

State of Maine
Master Score Sheet

RFP# 202406123					
Professional Engineer for Dam Inspections					
Bidder Name:	GZA	Sevee & Maher	Kleinschmidt		
Proposed Cost:	179.09 hr	175.00 hr	209.50 hr		
Scoring Sections	Points Available				
Section I: Preliminary Information	Pass/Fail	Pass	Pass		
Section II: Organization Qualifications and Experience	55	48	38	53	
Section III: Proposed Services	20	15	10	19	
Section IV: Cost Proposal	25	24	25	21	
TOTAL	<u>100</u>	<u>87</u>	<u>73</u>	<u>93</u>	

**Award Justification Statement
RFP# 202406123
Department of Veterans, Emergency Management
Maine Emergency Management Agency**

I. Summary

Maine Emergency Management Agency needs a Professional Engineer to inspect and sign off on inspections using their license, knowledge and experience for the Dam Safety Program. These dams will need to be inspected by high risk to low hazard ratings.

II. Evaluation Process

Maine Emergency Management Agency assembled as a Team to evaluate the 3 proposals that were received in response to the RFP. The team consisted of subject matter and financial experts. The subject matter experts were the Dam Safety Program Manager that has many years in this position and the Operations Division Director that has been supervising the staff for this program. The financial expert was the Acting Director for the finance division of the Agency. The whole team needed to make sure that each area was staying within the confines of this specific program and funding.

III. Qualifications & Experience

- Professional engineering qualifications needed to complete the inspections.
- Specific experience to the exact inspections needed by the program.
- Bidder had the most experience with the requirements for reports.
- 55 Years of Experience

IV. Proposed Services

- Estimation of the length in hours of the inspection (without travel)
- Knowledge of the specific reporting needed by the Agency
- Knowledge of Dam inspections specifically

V. Cost Proposal

- **No mark up on travel and expenses, will be billed as actual.**
- **Bidder had estimated with travel expenses included per dam inspection. The team could then see potentially how many dam inspections that could be completed with the funding that is allocated for this project.**
- **Northern, Southern business locations would cut travel cost.**

VI. Conclusion

The factors that the team rated to make the final decision:

- **The estimated total of dams that can be inspected by the submitted proposal would fit within the funding budgeted for this project and will allow for more inspections to be done.**
- **Office locations were a big factor due to funding restraints, having two locations (northern Pittsfield, southern Falmouth) will make the travel and time expenses be considerably lower. The Dams span throughout the State of Maine.**
- **Experience with the specific reporting needs of the Agency, and attention to detail in the submitted proposal. These also have a financial value in expected efficiencies throughout the inspection and reporting process and contract management overall.**
- **Overall Experience of 55 years**



STATE OF MAINE
DEPARTMENT OF Defense, Veterans
Emergency Management
Maine Emergency Management Agency

Janet T. Mills
Governor

Brigadier General Diane L. Dunn
Commissioner

09/17/2024

GZA GeoEnvironmental, Inc.
707 Sable Oaks Drive, Suite 150
South Portland, ME 04106

SUBJECT: Notice of Conditional Contract Award under RFP #202406123,
Professional Engineer for Dam Safety

Dear Christopher L. Snow:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Veterans, Emergency Management/Maine Emergency Management Agency for a Professional Engineer for Dam Safety. 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:

- Kleinschmidt Associates

The bidder listed above received the evaluation team's highest ranking. The Department will be contacting the aforementioned bidder soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Legee", written in a cursive style.

Joe Legee, Deputy Director

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, Office of State Procurement Services [formerly the Division of Purchases], Chapter 120, § (2) (2).



STATE OF MAINE
DEPARTMENT OF Defense, Veterans
Emergency Management
Maine Emergency Management Agency

Janet T. Mills
Governor

Brigadier General Diane L. Dunn
Commissioner

09/17/2024

Sevee & Maher Engineers, Inc.
P.O. Box 85A
Cumberland, ME 04021

SUBJECT: Notice of Conditional Contract Award under RFP #202406123,
Professional Engineer for Dam Safety

Dear Travis C. Carpenter:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Veterans, Emergency Management/Maine Emergency Management Agency for a Professional Engineer for Dam Safety. 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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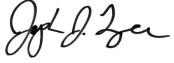
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STATE OF MAINE
DEPARTMENT OF Defense, Veterans
Emergency Management
Maine Emergency Management Agency

Brigadier General Diane L. Dunn
Commissioner

Janet T. Mills
Governor

09/17/2024

Kleinschmidt Associates
141 Main Street
Pittsfield, ME 04967

SUBJECT: Notice of Conditional Contract Award under RFP #202406123,
Professional Engineer for Dam Safety

Dear Nick Ciomei:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Veterans, Emergency Management/Maine Emergency Management Agency for a Professional Engineer for Dam Safety. 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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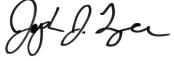
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As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

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Joe Legee, Deputy Director

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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspection

BIDDER: GZA Geoenvironmental, INC

DATE: 9/9/2024

SUMMARY PAGE

Department Name: Defense, Veterans Emergency Management/Maine Emergency Management Agency

Name of RFP Coordinator: Tammy Thayer-Hardman

Names of Evaluators: Tara Ayotte, Sunny Cyr, Steve Mallory

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	x	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	55	48
Section III. Proposed Services	20	15
Section IV. Cost Proposal	25	24
<u>Total Points</u>	<u>100</u>	<u>87</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspection

BIDDER: GZA Geoenvironmental, INC

DATE: 9/9/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

- Meets minimal experience requirements
- Confirmed no debarment in SAM.gov
- Submitted as required in RFP
- Three P.E. licenses included

- I. Litigation
 - Submitted as instructed
- II. Certificate of Insurances
 - Submitted as instructed

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspection

BIDDER: GZA Geoenvironmental, INC

DATE: 9/9/2024

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	55	48

Evaluation Team Comments:

Discussion of the Organization Qualifications and Experience

- Has Worked with another State Dam Safety program (Massachusetts)
- Adequate years' experience
- Small 2-person team
- Small Organization will be lacking resources available
- Extensive list of Maine Dams that have had inspection done

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspection

BIDDER: GZA Geoenvironmental, INC

DATE: 9/9/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	20	15

Evaluation Team Comments:

Discussion of the Proposal

- Field Sketch without request was submitted
- Format of Proposal was incorrect
- Org Chart for quality
- Small team would take longer per inspection

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspection

BIDDER: GZA Geoenvironmental, INC

DATE: 9/9/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
175.00	,	179.09	x	25 points	=	24

Evaluation Team Comments:

I. Cost per Dam

- Estimated \$3,000.00 - \$4,000.00 per dam; additional fees not included in the Estimate
 - This would impact the quantity of inspections that would be done with the budgeted funds

II. Other cost

- One location
 - Portland Maine
- Business location would increase travel expenses higher inflating the overall cost per inspection
 - 2-person travel expenses
 - Higher travel expenses would not fit in budget
 - Travel expenses would be billed as actual

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspection

BIDDER: Sevee & Maher Engineers

DATE: 9/9/2024

SUMMARY PAGE

Department Name: Defense, Veterans Emergency Management/Maine Emergency Management Agency

Name of RFP Coordinator: Tammy Thayer-Hardman

Names of Evaluators: Tara Ayotte, Sunny Cyr, Steve Mallory

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	x	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	55	38
Section III. Proposed Services	20	10
Section IV. Cost Proposal	25	25
<u>Total Points</u>	<u>100</u>	<u>73</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspection

BIDDER: Sevee & Maher Engineers

DATE: 9/9/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

- 38 years' experience
- Confirmed no debarment in SAM.gov
- Submitted as required in RFP
- Three P.E. licenses included

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspection

BIDDER: Sevee & Maher Engineers

DATE: 9/9/2024

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	55	38

Evaluation Team Comments:

Discussion of the Organization Qualifications and Experience

- The team believes they can provide the inspections; however, there are questions if the output would be meet the requirement needs
- Adequate years' experience
- Would need more discussion/direction to get the finish product needed

- I. Litigation
 - Submitted as instructed
- II. Certificate of Insurances
 - Submitted as instructed

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspection

BIDDER: Sevee & Maher Engineers

DATE: 9/9/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	20	10

Evaluation Team Comments:

I. Discussion of the Proposal

- Proposal was clear and easy to understand
- Experience is in a different category i.e. sewage/waste and water management.
- Additional charges will increase the cost of inspection which will not allow as many inspections to be completed
- Geographic site of the dams would increase the cost per dam with the additional fees in the proposal.
- One location would add cost to the inspection

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspection

BIDDER: Sevee & Maher Engineers

DATE: 9/9/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
175.00	,	175.00	x	25 points	=	25

Evaluation Team Comments:

- I. Cost per Dam
 - Estimated \$7,250.00 per dam
 - Additional charges are not included in the estimate
- II. Other cost
 - One location
 - Cumberland Maine
 - Finance charges-State of Maine policy prohibits this
 - Overnight cost for travel could be an issue for the budgeted funds allowed for this project
 - Sub-contractor if needed additional cost

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspection

BIDDER: Kleinschmidt Associates

DATE: 9/9/2024

SUMMARY PAGE

Department Name: Defense, Veterans Emergency Management/Maine Emergency Management Agency

Name of RFP Coordinator: Tammy Thayer-Hardman

Names of Evaluators: Tara Ayotte, Sunny Cyr, Steve Mallory

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	x	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	55	53
Section III. Proposed Services	20	19
Section IV. Cost Proposal	25	21
<u>Total Points</u>	<u>100</u>	<u>93</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspection

BIDDER: Kleinschmidt Associates

DATE: 9/9/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

- 55 Years Experience
- Confirmed no debarment in SAM.gov
- Submitted as required in RFP
- One P.E. licenses included

- I. Litigation
 - Submitted as instructed
- II. Certificate of Insurances
 - Submitted as instructed

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspection

BIDDER: Kleinschmidt Associates

DATE: 9/9/2024

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	55	53

Evaluation Team Comments:

Discussion of the Organization Qualifications and Experience

- Most years' experience
- Only one license provided, no additional
- Previous inspection done for Dam Safety
 - Quality inspections
 - Knowledge of what the output needs to be (less training-less money)
 - Follows direction and output matches needs
 - Very proficient and timely with reports

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspection

BIDDER: Kleinschmidt Associates

DATE: 9/9/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	20	19

Evaluation Team Comments:

Discussion of the Proposal

- Mindful of the timeliness
- Estimated 2 hours to do an inspection (not including travel)
- Resolution Solution process detailed
- Draft submitted within 30 days final report within one week of Agency approval of Draft

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspection

BIDDER: Kleinschmidt Associates

DATE: 9/9/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
175.00	,	209.50	x	25 points	=	21

Evaluation Team Comments:

- I. Cost per Dam
 - Estimated \$5,300.00 per dam with other cost
 - Travel & expenses were included in the estimate
- II. Other cost
 - Two locations would mean less additional cost per inspection
 - Pittsfield Maine-Corporate office
 - Falmouth Maine
 - No mark up on travel
 - will be billed actual
 - This was clear

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspections

BIDDER NAME: GZA GEOENVIRONMETNAL, INC

DATE: 9/9/2024

EVALUATOR NAME: Steven H Mallory

EVALUATOR DEPARTMENT/AGENCY: Department of Veteran Emergency
Management/Maine Emergency Management Agency

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

- *GZA has done dam safety work for other state dam safety programs (Massachusetts)*
- *GZA has an extensive list of projects they worked on for dams in Maine.*
- *Expect report can be submitted in 30 days of inspection, could be a con as not explained review process*
- *Estimated cost is \$3000-\$4000 per dam PLUS travel costs. Travel related costs will be billed as actual. Concerned with 2 persons with availability and timelines*
- *Does not include any stability analysis, H&H analysis, or survey plan preparation*

2. Subcontractors

- *N/A*

II. Proposed Services

1. Services to be Provided

- *Review background information and coordinate site visit and inspection, evaluation and reporting*
- *Would provide report with summary, recommendations, and discussion regarding the dam's existing hazard and any suggested changes or considerations.*
- *Will provide field sketch*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspections

BIDDER NAME: GZA GEOENVIRONMETNAL, INC

DATE: 9/9/2024

EVALUATOR NAME: Steven H Mallory

EVALUATOR DEPARTMENT/AGENCY: Department of Veteran Emergency
Management/Maine Emergency Management Agency

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspections

BIDDER NAME: GZA GEOENVIRONMETNAL, INC

DATE: 09/04/2024

EVALUATOR NAME: Sunny Cyr

EVALUATOR DEPARTMENT/AGENCY: Department of Defense, Veterans, and
Emergency Management/Maine Emergency Management Agency

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Individual Evaluator Comments:

I. Preliminary Information

- *Confirmed no debarment in SAM.gov*
- *No PE licenses included in file (provided in Section II)*
- *Maine SoS certificate provided*

II. Organization Qualifications & Experience

1. Overview

- *Meet minimum experience requirements*
- *Able to create own inundation mappings*
- *Experienced with EAPs*
- *Full spectrum of dam types/contexts, long-term contracts with other States/Agencies*

2. Subcontractors

- *Not mentioned; Section III states there is no intent to use subcontractors*

3. Org Chart

- *Day-to-day team of two*
- *Project Manager previously served in Dam Safety program*
- *Familiarity with Maine State Law*

4. Litigation

- *Alludes to recent and ongoing litigation; did not provide requested details but asserted no threat to ability to perform work*

5. Licensure/Certification

- *Four P.E. on overall team; certificates provided*

6. Certificate of Insurance

- *provided*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspections

BIDDER NAME: GZA GEOENVIRONMETNAL, INC

DATE: 09/04/2024

EVALUATOR NAME: Sunny Cyr

EVALUATOR DEPARTMENT/AGENCY: Department of Defense, Veterans, and
Emergency Management/Maine Emergency Management Agency

III. Proposed Services

1. Methods & Resources

- *Less confident and clear in process/ task descriptions*
- *Report within 30 days*
- *Data review mentioned in Section IV*

2. Ensuring Results

- *Consultant/Reviewer (P.E. in top level org chart) performs third-party assessment of all work*

IV. Cost Proposal

1. General

- *No mention of adhering to per-dam or other budget limits without prior approval*

2. Cost Proposal Form

- *Basic travel costs included*
- *Required lodging to be billed at cost*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspections

BIDDER NAME: GZA GEOENVIRONMETNAL, INC

DATE: 9/4/2024

EVALUATOR NAME: Tara Ayotte

EVALUATOR DEPARTMENT/AGENCY: Department of Veteran Emergency
Management/Maine Emergency Management Agency

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Individual Evaluator Comments:

1. Preliminary Information

-

2. Organization Qualifications & Experience

- GZA has done dam safety work for other state dam safety programs (Massachusetts) doing the same tasks Maine is requesting.
- GZA has an extensive list of projects they worked on for dams in Maine.
- Does not include any stability analysis, H&H analysis, or survey plan preparation

3. Proposed Services

- Review background information and coordinate site visit, site visit and inspection, evaluation and reporting (This is all required by MEMA)
- Would provide report with summary, recommendations, and discussion regarding the dam's existing hazard and any suggested changes or considerations.
- Will provide field sketch which I didn't see in other proposals
- Expect report can be submitted in 30 days of inspection

4. Cost

- Estimated cost is \$3000-\$4000 per dam PLUS travel costs. Travel related costs will be billed as actual. (2 person team)
- Travel expenses could become an issue

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspections

BIDDER NAME: GZA GEOENVIRONMETNAL, INC

DATE: 9/4/2024

EVALUATOR NAME: Tara Ayotte

EVALUATOR DEPARTMENT/AGENCY: Department of Veteran Emergency
Management/Maine Emergency Management Agency

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspections

BIDDER NAME: Sevee & Maher Engineers (SME)

DATE: 9/9/24

EVALUATOR NAME: Steven H Mallory

EVALUATOR DEPARTMENT/AGENCY: Department of Veteran Emergency Management/Maine Emergency Management Agency

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Individual Evaluator Comments:

Organization Qualifications and Experience

1. Overview of Organization

- *Estimated costs \$7250 per dam – concerns of overnight costs not included*
- *Would charge .75 cents per mile with use of company vehicles and GSA rate for private owned, this is over the State of Maine allowed mileage rate*
- *Company has submitted reports to the State of Maine Dam Safety Office that was not correct and needed adjustments*
- *It was not noted that they would do any H&H modeling or evaluation*
- *Does not include any underwater features*
- *Expect report can be submitted in 30 days*
- *Company located in Southern Maine which could make travel costs higher if any Northern Maine Dams are needed for inspections*

2. Subcontractors

- *N/A but if needed price would be cost plus an added 15%*

II. Proposed Services

1. Services to be Provided

- *Review background information and coordinate site visit and inspection, evaluation and reporting*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspections

BIDDER NAME: Sevee & Maher Engineers (SME)

DATE: 9/9/24

EVALUATOR NAME: Steven H Mallory

EVALUATOR DEPARTMENT/AGENCY: Department of Veteran Emergency
Management/Maine Emergency Management Agency

- *Would provide report with summary, recommendations, and discussion regarding the dam's existing hazard and any suggested changes or considerations.*
- *Review is not done by a Professional Engineer which is not acceptable*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspections

BIDDER NAME: Sevee & Maher Engineers (SME)

DATE: 9/3/24

EVALUATOR NAME: Tara Ayotte

EVALUATOR DEPARTMENT/AGENCY: Department of Veteran Emergency Management/Maine Emergency Management Agency

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.*

1. Preliminary Information

- 38 years of experience
-

2. Organization Qualifications & Experience

- *This company has done inspections for private dam owners (Kittery water district) which we have copies of the reports. One note from the acting state dam inspector was that the photographs included in the reports were not commented on and it was unclear in a couple instances why the photographs were taken. Example is Tony identified some riprap slippage and this firm did not identify this condition.*
- *Overnight stays are not included in the proposal, nor are any H&H modeling or evaluation*
- *Expect can perform each dam inspection in 6 hours to include travel*
- *Does not include any underwater inspections*
- *Subcontractors would not be used but if needed price would be cost plus an added 15%*
- *Could review MEMA assistant engineer work, but would not sign off as a professional engineer*

3. Proposed Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspections

BIDDER NAME: Sevee & Maher Engineers (SME)

DATE: 9/3/24

EVALUATOR NAME: Tara Ayotte

EVALUATOR DEPARTMENT/AGENCY: Department of Veteran Emergency Management/Maine Emergency Management Agency

- *Review background information and coordinate site visit, site visit and inspection, evaluation and reporting (This is all required by MEMA)*
- *Would provide report with summary, recommendations, and discussion regarding the dam's existing hazard and any suggested changes or considerations.*
- *use of their own Dam Inspection Checklist during inspections (checklist looks okay but reviewer is not a PE)*
- *Expect report can be submitted in 30 days*
-

4. Cost

- *Estimated costs \$7250 per dam – would be higher if inspections are over 2 hours drive time each way (does not include mileage and other travel expenses) Also any overnight expenses are not included*
- *Would charge .75cents per mile with use of company vehicles and GSA rate for private owned*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspections

BIDDER NAME: Sevee & Maher Engineers

DATE: 09/04/24

EVALUATOR NAME: Sunny Cyr

EVALUATOR DEPARTMENT/AGENCY: Department of Defense, Veterans, and
Emergency Management/Maine Emergency Management Agency

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. Preliminary Information
 - Submitted as required in RFP
 - Confirmed no debarment at SAM.GOV
 - Three P.E. licenses included
- II. Organization Qualifications & Experience
 1. Overview
 - Firm experience is in solid waste/"superfund" rather than dams and specifically state dam safety work
 2. Subcontractors
 - N/A
 3. Org Chart
 - Reflects adequate staffing to support contract/project needs
 4. Litigation
 - N/A
 5. Licensure/Certification
 - Submitted as required
 6. Certificate of Insurance
 - Submitted as required
- III. Proposed Services
 - Initial steps reasonable and prudent
 - Agreed to attempt combining site visits for distant dams
 - Clear, standardized evaluation checklist included

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspections

BIDDER NAME: Sevee & Maher Engineers

DATE: 09/04/24

EVALUATOR NAME: Sunny Cyr

EVALUATOR DEPARTMENT/AGENCY: Department of Defense, Veterans, and
Emergency Management/Maine Emergency Management Agency

- *Understanding of hazard classification*
- *Agree to review inspection reports prepared by MEMA staff and provide feedback, but not to formally sign off as P.E.*

IV. Cost Proposal

1. General

- *Agreed not to exceed per-dam budget amounts without prior authorization*

2. Cost Proposal Form

- *No overnights included – this is a risk for cost projections*
- *Finance charge – will not be payable per State regulation*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspections

BIDDER NAME: Kleinschmidt Associates

DATE: 09/09/24

EVALUATOR NAME: Steven H Mallory

EVALUATOR DEPARTMENT/AGENCY: Department of Veteran Emergency Management/Maine Emergency Management Agency

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

- *Well established engineering firm*
- *Estimated costs approximately \$5300 per dam*
- *Has multiple locations and engineers across the State which could reduce travel costs*
- *Project Manager is well versed in the State of Maine Dam Safety policies, legislation, and laws*
- *Each dam inspection within 2 hours, not including travel to and from dam. Will work with MEMA to plan and coordinate*
- *Tremendous resource availability for office reports and staff reports can be submitted in 30 days of inspection*

2. Subcontractors

N/A

II. Proposed Services

1. Services to be Provided

- *Review background information and coordinate site visit and inspection, evaluation and reporting*
- *Would provide report with summary, recommendations, and discussion regarding the dam's existing hazard and any suggested changes or considerations.*

Summary

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspections

BIDDER NAME: Kleinschmidt Associates

DATE: 09/09/24

EVALUATOR NAME: Steven H Mallory

EVALUATOR DEPARTMENT/AGENCY: Department of Veteran Emergency
Management/Maine Emergency Management Agency

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspections

BIDDER NAME: Kleinschmidt Associates

DATE: 09/04/2024

EVALUATOR NAME: Sunny Cyr

EVALUATOR DEPARTMENT/AGENCY: Department of Defense, Veterans, and
Emergency Management/Maine Emergency Management Agency

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. Preliminary Information

- Submitted as required in RFP
- Confirmed no debarment in SAM.gov
- One PE license included

II. Organization Qualifications & Experience

1. Overview

- Breach modeling and hazard classifications referenced
- Meet minimum experience requirements

2. Subcontractors

- Not addressed

3. Org Chart

- Only one P.E. for project

4. Litigation

- N/A

5. Licensure/Certification

- Provided as required

6. Certificate of Insurance

- Provided as required

III. Proposed Services

1. Methods & Resources

- Assume no MEMA or dam staff participation in site inspections
- Assume two hours for dam inspections
- Take direction from MEMA on dam priority and scheduling

2. Ensuring Results

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspections

BIDDER NAME: Kleinschmidt Associates

DATE: 09/04/2024

EVALUATOR NAME: Sunny Cyr

EVALUATOR DEPARTMENT/AGENCY: Department of Defense, Veterans, and
Emergency Management/Maine Emergency Management Agency

- *Draft report within 30 days and final report within one week of receiving comments from MEMA*

IV. Cost Proposal

1. General

- *Weighted average hourly rate provided to cover contract period*
- *Accounts for reasonably anticipated expense increases over time*

2. Cost Proposal Form

- *Expenses include overnight lodging when required*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspections

BIDDER NAME: Kleinschmidt Associates

DATE: 8/23/24 and 9/3/24

EVALUATOR NAME: Tara Ayotte

EVALUATOR DEPARTMENT/AGENCY: Department of Veteran Emergency Management/Maine Emergency Management Agency

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:

1. Preliminary Information
 - Over 55 years of experience
2. Organization Qualifications & Experience
 - Has previously contracted with Maine Office of Dam Safety for similar services in the past year.
 - Project Manager has over 13 years of hydro and non hydro inspection experience and is a former MEMA Dam Safety Office assistant engineer and has an understanding of the current state regulations and our inspection and reporting requirements
3. Proposed Services
 - Review background information and coordinate site visit, site visit and inspection, evaluation and reporting (This is all required by MEMA)
 - Would provide report with summary, recommendations, and discussion regarding the dam's existing hazard and any suggested changes or considerations.
 - Expect report can be submitted in 30 days of inspection
 - The current acting State Dam Inspector as seen and approves reporting formats from this company
 - Expect can perform each dam inspection in 2 hours, not including travel to and from dam. Will work with MEMA to plan and coordinate
 - Does not require dam owner or MEMA staff to be present but it is encouraged
4. Cost

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202406123

RFP TITLE: Professional Engineer for Dam Inspections

BIDDER NAME: Kleinschmidt Associates

DATE: 8/23/24 and 9/3/24

EVALUATOR NAME: Tara Ayotte

EVALUATOR DEPARTMENT/AGENCY: Department of Veteran Emergency
Management/Maine Emergency Management Agency

- *Estimated costs per dam does appear to include travel expenses, car rentals, hotel fees, etc*
- *Estimated costs approx. \$5300 per dam*



**STATE OF MAINE
DEPARTMENT OF DEFENSE,
VETERANS and EMERGENCY
MANAGEMENT**

Janet T. Mills
Governor

Brigadier General Diane L.
Dunn
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: RFP202406123
RFP TITLE: Professional Engineer**

I, Sunny Cyr, 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. 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.

Signature

08/26/2024
Date



STATE OF MAINE
DEPARTMENT OF VETERANS
EMERGENCY MANAGEMENT

Janet T. Mills
Governor

Brigadier General Diane L. Dunn
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202406123
RFP TITLE: Professional Engineer for Dam Inspections

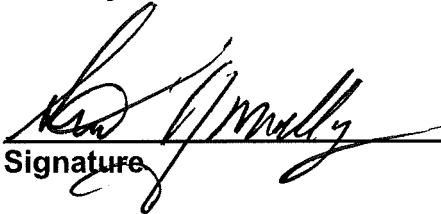
I, STEVEN H. MAUDRY accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Veterans Emergency Management. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection 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).

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Signature

9/9/24
Date



STATE OF MAINE
DEPARTMENT OF VETERANS
EMERGENCY MANAGEMENT

Janet T. Mills
Governor

Brigadier General Diane L. Dunn
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202406123
RFP TITLE: Professional Engineer for Dam Inspections

I, Tara Ayotte accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Veterans Emergency Management. 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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Tara Ayotte

Signature

9/3/24

Date