

Delaware River Basin Commission

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Steven J. Tambini
Executive Director

REQUEST FOR PROPOSALS (RFP)

FRESHWATER DELAWARE RIVER BASIN BROODSTOCK MUSSELS

INFORMATION AND INSTRUCTIONS

1. GENERAL INFORMATION

- 1.1. The Delaware River Basin Commission (DRBC or Commission) is seeking a qualified vendor to provide freshwater mussels from Delaware River Basin broodstock for in-stream stocking of tributaries in the non-tidal Delaware River Basin.
- 1.2. Any changes to this RFP will be in the form of an addendum, which will be furnished to all RFP holders.
- 1.3. The DRBC reserves the right to reject any or all submittals and to be the sole judge of the merits of the respective submittals received.
- 1.4. The vendor will be selected based upon Proposals received in response to this RFP, which may be amended in accordance with Section 1.2 above.
- 1.5. Technical questions should be directed to Chad Pindar, PE; 609-883-9500 ext. 268 or at Chad.Pindar@drbc.gov.

2. PROJECT OBJECTIVES

The project objective is to acquire a minimum of 5,000 individual young freshwater mussels raised in a captive propagation facility, comprised of a minimum of two species from the following:

- Alewife floater (*Anodonta implicata*);
- Yellow Lampmussel (*Lampsilis cariosa*); and
- Eastern Pondmussel (*Ligumia nasuta*).

The broodstock must be native to and derived from the Delaware River Basin, and each individual mussel should be older than one year old.

The Commission and/or its partners will be responsible for stocking the mussels in-stream in certain non-tidal tributaries of the Delaware River Basin and will be responsible for obtaining any necessary permits for stocking.

3. SUBMITTAL REQUIREMENTS / PROPOSAL CONTENT

Interested vendors must include the following within the proposal:

- 3.1. Experience. Description of previous experience in handling, rearing, and transporting native freshwater mussels.
- 3.2. Key Personnel Qualifications. Qualifications of vendor personnel, including resumes, CVs, or equivalent of key personnel anticipated to work on this project.
- 3.3. Broodstock. Description of the broodstock, including:
 - the origins of the broodstock;
 - how the broodstock has been reared to date; and
 - the location(s) of all rearing/holding locations.
- 3.4. Timing. Date when the mussels will be available for delivery.
- 3.5. Plan of Delivery. The Proposal must describe how the vendor will transport and deliver mussels to the site(s) prescribed by DRBC. DRBC currently anticipates receipt of mussels in Fall 2023 and expects the mussels to be delivered to a site near Easton, Pennsylvania.
- 3.6. Rearing Plan. The Commission and its partners currently plan to take delivery of the mussels in Fall 2023. It is possible the Commission will determine that stocking cannot take place in Fall 2023. In preparation for that possibility, the Proposal must describe where and how the vendor can temporarily rear mussels until Spring/Summer 2024.
- 3.7. Passive Integrated Transponder (PIT) Tags. The vendor shall install PIT tags on 5% of provided mussels prior to delivery. The vendor shall provide the Commission or its designee with the specifications of the PIT tags and two new corresponding PIT tag scanners.
- 3.8. Other Tags. The vendor shall install other identification tags on a separate 5% of provided mussels prior to delivery. The vendor shall provide the Commission or its designee with the details of the other identification method.
- 3.9. Point of Contact. The Proposal must include the name and contact information for a vendor Point of Contact.

There is no page minimum or page limit in responding to the RFP; however, submitted proposals should be efficient and brief.

4. CONTRACT COST LIMIT / PAYMENT TERMS

The vendor shall propose a total cost for this project as a “not to exceed” total dollar amount in accordance with the instructions set forth in Section 6, below. The agreed upon total project budget may not be exceeded without prior authorization by the Commission.

See “Time of Payment” (Section 10.(a)) within the [DRBC Standard Contract](#) for additional information on standard DRBC payment terms.

5. PERIOD OF PERFORMANCE

The vendor will commence work for this project as soon as practicable after the execution of a contract between DRBC and the vendor.

6. SUBMITTAL INSTRUCTIONS

Proposal

Interested parties should send or hand deliver one hard copy Proposal, along with the electronic (PDF) file on a diskette or thumb drive, to the address below. If preferred, the PDF file of the Proposal may be sent via email to: DRBC.Proposals@drbc.gov.

Elba Deck, Director of Finance and Administration
 Delaware River Basin Commission
 25 Cosey Road
 West Trenton, NJ 08628

Cost Proposal

Provide completed versions of the following tables that detail the proposed costs along with a total not-to-exceed cost.

Mussel Species	# of mussels provided	Cost for each mussel	# of PIT tags	Cost to PIT tag mussels	Cost to label additional mussels	Delivery Cost for each species ¹	Total
Alewife floater							
Yellow Lampmussel							
Eastern Pondmussel							
Totals							

¹ Assume delivery to the location described in Section 3.5.

Equipment	Total Cost
2 PIT tag scanners	
Total of Mussel and Equipment Cost	

Rearing through (if necessary):	Lump Sum Cost
May 31, 2024	
August 31, 2024	

Cost Proposal Format

The Cost Proposal should be submitted in hard copy only, in a sealed envelope clearly marked "Cost Estimate."

Proposals (both hard copy and digital files) and sealed Cost Proposals must be received no later than 4:00 p.m., Eastern Time, on Friday, May 26, 2023. Proposals received after this time will not be considered. The Commission reserves the right to reject any submittals for any reason.

The Commission's standard contract is available for review at http://www.nj.gov/drbc/library/documents/DRBC_StandardContract.pdf. If the bidder cannot execute the standard contract in its current form, the bidder must describe the exceptions in the Proposal.

7. PROPOSAL SELECTION AND AWARD PROCESS

Proposals will be evaluated by a committee comprised of staff members knowledgeable about the service(s) and/or product(s) that are the subjects of this RFP. Evaluation committee members may not speak with vendor representatives regarding pending proposals submitted in response to this RFP between the time of submission and the Commission's selection of a bidder.

Accepted proposals will be reviewed by the evaluation committee and scored for the following criteria: vendor capabilities and qualifications; project proposal; and cost proposal. The committee may review references, request interviews/presentations, and/or conduct on-site visits. The resulting information will be used to score the proposals. The evaluation committee will rank proposals based on the scores received.