

# **Phased Planning and Timeline for Conversion of Former Fish Hatchery into Freshwater Mussel Hatchery**

## **1. Introduction**

Chesapeake Bay Foundation is soliciting proposals to study and evaluate the conversion of The Pamunkey Tribe's fish hatchery into a functional freshwater mussel grow-out facility. The selected consultant will assess the current condition of the site, determine the suitability of existing infrastructure, identify required upgrades, and develop cost estimates for rehabilitation and retrofitting. This project is the first phase of a comprehensive future study to determine needs, and seeks to provide rough cost estimates, needs, and timelines; we are not seeking engineered designs.

## **2. Project Background**

The former fish hatchery, located at the Pamunkey reservation, has been out of operation for several years. With increasing regional interest in freshwater mussel conservation and propagation, Chesapeake Bay Foundation and Tribal members seek to determine whether the facility can be repurposed to support mussel culture operations for 2–3-year grow-out cycles. The updated facility will not need to support mussel propagation initiatives but rather only the growth of juvenile freshwater mussels to a suitable size for deployment. The final product will provide a guideline for future planning, funding requests, and potential construction phases.

## **3. Scope of Work. CBF may divide the work into individual components.**

### **A. Site Assessment/Background Information**

- **Perform a site visit** to evaluate existing buildings, tanks, plumbing, electrical systems, water supply, and other infrastructure. Meet with key stakeholders at the Tribe, Department of Wildlife Resources, and U.S. Fish and Wildlife Service to better understand needs.
- **Document available resources** including water access, utilities, space configurations, and structural conditions.

### **B. Facility Retrofits**

- **Identify major repairs or modifications** that would be needed to convert the facility into a freshwater mussel grow out facility.
- **Recommend necessary upgrades** to meet operational, biological, and regulatory requirements.

### **C. Water Source Evaluation**

- **Identify potential concerns** such as contaminants, flow limitations, or temperature constraints.
- **Recommend water system improvements** including treatment, pumping, or distribution upgrades if needed.

#### **D. Regulatory and Permitting Requirements**

- **Identify all federal, state, and local permits** required to construct, retrofit, and operate a freshwater mussel hatchery at the site. Consider that the facility is located on tribal lands.
- **Assess the feasibility and timeline** for obtaining necessary permits
- **Highlight potential regulatory constraints** that may affect project design, cost, or schedule.

#### **E. Cost Estimation**

- **Provide cost estimates** for all recommended repairs, retrofits, and system upgrades.
- **Develop phased cost scenarios** if applicable (e.g., essential upgrades vs. optional enhancements).

#### **F. Final Report**

- **Prepare a report** summarizing findings, recommendations, conceptual layouts, permitting requirements, and cost projections.
- **Present results to project stakeholders** in a virtual or in-person meeting.

### **4. Proposal Requirements**

Proposals must include:

- **Company background and qualifications**, including relevant experience with hatchery design or aquatic facility assessments.
- **Project team members** and their roles.
- **Proposed methodology** for completing the scope of work.
- **Project timeline** with key milestones.
- **Cost proposal** includes labor rates, travel expenses, and any optional services. Please break out costs for each activity mentioned in the scope of work.
- **References for similar projects** completed within the past five years.

### **5. Evaluation Criteria**

Proposals will be evaluated based on:

- **Relevant experience and technical expertise**
- **Quality and clarity of proposed approach**
- **Cost competitiveness**

- **Ability to meet project timeline**
- **Strength of references**

## **6. Submission Instructions**

Submit proposals electronically in PDF format to:

Joe Wood

[jwood@cbf.org](mailto:jwood@cbf.org)

Chesapeake Bay Foundation

Proposals must be received no later than **July 31, 2026** at 5:00 PM.

## **7. Project Timeline**

- RFP Release Date: **May 15, 2026**
- Deadline for Questions: **June 15, 2026**
- Proposal Due Date: **July 31, 2026**
- Consultant Selection: **September 1, 2026**
- Project Start: **October 1, 2026**
- Final Report Due: **July 1, 2027**