</u>	<u>75.7</u>	<u>16.6</u>	<u>88.3</u>	<u>72.6</u>

Award Justification Statement
RFP# 202311230
Wetland Delineation & Vernal Pool Survey

I. Summary

Through RFP#202311230 Wetland Delineation and Vernal Pool Survey of 140 acres at Woodville Training Site, eight (8) bidders responded: ENVIROSCIENCE Inc, Flycatcher LLC, Haley Ward Inc, LaBella Associates, Salter Wetlands Associates LLC, Stantec Consulting Services Inc, Tighe & Bond Inc, TRC Environmental Corp. Through the RFP evaluation process Stantec Consulting Services, Inc was the highest overall scoring bidder and therefore determined to provide the best value to the State of Maine.

II. Evaluation Process

The RFP process with team consensus scoring was used by an evaluation team. The team was comprised by State employees who were a cross section of qualifications and expertise. The consensus method was used for the Organization, Qualification and Experience as well as the Proposed Services sections, taking into consideration that the way a wetland delineation and vernal pool survey is completed is an overall set procedure. The Cost proposal was evaluated by formula, as mentioned in the RFP.

III. Qualifications & Experience

- Provided Certifications in the US Army Corps Wetland Delineator Methods, and Wetland Scientist for multiple personnel who would be part of the project.
- They have done wetland delineations, for the SOM, in same area before but because of the SDZ now (safety danger zone) new parcel being added (the 140 acres) new area needs to be surveyed.
- Stantec is one of the largest employers of full-time ecologists, wetland scientists, and wildlife biologists in the State of Maine.
- They are doing amphibian and reptile surveys at same site.

IV. Proposed Services

- Stantec will delineate wetlands and other potential Waters of the United States (WOTUS) and conduct a vernal pool survey concurrently within the 140-acre site during the Maine Department of Inland Fisheries and Wildlife's (MDIFW) recommended vernal pool survey season (e.g., approximately May 5 to June 5) of 2024.
- Concurrent with both wetland delineations and vernal pool surveys, office staff will compile data, perform data QA/QC, and track field progress.
- Due to the potential differences in the breeding period of anticipated obligate vernal pool species, we will conduct two separate vernal pool survey events as recommended by the Maine Department of Inland Fisheries and Wildlife (MDIFW).
- Final reports, maps, and GIS data set for submittal to MDDVEW by the end of the growing season in October 2024.

V. Cost Proposal

Vendor Name	Proposed Cost	Points (available 25)
Stantec Consulting Services, Inc	\$12,950.00	25

VI. Conclusion

Out of 100 possible points, Stantec Consulting Services, Inc scored 89, which was the highest point total awarded by the Evaluation Team. The strengths of Stantec Consulting Services, Inc proposal include a strong organization with relevant experience, a complete proposed scope of service, and a competitive cost proposal. The Evaluation Team determined the proposal submitted by Stantec Consulting Services; Inc represents the best value to the State of Maine.



**STATE OF MAINE
DEPARTMENT OF DEFENSE,
VETERANS AND EMERGENCY
MANAGEMENT – Military Bureau**

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22 February 2024

Emma Kennedy
ENVIROSCIENCE, INC
5070 Stow Road
Stow, OH 44224

**SUBJECT: Notice of Conditional Contract Award under RFP #202311230, Wetland
Delineation and Vernal Pool Survey**

Dear Emma Kennedy,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Defense, Veterans and Emergency Management for Wetland Delineation and Vernal Pool Survey. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

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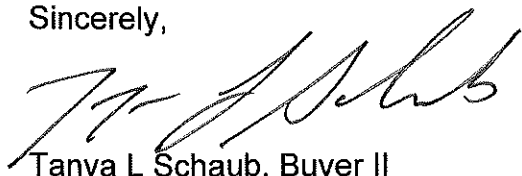
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Thank you for your interest in doing business with the State of Maine.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tanya L. Schaub', written in a cursive style.

Tanya L. Schaub, Buyer II

Tanya.L.Schaub@Maine.gov

207-430-5664

DVEM

194 Winthrop St – Military Bureau

Augusta, ME 04330

STATEMENT OF APPEAL RIGHTS

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).



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22 February 2024

Katelin Nickerson
Flycatcher LLC
106 Lafayette St, Suite 2A
Yarmouth, ME 04096

**SUBJECT: Notice of Conditional Contract Award under RFP #202311230, Wetland
Delineation and Vernal Pool Survey**

Dear Katelin Nickerson,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Defense, Veterans and Emergency Management for Wetland Delineation and Vernal Pool Survey. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

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22 February 2024

Johanna Szillery
Haley Ward, Inc.
One Merchants Plaza, Suite 701
Bangor, ME 04401

**SUBJECT: Notice of Conditional Contract Award under RFP #202311230, Wetland
Delineation and Vernal Pool Survey**

Dear Johanna Szillery,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Defense, Veterans and Emergency Management for Wetland Delineation and Vernal Pool Survey. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

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22 February 2024

Sean Moriarty
LaBella Associates
300 State St, Suite 201
Rochester, NY 14614

SUBJECT: Notice of Conditional Contract Award under RFP #202311230, Wetland Delineation and Vernal Pool Survey

Dear Sean Moriarty,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Defense, Veterans and Emergency Management for Wetland Delineation and Vernal Pool Survey. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

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22 February 2024

John S. Salter, Jr
Salter Wetlands Associates, LLC
226 Clearwater Drive
Pawleys Island, SC 29585

SUBJECT: Notice of Conditional Contract Award under RFP #202311230, Wetland Delineation and Vernal Pool Survey

Dear John S. Salter, Jr.,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Defense, Veterans and Emergency Management for Wetland Delineation and Vernal Pool Survey. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

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22 February 2024

Douglas B. Stewart
Stantec Consulting Services Inc.
30 Park Drive
Topsham, ME 04086

**SUBJECT: Notice of Conditional Contract Award under RFP #202311230, Wetland
Delineation and Vernal Pool Survey**

Dear Douglas B. Stewart,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Defense, Veterans and Emergency Management for Wetland Delineation and Vernal Pool Survey. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

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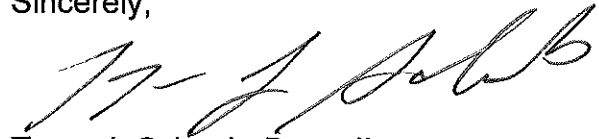
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22 February 2024

Stefanie Tetreault
Tighe & Bond Inc.
177 Corporate Drive
Portsmouth, NH 03801

**SUBJECT: Notice of Conditional Contract Award under RFP #202311230, Wetland
Delineation and Vernal Pool Survey**

Dear Stefanie Tetreault,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Defense, Veterans and Emergency Management for Wetland Delineation and Vernal Pool Survey. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

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22 February 2024

Duane Choquette
TRC Environmental Corporation
63 Marginal Way, 4th Floor
Portland, ME 04101

SUBJECT: Notice of Conditional Contract Award under RFP #202311230, Wetland Delineation and Vernal Pool Survey

Dear Duane Choquette,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Defense, Veterans and Emergency Management for Wetland Delineation and Vernal Pool Survey. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230
RFP TITLE: Wetland Delineation & Vernal Pool Survey
BIDDER: Enviroscience, Inc.
DATE: 2/1/2024

SUMMARY PAGE

Department Name: Department of Defense, Veterans and Emergency Management – Military Bureau

Name of RFP Coordinator: Tanya L. Schaub

Names of Evaluators: Elizabeth “Beth” Burton, Kyle Savage, Timothy Bickford

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)		
<ul style="list-style-type: none">• Vendor must provide certificate of completion for the training in Wetland Delineations & Vernal Pool Surveys and/or equivalent experience	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization, Qualifications and Experience	25	22
Section III. Proposed Services	50	45
Section IV. Cost Proposal	25	8.7
<u>Total Points</u>	<u>100</u>	<u>75.7</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Enviroscience, Inc.

DATE: 2/1/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A - Pass/Fail Category – Passed

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Enviroscience, Inc.

DATE: 2/1/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	22

Evaluation Team Comments:

- I. Overview of the Organization
 - Ohio Company but look to be able to do the work fine
 - their qualifications are inline with the requirements of this contract.
 - Top ten workplaces
- II. Subcontractors
 - No sub contractors
- III. Organizational Chart
 - Folks all looked well qualified.
- IV. Litigation
 - One resolved litigation which is resolved and wasn't wetland
- V. Certificate of Insurances
 - Provided

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Enviroscience, Inc.

DATE: 2/1/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	50	45

Evaluation Team Comments:

- Listed out how long to be in the field, detailed methods they would use to do the work, which all met requirements
- Gave the target window of May/June which is what is needed to do the field work
- 3 people 3 days

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Enviroscience, Inc.

DATE: 2/1/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	/	Cost Proposal Being Scored	x	Score Weight	=	Score
\$12,950.00	/	\$37,336.35	x	25 points	=	8.7

Evaluation Team Comments:

No additional Comments

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230
RFP TITLE: Wetland Delineation & Vernal Pool Survey
BIDDER: Flycatcher LLC
DATE: 2/1/2024

SUMMARY PAGE

Department Name: Department of Defense, Veterans and Emergency Management – Military Bureau

Name of RFP Coordinator: Tanya L. Schaub

Names of Evaluators: Elizabeth “Beth” Burton, Kyle Savage, Timothy Bickford

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)		
<ul style="list-style-type: none">Vendor must provide certificate of completion for the training in Wetland Delineations & Vernal Pool Surveys and/or equivalent experience	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization, Qualifications and Experience	25	23
Section III. Proposed Services	50	42
Section IV. Cost Proposal	25	8.1
<u>Total Points</u>	<u>100</u>	<u>73.1</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Flycatcher LLC

DATE: 2/1/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A - Pass/Fail Category – Passed

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Flycatcher LLC

DATE: 2/1/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	23

Evaluation Team Comments:

- I. Overview of the Organization
 - Maine company
 - Examples were all adequate but not a lot of details
- II. Subcontractors
 - None listed to be used
 - Their own internal coverage shows to be good
- III. Organizational Chart
 - Familiar with some of their employees and founder and they are very talented
 - Very strong team
 - Staff qualified
 - No sub-contractors needed and coverage seems to be good
- IV. Litigation
 - No past or present litigation
- V. Certificate of Insurances
 - Submitted

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Flycatcher LLC

DATE: 2/1/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	50	42

Evaluation Team Comments:

- Clearly describe their services
- No details on a work plan
- They detailed methods but not how long different parts would take them

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Flycatcher LLC

DATE: 2/1/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	/	Cost Proposal Being Scored	x	Score Weight	=	Score
\$12,950.00	/	\$40,000.00	x	25 points	=	8.1

Evaluation Team Comments:

- No additional comments on the cost portion

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230
RFP TITLE: Wetland Delineation & Vernal Pool Survey
BIDDER: Haley Ward, Inc
DATE: 2/1/2024

SUMMARY PAGE

Department Name: Department of Defense, Veterans and Emergency Management – Military Bureau

Name of RFP Coordinator: Tanya L. Schaub

Names of Evaluators: Elizabeth “Beth” Burton, Kyle Savage, Timothy Bickford

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)		
<ul style="list-style-type: none">Vendor must provide certificate of completion for the training in Wetland Delineations & Vernal Pool Surveys and/or equivalent experience	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization, Qualifications and Experience	25	23
Section III. Proposed Services	50	48
Section IV. Cost Proposal	25	8.2
<u>Total Points</u>	<u>100</u>	<u>79.2</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Haley Ward, Inc

DATE: 2/1/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A - Pass/Fail Category – Passed

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Haley Ward, Inc

DATE: 2/1/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	23

Evaluation Team Comments:

- I. Overview of the Organization
 - We have had to push to complete work on past projects, had issues with end date approaching and not having the draft or final reports. Note they weren't wetland delineations and vernal pools but in conditions of property and spcc.
 - Maine company
 - Have experience at this site
 - Value accountability in collaboration
- II. Subcontractors
 - None to be used
- III. Organizational Chart
 - They are qualified and their folks look very qualified
 - Staffing list seemed to be "top heavy" for this work
- IV. Litigation
 - No pending litigation.
- V. Certificate of Insurances
 - Provided

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Haley Ward, Inc

DATE: 2/1/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	50	48

Evaluation Team Comments:

- Very detailed work plan
- Followed directions to give information we were asking for thoroughly
- We do have experience with them, end product has been good

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Haley Ward, Inc

DATE: 2/1/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	/	Cost Proposal Being Scored	x	Score Weight	=	Score
\$12,950.00	/	\$39,450.00	x	25 points	=	8.2

Evaluation Team Comments:

No additional Comments

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230
RFP TITLE: Wetland Delineation & Vernal Pool Survey
BIDDER: Labella Associates
DATE: 2/1/2024

SUMMARY PAGE

Department Name: Department of Defense, Veterans and Emergency Management – Military Bureau

Name of RFP Coordinator: Tanya L. Schaub

Names of Evaluators: Elizabeth “Beth” Burton, Kyle Savage, Timothy Bickford

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)		
<ul style="list-style-type: none">Vendor must provide certificate of completion for the training in Wetland Delineations & Vernal Pool Surveys and/or equivalent experience	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization, Qualifications and Experience	25	20
Section III. Proposed Services	50	40
Section IV. Cost Proposal	25	16.6
<u>Total Points</u>	<u>100</u>	<u>76.6</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Labella Associates

DATE: 2/1/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A - Pass/Fail Category – Passed

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Labella Associates

DATE: 2/1/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	20

Evaluation Team Comments:

- I. Overview of the Organization
 - Didn't provide contact info for the projects they had done "confidential"
 - i. Did not provide any contact info about any the projects, so that they could be contacted to see how end user thought they went claimed all were proprietary.
 - Extensive work experience work in Maine and DOD (Jones Assoc)
- II. Subcontractors
 - They intend to use subcontractor to do the field work (Jones Associates – very reputable company)
 - Jones Assoc shows on the org chart, not sure if they are a sub or part of the company, not that it was an issue but interesting
- III. Organizational Chart
 - Jones Assoc shows on the org chart, not sure if they are a sub or part of the company, not that it was an issue but interesting
 - Top heavy based on who they detail would be working on project
- IV. Litigation
 - 5 pending litigations, 6 are completed
- V. Certificate of Insurances
 - Provided

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Labella Associates

DATE: 2/1/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	50	40

Evaluation Team Comments:

- If Vernal Pools are found, they detail what they plan to do (3 visits)
- 3 wetland folks and GIS person to do onsite work, and the reviewing folks also look to be able to do the work.
- Proposal was “general” and not as detailed as expected it to be, more like a generic brochure.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Labella Associates

DATE: 2/1/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	/	Cost Proposal Being Scored	x	Score Weight	=	Score
\$12,950.00	/	\$19,536.00	x	25 points	=	16.6

Evaluation Team Comments:

No additional Comments

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Salter Wetlands Associates, LLC

DATE: 2/1/2024

SUMMARY PAGE

Department Name: Department of Defense, Veterans and Emergency Management – Military Bureau

Name of RFP Coordinator: Tanya L. Schaub

Names of Evaluators: Elizabeth “Beth” Burton, Kyle Savage, Timothy Bickford

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)		
<ul style="list-style-type: none">Vendor must provide certificate of completion for the training in Wetland Delineations & Vernal Pool Surveys and/or equivalent experience	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization, Qualifications and Experience	25	5
Section III. Proposed Services	50	0
Section IV. Cost Proposal	25	11.6
<u>Total Points</u>	<u>100</u>	<u>16.6</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Salter Wetlands Associates, LLC

DATE: 2/1/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A - Pass/Fail Category – Passed

- Didn't provide certificates as other did but did provide that they had done this work before.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Salter Wetlands Associates, LLC

DATE: 2/1/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	5

Evaluation Team Comments:

- I. Overview of the Organization
 - Out of state firm
 - Skeletal information in project references
- II. Subcontractors
 - No mention of using subcontractors
- III. Organizational Chart
 - Not sure they can provide comprehensive services, appears to only be 2 people
 - No organizational chart provided
 - No provided org chart, no work plan, no proposals
- IV. Litigation
 - Unknown as no information submitted
- V. Certificate of Insurances
 - Provided their entire policy, not the ACORD form requested. But based on the policies are covered.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Salter Wetlands Associates, LLC

DATE: 2/1/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	50	0

Evaluation Team Comments:

- Didn't provide any of the requested information for this site
- Did not provide service detail or a work plan

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Salter Wetlands Associates, LLC

DATE: 2/1/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	/	Cost Proposal Being Scored	x	Score Weight	=	Score
\$12,950.00	/	\$28,000.00	x	25 points	=	11.6

Evaluation Team Comments:

No additional Comments

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Stantec Consulting Services, Inc.

DATE: 2/1/2024

SUMMARY PAGE

Department Name: Department of Defense, Veterans and Emergency Management – Military Bureau

Name of RFP Coordinator: Tanya L. Schaub

Names of Evaluators: Elizabeth “Beth” Burton, Kyle Savage, Timothy Bickford

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)		
<ul style="list-style-type: none">• Vendor must provide certificate of completion for the training in Wetland Delineations & Vernal Pool Surveys and/or equivalent experience	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization, Qualifications and Experience	25	24
Section III. Proposed Services	50	40
Section IV. Cost Proposal	25	25
<u>Total Points</u>	<u>100</u>	<u>89</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Stantec Consulting Services, Inc.

DATE: 2/1/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A Pass/Fail Category – Passed

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Stantec Consulting Services, Inc.

DATE: 2/1/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	24

Evaluation Team Comments:

- I. Overview of the Organization
 - Have done a lot of work for us
 - They are doing amphibian and reptile surveys at same site
 - They have done wetland delineations in same area before but because of the SDZ now (safety danger zone) new parcel being added (the 140 acres) need another survey done
- II. Subcontractors
 - None listed to be used
- III. Organizational Chart
 - Maine company (global Co but this branch is Maine roots)
 - Lots of experience in Maine
- IV. Litigation
 - Some pending litigation – but no description about what it is, but “under control”
- V. Certificate of Insurances
 - Submitted

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Stantec Consulting Services, Inc.

DATE: 2/1/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	50	40

Evaluation Team Comments:

- They did not give a formal work plan, showing when/how they would be in the field etc.
- They didn't show a work plan in the proposal
- There is a comment in their proposal that they assume there will not be more than 30% wetland at the site. But there is nothing else as to what will happen if it is more than 30%, which is concerning.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Stantec Consulting Services, Inc.

DATE: 2/1/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	/	Cost Proposal Being Scored	x	Score Weight	=	Score
\$12,950.00	/	\$12,950.00	x	25 points	=	25.0

Evaluation Team Comments:

- There is a comment in their proposal that they assume there will not be more than 30% wetland at the site. But there is nothing else as to what will happen if it is more than 30%.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230
RFP TITLE: Wetland Delineation & Vernal Pool Survey
BIDDER: Tighe & Bond Inc.
DATE: 2/1/2024

SUMMARY PAGE

Department Name: Department of Defense, Veterans and Emergency Management – Military Bureau

Name of RFP Coordinator: Tanya L. Schaub

Names of Evaluators: Elizabeth “Beth” Burton, Kyle Savage, Timothy Bickford

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)		
<ul style="list-style-type: none">Vendor must provide certificate of completion for the training in Wetland Delineations & Vernal Pool Surveys and/or equivalent experience	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization, Qualifications and Experience	25	23
Section III. Proposed Services	50	45
Section IV. Cost Proposal	25	4.6
<u>Total Points</u>	<u>100</u>	<u>72.6</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Tighe & Bond Inc.

DATE: 2/1/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A - Pass/Fail Category – Passed

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Tighe & Bond Inc.

DATE: 2/1/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	23

Evaluation Team Comments:

- I. Overview of the Organization
 - One of their references was NH National Guard – reached out to see what they thought. Everything looked good and they are the IDIH for NHNG so good reference
 - Experience seems right on
- II. Subcontractors
 - No subcontractors listed for the project
- III. Organizational Chart
 - GIS team member on their chart? May not be an issue with their experience
 - Overall appear qualified
- IV. Litigation
 - One litigation case, but should not be an issue for what we are asking (note very large company so they did put in a couple and showed where they had been settled) None were wetlands related
- V. Certificate of Insurances
 - Submitted

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Tighe & Bond Inc.

DATE: 2/1/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	50	45

Evaluation Team Comments:

- Not a lot of info on GIS Data collection etc
- Noted May and June for the work
- Described approach meets basic requirements of RFP – work window target is May through June of 2024.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: Tighe & Bond Inc.

DATE: 2/1/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	/	Cost Proposal Being Scored	x	Score Weight	=	Score
\$12,950.00	/	\$15,980.00	x	25 points	=	4.6

Evaluation Team Comments:

No additional Comments

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: TRC Environmental Corporation

DATE: 2/1/2024

SUMMARY PAGE

Department Name: Department of Defense, Veterans and Emergency Management – Military Bureau

Name of RFP Coordinator: Tanya L. Schaub

Names of Evaluators: Elizabeth “Beth” Burton, Kyle Savage, Timothy Bickford

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)		
<ul style="list-style-type: none">• Vendor must provide certificate of completion for the training in Wetland Delineations & Vernal Pool Surveys and/or equivalent experience	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization, Qualifications and Experience	25	20
Section III. Proposed Services	50	48
Section IV. Cost Proposal	25	20.3
<u>Total Points</u>	<u>100</u>	<u>88.3</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: TRC Environmental Corporation

DATE: 2/1/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

N/A - Pass/Fail Category – Passed

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: TRC Environmental Corporation

DATE: 2/1/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	20

Evaluation Team Comments:

- I. Overview of the Organization
 - Experience and Maine company
 - i. This firm is from Augusta/Portland, ME.
 - Previous works show familiarity with scope
- II. Subcontractors
 - No subcontractors to be used
- III. Organizational Chart
 - Small project group but for size of location adequate
 - Not as experienced in the field, only showing 5 years in doing some of the work
- IV. Litigation
 - Litigation – no pending litigations
- V. Certificate of Insurances
 - Certificates Provided

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: TRC Environmental Corporation

DATE: 2/1/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	50	48

Evaluation Team Comments:

- Work implementation plan, specifying days in field etc, target of May
- Nice detailed schedule
- Good GIS data deliverables

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER: TRC Environmental Corporation

DATE: 2/1/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	/	Cost Proposal Being Scored	x	Score Weight	=	Score
\$12,950.00	/	\$15,980.00	x	25 points	=	20.3

Evaluation Team Comments:

No additional Comments

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: ENVIROSCIENCE, INC

DATE: 01/17/24

EVALUATOR NAME: Kyle Savage

EVALUATOR DEPARTMENT: Department of Defense Veterans and Emergency
Management - Engineering

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is required that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

The Department of Defense, Veterans and Emergency Management – Military Bureau (Department) is seeking Wetland Delineation and Vernal Pool Survey of 140 acres at Woodville Training Site, as defined in this Request for Proposal (RFP) document.

Section I. Preliminary Information

1. Proposal Cover Page – completed.
2. Debarment, Performance and Non-Collusion Certification – completed.
3. Eligibility Requirements – Tanya reviewed.

Section II. Organization Qualifications and Experience

1. Overview of Organization
 - a. This firm can provide comprehensive in-house services.
 - b. This firm is experienced in all areas.
 - c. This firm is out of state. Stow, OH
2. Subcontractors
 - a. No subcontractors are needed.
3. Organizational Chart
 - a. Clear and understandable.
 - b. Enough coverage for project.
4. Litigation
 - a. This firm described one litigation they were involved in.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: ENVIROSCIENCE, INC

DATE: 01/17/24

EVALUATOR NAME: Kyle Savage

EVALUATOR DEPARTMENT: Department of Defense Veterans and Emergency
Management - Engineering

5. Certificate of Insurance
 - a. Submitted.

6. Project Coverage
 - a. One Project Manager.
 - b. One Health/Safety contact.
 - c. Five on the Wetland Delineation/Vernal Pool Survey team.
 - d. Two on the GIS team.
 - e. Two on the Reporting team.

Section III. Proposed Services

- a. Services to be Provided – Clearly described.
- b. Wetland Delineation – Clearly described.
- c. Vernal Pool Assessment – Clearly described.
- d. Reporting/Data Transmittal – Clearly described.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: Enviroscience, Inc.

DATE: 1 FEB 24

EVALUATOR NAME: Timothy Bickford

EVALUATOR DEPARTMENT: DVEM-Military Bureau

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Directions: *Follow the sections of your RFP to develop a bulleted outline for notes. Delete the sample below and these directions and replace with your own outline based on your RFP.*

I. Organization Qualifications and Experience

1. Overview of Organization

- *Enviroscience has over 140 experts amongst their staff.*
- *Their qualifications are inline with the requirements of this contract.*
- *Top ten workplaces*

2. Subcontractors

- *Enviroscience is not proposing using subcontractors.*

3. Organizational Chart

- *The organizational chart provided meets the need of this contract.*

4. Etc.

- *Enviroscience staff have worked on MEARNG projects and sites in the past and has produced quality work.*

II. Proposed Services

1. Services to be Provided

- *Services proposed will meet the requirements outlined in the scope of work in the RFP for both wetland delineation, vernal pool surveys and GIS data handling.*

2. Implementation – Work Plan

- *Implementation described in the proposal meets the scope of work and requirements of this RFP.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: ENVIROSCIENCE, INC

DATE: 1/22/2024

EVALUATOR NAME: Elizabeth Barton

EVALUATOR DEPARTMENT: DVEM

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *Company is based in Ohio with offices in TN, WV, VA and PA – none in Maine which will likely mean a higher cost for them.*
- *Staff appears to be qualified to perform work requested.*
“EnviroScience scientists are trained in the current methods of wetlands delineation (according to the 1987 USACE”
“Wetlands maps are prepared using AutoCAD® or ArcGIS® software and are available in digital format to ensure compatibility with construction drawings.”
- *Delineation Manual and current Regional Supplements”*
- *Experience appears to be relevant to this project.*
- *Certificate of Insurance provided.*

2. Subcontractors

- *Subcontractors not anticipated to be used.*

3. Organizational Chart

Organizational Chart provided.

II. Proposed Services

1. Services to be Provided

- *3 days of field review by 3 qualified wetland delineators*
- *Methods proposed meet requested methods of RFP.*
- *Vernal pool assessment to follow MEDEP rules – Target window of 5/5 to 6/5.*
- *Vernal pool Observer Credential form to be used and will be submitted along with work.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: ENVIROSCIENCE, INC

DATE: 1/22/2024

EVALUATOR NAME: Elizabeth Barton

EVALUATOR DEPARTMENT: DVEM

- *Reports to be provided in electronic format*
 - *Data Transmittal to be in compliance with the “MEARNG GIS data requirements to include FGDC metadata.”*
2. *Implementation – Work Plan*
- *Separate work plan not specified.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: Flycatcher LLC

DATE: 01/19/24

EVALUATOR NAME: Kyle Savage

EVALUATOR DEPARTMENT: Department of Defense Veterans and Emergency
Management - Engineering

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

The Department of Defense, Veterans and Emergency Management – Military Bureau (Department) is seeking Wetland Delineation and Vernal Pool Survey of 140 acres at Woodville Training Site, as defined in this Request for Proposal (RFP) document.

Section I. Preliminary Information

1. Proposal Cover Page – completed.
2. Debarment, Performance and Non-Collusion Certification – completed.
3. Eligibility Requirements – Tanya reviewed.

Section II. Organization Qualifications and Experience

1. Overview of Organization
 - a. This firm can provide comprehensive in-house services.
 - b. This firm is experienced in all areas.
 - c. This firm is from Yarmouth, ME.
2. Subcontractors
 - a. No subcontractors are needed.
3. Organizational Chart
 - a. Clear and understandable.
 - b. Enough coverage for project.
4. Litigation
 - a. No past or present litigation.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: Flycatcher LLC

DATE: 01/19/24

EVALUATOR NAME: Kyle Savage

EVALUATOR DEPARTMENT: Department of Defense Veterans and Emergency
Management - Engineering

5. Certificate of Insurance
 - a. Submitted.

6. Project Coverage
 - a. President
 - b. Project Manager.
 - c. Office Manager.
 - d. Three on the Wetland Delineation/Vernal Pool Survey team.
 - e. Two on the GIS team.
 - f. Two on the Reporting team.

Section III. Proposed Services

- a. Services to be Provided – Clearly described.
- b. Wetland Delineation – Clearly described.
- c. Vernal Pool Assessment – Clearly described.
- d. Reporting/Data Transmittal – Clearly described.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: Flycatcher

DATE: 1/22/2024

EVALUATOR NAME: Elizabeth Barton

EVALUATOR DEPARTMENT: DVE

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *Maine based company.*
- *The staff are well qualified to do the work requested.*
- *Examples of experience adequate – not a lot of detail though.*

2. Subcontractors

- *No subcontractors are proposed.*

3. Organizational Chart

- *Organizational chart provided.*
- *Certificate of Liability provided.*

II. Proposed Services

1. Services to be Provided

- *Wetland Delineation – desktop review initially before site walk. No specific number of days specified for task.*
- *Methods to be used (USACE Wetland Delineation Manual) in keeping with requested methods.*
- *Vernal pool Mapping- method to be used in keeping w/ ME Assoc. of Wetland Scientists Vernal Pool Survey Protocol. Potentially 2 site visits for this work.*
- *Report description sound sufficient and thorough.*
- *GIS data “will be provided as a personal geodatabase in the schema provided by the DoD.”*

2. Implementation – Work Plan

- *work plan not detailed separate from Services to be provided.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: Flycatcher LLC

DATE: 1 FEB 24

EVALUATOR NAME: Timothy Bickford

EVALUATOR DEPARTMENT: DVEM-Military Bureau

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Directions: *Follow the sections of your RFP to develop a bulleted outline for notes. Delete the sample below and these directions and replace with your own outline based on your RFP.*

I. Organization Qualifications and Experience

1. Overview of Organization

- *Flycatcher has over 100 years of combined experience amongst their staff.*
- *Their qualifications are inline with the requirements of this contract.*

2. Subcontractors

- *Flycatcher is not proposing using subcontractors.*

3. Organizational Chart

- *The organizational chart provided meets the need of this contract.*

4. Etc.

- *Flycatcher staff have worked on MEARNG projects and sites in the past and has produced quality work.*

II. Proposed Services

1. Services to be Provided

- *Services proposed will meet the requirements outlined in the scope of work in the RFP for both wetland delineation, vernal pool surveys and GIS data handling.*

2. Implementation – Work Plan

- *Implementation described in the proposal meets the scope of work and requirements of this RFP.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: Haley Ward, Inc.

DATE: 1/22/2024

EVALUATOR NAME: Elizabeth Barton

EVALUATOR DEPARTMENT: DVE

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is required that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- Maine Company
- Company previously was CES and did work at Woodville site.
- Staff listed are educated in field, question if they are top heavy in management of project based on described roles of personnel.
- Certificate of Liability provided.

2. Subcontractors

- No subcontractors planned for this project.

3. Organizational Chart

Organizational Chart provided.

II. Proposed Services

1. Services to be Provided.

- Wetland Delineation (one set of data forms, both wetland and upland for each wetland area delineated)
- Vernal Pool Survey- methods of assessment per RFP
- Data collection planned per requirements of RFP with deliverables in format of MEARNG GIS data requirements.

2. Implementation – Work Plan

- Phased work plan provided.
- Teams of 2-3 people planned; 4-wheel drive trucks planned to make access possible.
- Six phases:

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: Haley Ward, Inc.

DATE: 1/22/2024

EVALUATOR NAME: Elizabeth Barton

EVALUATOR DEPARTMENT: DVEM

- *Kick-Off*
- *Project Prep*
- *Vernal Pool Survey (2 visits)*
- *Wetland Delineation (1 visit)*
- *GIS & Data Management (data reviewed weekly)*
- *Report Prep.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: Haley Ward, Inc.

DATE: 01/19/23

EVALUATOR NAME: Kyle Savage

EVALUATOR DEPARTMENT: Department of Defense Veterans and Emergency
Management - Engineering

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is required that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section I. Preliminary Information

1. Proposal Cover Page – completed.
2. Debarment, Performance and Non-Collusion Certification – completed.
3. Eligibility Requirements – Tanya reviewed.

Section II. Organization Qualifications and Experience

1. Overview of Organization
 - a. This firm can provide comprehensive in-house services.
 - b. This firm is experienced in all areas. Has extensive experience in Maine and with this site.
 - c. This firm is from Bangor, ME.
2. Subcontractors
 - a. No subcontractors are needed.
3. Organizational Chart
 - a. Clear and understandable.
 - b. Enough coverage for project?
4. Litigation
 - a. No current or pending litigation. Had one closed case.
5. Certificate of Insurance
 - a. Submitted.
6. Project Coverage

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: Haley Ward, Inc.

DATE: 01/19/23

EVALUATOR NAME: Kyle Savage

EVALUATOR DEPARTMENT: Department of Defense Veterans and Emergency
Management - Engineering

- a. Principal in Charge
- b. Project Manager.
- c. Two on the Wetland Delineation/Vernal Pool Survey team.
- d. Two on the GIS team.

Section III. Proposed Services

- a. Services to be Provided – Clearly described. Past work with Site.
- b. Wetland Delineation – Clearly described.
- c. Vernal Pool Assessment – Clearly described.
- d. Reporting/Data Transmittal – Clearly described.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: Haley Ward, Inc.

DATE: 1 FEB 24

EVALUATOR NAME: Timothy Bickford

EVALUATOR DEPARTMENT: DVEM-Military Bureau

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Directions: *Follow the sections of your RFP to develop a bulleted outline for notes. Delete the sample below and these directions and replace with your own outline based on your RFP.*

I. Organization Qualifications and Experience

1. Overview of Organization

- *Haley Ward has over 220 employees across three states.*
- *They have a number of qualified personnel to work on this project.*
- *They value accountability and collaboration.*

2. Subcontractors

- *Haley Ward is not proposing using subcontractors.*

3. Organizational Chart

- *The organizational chart provided meets the needs of this contract.*

4. Etc.

- *Haley Ward staff have worked on MEARNG sites including Woodville TS and have local knowledge of the site.*

II. Proposed Services

1. Services to be Provided

- *Services proposed will meet the requirements outlined in the scope of work in the RFP for wetland delineation, vernal pool surveys and GIS data handling.*

2. Implementation – Work Plan

- *Implementation proposed will meet the requirements set forth in the scope of work and RFP.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: LaBella Associates

DATE: 1/22/2024

EVALUATOR NAME: Elizabeth Barton

EVALUATOR DEPARTMENT: DVE

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- Company based in NY.
- Staff for both companies appear qualified to do the job.
- Did not provide contact information for Projects they had done, also listed a rather general list of Jones Associates projects as a reference for their work.

2. Subcontractors

- Jones Associated Inc.

3. Organizational Chart

Organizational chart provided - listing Jones Associates as a **Partner**
Certificate of Liability provided for LaBella Associates.

II. Proposed Services

1. Services to be Provided.

- Wetland delineation-will begin with background review prior to site visit.
- Methods to be used & data collection forms are as specified in RFP. No exact number of days specified for field work.
- Report to be prepared by LaBella.
- Vernal Pool Survey-initial visit to coincide with wetland delineation after snow melt and during VP indicator species breeding season.
- If vernal pools determined to be present up to three additional site visits will be conducted to verify significance.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: LaBella Associates

DATE: 1/22/2024

EVALUATOR NAME: Elizabeth Barton

EVALUATOR DEPARTMENT: DVEM

- *LaBella team to prepare report on Vernal pool survey.*
- 2. *Implementation – Work Plan*
 - *Work plan is not presented separate from the Services to be provided.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: LaBella Associates

DATE: 01/19/24

EVALUATOR NAME: Kyle Savage

EVALUATOR DEPARTMENT: Department of Defense Veterans and Emergency
Management - Engineering

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is required that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section I. Preliminary Information

1. Proposal Cover Page – completed.
2. Debarment, Performance and Non-Collusion Certification – completed.
3. Eligibility Requirements – Tanya reviewed.

Section II. Organization Qualifications and Experience

1. Overview of Organization
 - a. This firm cannot provide comprehensive in-house services.
 - b. This firm is experienced in all areas. Has extensive work experience in Maine and with DoD MENG.
 - c. This firm has a LPoC in Harpswell, ME.
2. Subcontractors
 - a. This firm will need a subcontractor.
3. Organizational Chart
 - a. Clear and understandable.
 - b. Enough coverage for project.
4. Litigation
 - a. Five pending litigations. Six closed cases.
5. Certificate of Insurance
 - a. Submitted.
6. Project Coverage
 - a. Principal in Charge

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: LaBella Associates

DATE: 01/19/24

EVALUATOR NAME: Kyle Savage

EVALUATOR DEPARTMENT: Department of Defense Veterans and Emergency
Management - Engineering

- b. Project Manager.
- c. Eight on the Wetland Delineation/Vernal Pool Survey team.
- d. Two on the GIS team.

Section III. Proposed Services

- a. Services to be Provided – Clearly described, with description of subcontractor work responsibilities.
- b. Wetland Delineation – Clearly described.
- c. Vernal Pool Assessment – Clearly described.
- d. Reporting/Data Transmittal – Clearly described.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: LaBella Associates

DATE: 1 FEB 24

EVALUATOR NAME: Timothy Bickford

EVALUATOR DEPARTMENT: DVEM-Military Bureau

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Directions: *Follow the sections of your RFP to develop a bulleted outline for notes. Delete the sample below and these directions and replace with your own outline based on your RFP.*

I. Organization Qualifications and Experience

1. Overview of Organization

- *LaBella has over 50 employees in Maine.*
- *Their qualifications are inline with the requirements of this contract.*

2. Subcontractors

- *LaBella is proposing using subcontractors.*
- *Jones Associates, Inc. is the listed subcontractor*
- *Jones Associates has worked with MEARNG in the past and has the capability to complete this contract.*

3. Organizational Chart

- *The organizational chart provided meets the need of this contract.*

4. Etc.

- *LaBella (JAI) staff have worked on MEARNG projects and sites in the past and has produced quality work.*

II. Proposed Services

1. Services to be Provided

- *Services proposed will meet the requirements outlined in the scope of work in the RFP for both wetland delineation, vernal pool surveys and GIS data handling.*

2. Implementation – Work Plan

- *Implementation described in the proposal meets the scope of work and requirements of this RFP.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: Salter Wetland Associates, LLC.

DATE: 1/22/2024

EVALUATOR NAME: Elizabeth Barton

EVALUATOR DEPARTMENT: DVEM

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *Small company in South Caroline with 13 yrs. experience*
- *Skeletal information in project references.*

2. Subcontractors

- *No mention of subcontractors*

3. Organizational Chart

- *No org chart provided.*
- *Proof of Insurance and Liability provided.*

II. Proposed Services

1. Services to be Provided

- *No Service detail provided.*

2. Implementation – Work Plan

- *No work plan provided*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: Salter Wetlands Associates, LLC

DATE: 01/19/24

EVALUATOR NAME: Kyle Savage

EVALUATOR DEPARTMENT: Department of Defense Veterans and Emergency
Management - Engineering

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section I. Preliminary Information

1. Proposal Cover Page – completed.
2. Debarment, Performance and Non-Collusion Certification – completed.
3. Eligibility Requirements – Tanya reviewed.

Section II. Organization Qualifications and Experience

1. Overview of Organization
 - a. Not sure if this firm can provide comprehensive in-house services.
 - b. Not sure if this firm is experienced in all areas.
 - c. This firm is out of state. Pawleys Island, SC
2. Subcontractors
 - a. This firm does not state if they need a subcontractor or not.
3. Organizational Chart
 - a. Not submitted.
 - b. Enough coverage for project? Unknown they provided nothing (per group)
4. Litigation
 - a. Not submitted.
5. Certificate of Insurance
 - a. Submitted.
6. Project Coverage

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: Salter Wetlands Associates, LLC

DATE: 01/19/24

EVALUATOR NAME: Kyle Savage

EVALUATOR DEPARTMENT: Department of Defense Veterans and Emergency
Management - Engineering

- a. Not provided.

Section III. Proposed Services

- a. Services to be Provided – Not provided.
- b. Wetland Delineation – Not provided.
- c. Vernal Pool Assessment – Not provided.
- d. Reporting/Data Transmittal – Not provided.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: Salter Consulting Services Inc.

DATE: 1 FEB 24

EVALUATOR NAME: Timothy Bickford

EVALUATOR DEPARTMENT: DVEM-Military Bureau

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Directions: *Follow the sections of your RFP to develop a bulleted outline for notes. Delete the sample below and these directions and replace with your own outline based on your RFP.*

I. Organization Qualifications and Experience

1. Overview of Organization

- *Salter is a small, employee owned company.*
- *Have experience with wetland surveys from 0.25 to 400 acres.*

2. Subcontractors

- *Salter did not address using subcontractors.*

3. Organizational Chart

- *Salter did not provide an organizational chart.*

II. Proposed Services

1. Services to be Provided

- *Salter did not provide a proposal for services.*

2. Implementation – Work Plan

- *Salter did not provide a work plan.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: Stantec Consulting Services, Inc.

DATE: 1/23/2024

EVALUATOR NAME: Elizabeth Barton

EVALUATOR DEPARTMENT: DVEM

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *Company based in Maine.*
- *Certification of Liability Insurance provided.*
- *Staff are well qualified to do the project.*
- *Stantec has done wetland delineation and vernal pool surveys at adjacent MEARNG land in 2018 & 2019*
- *Other experience examples are excellent.*

2. Subcontractors

- *No Subcontractors planned.*

3. Organizational Chart

Organizational Chart provided.

II. Proposed Services

1. Services to be Provided.

- *Wetland Delineation with methods as described in RFP (following MDEP and Army Corps criteria)*
- *Vernal Pool Survey- to be conducted in accordance with Me AWS protocol; Me State Vernal Pool Assessment forms will be used; 2 separate survey events will be conducted.*
- *Delivery of GIS data: "Stantec will compile all GIS data in conformance with the standards outlined in Part II(F) of the RFP and submit to the data package to MEDVEM."*

2. Implementation – Work Plan

- *No formal work plan separate from Services Provided.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: Stantec Consulting Services Inc.

DATE: 01/19/24

EVALUATOR NAME: Kyle Savage

EVALUATOR DEPARTMENT: Department of Defense Veterans and Emergency
Management - Engineering

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section I. Preliminary Information

1. Proposal Cover Page – completed.
2. Debarment, Performance and Non-Collusion Certification – completed.
3. Eligibility Requirements – Tanya reviewed.

Section II. Organization Qualifications and Experience

1. Overview of Organization
 - a. This firm can provide comprehensive in-house services.
 - b. This firm is experienced in all areas. Has extensive experience in Maine and at this site.
 - c. This firm is from Topsham, ME.
2. Subcontractors
 - a. No subcontractors are needed.
3. Organizational Chart
 - a. Clear and understandable.
 - b. Enough coverage for project? – Yes per Env. Folks in review.
4. Litigation
 - a. Some pending litigations.
5. Certificate of Insurance
 - a. Submitted.
6. Project Coverage
 - a. Manager.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: Stantec Consulting Services Inc.

DATE: 01/19/24

EVALUATOR NAME: Kyle Savage

EVALUATOR DEPARTMENT: Department of Defense Veterans and Emergency
Management - Engineering

- b. Technical Lead.
- c. Two on the Wetland Delineation/Vernal Pool Survey team.
- d. Two on the GIS team.

Section III. Proposed Services

- a. Services to be Provided – Clearly described. Past work with Site.
- b. Wetland Delineation – Clearly described.
- c. Vernal Pool Assessment – Clearly described.
- d. Reporting/Data Transmittal – Clearly described.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: Stantec Consulting Services Inc.

DATE: 1 FEB 24

EVALUATOR NAME: Timothy Bickford

EVALUATOR DEPARTMENT: DVEM-Military Bureau

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Directions: *Follow the sections of your RFP to develop a bulleted outline for notes. Delete the sample below and these directions and replace with your own outline based on your RFP.*

I. Organization Qualifications and Experience

1. Overview of Organization

- *Worldwide organization with two local offices.*
- *Stantec has qualified and experienced staff to complete this project.*

2. Subcontractors

- *Stantec is not proposing using subcontractors.*

3. Organizational Chart

- *The organizational chart provided is sufficient to meet the needs of this contract.*

4. Etc.

- *Stantec has worked on a number of projects for MEARNG on various sites including Woodville TS and produced quality work.*

II. Proposed Services

1. Services to be Provided

- *Stantec's proposed services will meet the needs and scope of work outlined in this RFP for wetland delineation, vernal pool surveys and GIS data handling.*

2. Implementation – Work Plan

- *The work plan that Stantec has provided meets the needs and intent for this contract.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: Tighe & Bond, Inc.

DATE: 1/23/2024

EVALUATOR NAME: Elizabeth Barton

EVALUATOR DEPARTMENT: DVEM

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *Company is based in MA.*
- *Staff are qualified.*
- *One current litigation case*
- *Certificate of liability provided.*
- *Work experience meets parameters*

2. Subcontractors

- *No subcontractors planned.*

3. Organizational Chart

Organizational chart provided.

II. Proposed Services

1. Services to be Provided

- *Wetland delineation*
- *Vernal Pool Survey*
- *Described approach meets basic requirements of RFP – work window target is May through June of 2024.*
- *Not a lot of detail given on GIS data collection and delivery.*

2. Implementation – Work Plan

- *Detailed work plan not part of presentation.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: Tighe & Bond, Inc.

DATE: 1 FEB 24

EVALUATOR NAME: Timothy Bickford

EVALUATOR DEPARTMENT: DVEM-Military Bureau

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Directions: *Follow the sections of your RFP to develop a bulleted outline for notes. Delete the sample below and these directions and replace with your own outline based on your RFP.*

I. Organization Qualifications and Experience

1. Overview of Organization

- *Northeast consulting firm for over 100 years.*
- *Has a signature attention to detail.*
- *Over 500 employees working out of 16 offices in New England and New York.*

2. Subcontractors

- *Tighe & Bond is not proposing using subcontractors.*

3. Organizational Chart

- *The organizational chart provided is sufficient to meet the needs of this contract.*

4. Etc.

- *Tighe & Bond have qualified staff and have completed a number of relevant projects.*

II. Proposed Services

1. Services to be Provided

- *Tighe & Bond's proposed services will meet the needs and scope of work outlined in this RFP for wetland delineation, vernal pool surveys and GIS data handling.*

2. Implementation – Work Plan

- *The work plan that Tighe & Bond has provided meets the needs and intent for this contract.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: Tighe & Bond, Inc.

DATE: 01/19/24

EVALUATOR NAME: Kyle Savage

EVALUATOR DEPARTMENT: Department of Defense Veterans and Emergency
Management - Engineering

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is required that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section I. Preliminary Information

1. Proposal Cover Page – completed.
2. Debarment, Performance and Non-Collusion Certification – completed.
3. Eligibility Requirements – Tanya reviewed.

Section II. Organization Qualifications and Experience

1. Overview of Organization
 - a. This firm can provide comprehensive in-house services.
 - b. This firm is experienced in all areas.
 - c. This firm is out of state. Portsmouth, NH.
2. Subcontractors
 - a. No subcontractors are needed.
3. Organizational Chart
 - a. Clear and understandable.
 - b. Enough coverage for project? – Per Env they are good.
4. Litigation
 - a. Five pending litigations.
5. Certificate of Insurance
 - a. Submitted.
6. Project Coverage
 - a. Project Director.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: Tighe & Bond, Inc.

DATE: 01/19/24

EVALUATOR NAME: Kyle Savage

EVALUATOR DEPARTMENT: Department of Defense Veterans and Emergency
Management - Engineering

- b. Project Manager.
- c. Three on the Wetland Delineation/Vernal Pool Survey team.
- d. GIS team?

Section III. Proposed Services

- a. Services to be Provided – Clearly described.
- b. Wetland Delineation – Clearly described.
- c. Vernal Pool Assessment – Clearly described.
- d. Reporting/Data Transmittal – Clearly described.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: TRC Environmental Corporation

DATE: 1/19/2024

EVALUATOR NAME: Elizabeth Barton

EVALUATOR DEPARTMENT: DVEM

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *Maine Company, Very experienced in wetland delineation and environmental projects.*
- *Team is qualified to perform services requested.*
- *Examples of previous work clear and shows familiarity with project scope.*
- *Certificate of Liability provided*

2. Subcontractors

- *No Subcontractors have been planned per the bid document.*

3. Organizational Chart

Chart is clear and sufficient for project.

II. Proposed Services

1. Services to be Provided

- *Details of services to be provided match those requested in RFP.*

2. Implementation – Work Plan

- *Proposed 5 days field work, Target of May for field work, good detail on GPS data collection*
- *Narrative to be prepared within 2 wks. following field work- estimated 22 hrs. labor to compete narrative and associated maps/appendices*
- *Good detail on GIS data deliverables.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: TRC Environmental Corporation

DATE: 01/19/24

EVALUATOR NAME: Kyle Savage

EVALUATOR DEPARTMENT: Department of Defense Veterans and Emergency Management - Engineering

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

The Department of Defense, Veterans and Emergency Management – Military Bureau (Department) is seeking Wetland Delineation and Vernal Pool Survey of 140 acres at Woodville Training Site, as defined in this Request for Proposal (RFP) document.

Section I. Preliminary Information

1. Proposal Cover Page – completed.
2. Debarment, Performance and Non-Collusion Certification – completed.
3. Eligibility Requirements – Tanya reviewed.

Section II. Organization Qualifications and Experience

1. Overview of Organization
 - a. Firm can provide comprehensive in-house services.
 - b. This firm is experienced in all areas.
 - c. This firm is from Augusta/Portland, ME.
2. Subcontractors
 - a. No subcontractors are needed.
3. Organizational Chart
 - a. Clear and understandable.
 - b. Enough coverage for project? – per Env. Folks in review yes.
4. Litigation
 - a. This firm has no pending litigation.
5. Certificate of Insurance

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: TRC Environmental Corporation

DATE: 01/19/24

EVALUATOR NAME: Kyle Savage

EVALUATOR DEPARTMENT: Department of Defense Veterans and Emergency
Management - Engineering

a. Submitted.

6. Project Coverage

- a. One Project Manager.
- b. Two on the Wetland Delineation/Vernal Pool Survey team.
- c. One on the GIS team.
- d. One on the Tech Reviewer team.

Section III. Proposed Services

- a. Services to be Provided – Clearly described.
- b. Wetland Delineation – Clearly described.
- c. Vernal Pool Assessment – Clearly described.
- d. Reporting/Data Transmittal – Clearly described.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202311230

RFP TITLE: Wetland Delineation & Vernal Pool Survey

BIDDER NAME: TRC Environmental Corporation

DATE: 1 FEB 24

EVALUATOR NAME: Timothy Bickford

EVALUATOR DEPARTMENT: DVEM-Military Bureau

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Directions: *Follow the sections of your RFP to develop a bulleted outline for notes. Delete the sample below and these directions and replace with your own outline based on your RFP.*

I. Organization Qualifications and Experience

1. Overview of Organization

- *National firm with over 7,000 employees.*
- *Has a signature attention to detail.*

2. Subcontractors

- *TRC is not proposing using subcontractors.*

3. Organizational Chart

- *The organizational chart provided is sufficient to meet the needs of this contract.*

4. Etc.

- *TRC have qualified staff and have completed a number of relevant projects.*

II. Proposed Services

1. Services to be Provided

- *TRC's proposed services will meet the needs and scope of work outlined in this RFP for wetland delineation, vernal pool surveys and GIS data handling.*

2. Implementation – Work Plan

- *The work plan that TRC has provided includes a detailed schedule and meets the needs and intent for this contract.*



Janet T. Mills
Governor

STATE OF MAINE
DEPARTMENT OF DEFENSE, VETERANS AND
EMERGENCY MANAGEMENT – Military Bureau

Major General Douglas A. Farnham
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202311230

RFP TITLE: Wetland Delineation and Vernal Pool Survey

I, Elizabeth Barton accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Defense, Veterans And Emergency Management – Military Bureau. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

BARTON.ELIZABETH.
ERIN.1456935288

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Date: 2024.01.18 07:03:46 -05'00'

Signature

Date



STATE OF MAINE
DEPARTMENT OF DEFENSE, VETERANS AND
EMERGENCY MANAGEMENT – Military Bureau

Janet T. Mills
Governor

Major General Douglas A. Farnham
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202311230

RFP TITLE: Wetland Delineation and Vernal Pool Survey

I, Timothy Bickford, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Defense, Veterans And Emergency Management – Military Bureau. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

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Date: 2024.01.17 10:59:12 -05'00'

Signature

Date



Janet T. Mills
Governor

STATE OF MAINE
DEPARTMENT OF DEFENSE, VETERANS AND
EMERGENCY MANAGEMENT – Military Bureau

Major General Douglas A. Farnham
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202311230

RFP TITLE: Wetland Delineation and Vernal Pool Survey

I, Kyle Savage accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Defense, Veterans And Emergency Management – Military Bureau. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

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SAVAGE.KYLE.EUGENE.1606452124

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Date: 2024.01.17 10:27:06 -05'00'

Signature

Date