

Town of Acworth, NH, Conservation Commission

REQUEST FOR PROPOSALS

DATE: April 21, 2026

Keyes Hollow Wetland Functional Assessment

Please note—There is a partner RFP, Keyes Hollow Wetland Restoration Analysis, to this RFP. Both projects seek information about the Keyes Hollow Wetland in Acworth and have the same timeline. Applicants can apply for one or both projects.

1. INSTRUCTIONS

- Proposals must be submitted in a sealed envelope or electronically via email to Acworth Conservation (acworthconversation@gmail.com) no later than May 2nd, 1:00 p.m. EST. Mailed proposals must be postmarked May 2nd. The envelope must be clearly marked "2025 Keyes Hollow Wetland Functional Assessment." Proposals delivered after the time listed above will not be accepted.
- Submit proposals to:
Town of Acworth
Town Administrator
PO Box 37
Acworth, NH 03601
- Bids should include the scope of work; unit cost and total cost can also be submitted electronically to Townoff@sover.net. Questions can be submitted to the contact listed below.

2. PROJECT BACKGROUND & SUMMARY OF SERVICES REQUESTED

The project. The Conservation Commission, in consultation with the Connecticut River Conservancy, the NH Department of Fish and Game, and local wetland experts, believes that the wetland functions and values of the proposed study area have diminished due to an avulsed stream, Tracy Brook, that no longer flows into the 14 acres in question. The Keyes Hollow wetland is the only wetland on the Cold River, a state-designated river with a history of damaging floods, including fatalities, for the Towns of Acworth, Alstead, and Walpole. A professional wetland functional analysis is needed to confirm (or disconfirm) the concern and, if confirmed, establish the basis for a subsequent investigation to determine remediation options and, ultimately, to seek remediation funding from a state agency such as ARM.

More specifically, the study area adjoins that portion of Keyes Hollow Road where the avulsion has taken place. All the surrounding area is wetland except for upland areas on an esker, much farther to the north, and morainal deposits 300 or so yards to the south, where Tracy Brook leaves the road on the east and reenters the wetland complex. The entire wetland system is over 100 acres, but the focus of this study is the 14 acres in the vicinity of the avulsion, as depicted on the attached map (Figure 1).

This Request for Proposals expects the following deliverables:

A functional assessment package consistent with protocols found in [Wetland Functional Assessments](#) will include:

- 1) A map of the wetland showing the extent of the assessment area in relation to the road and surrounding landscape.
- 2) Documented evidence of historical and current impacts (aerial photos and maps).
- 3) Descriptions of the wetland, surrounding landscape, perceived ecological changes, and hydrology in the vicinity.
- 4) Field observations and photos of features, particularly those interpreted to be related to the avulsion.
- 5) Completed USACE Highway Methodology Workbook wetland function-value evaluation form with notes and associated spatial data (preferably a GIS shapefile in NAD83).
- 6) Identification of principal functions and values of the wetland(s).
- 7) Inventory of flora, vegetation, and potential wildlife species, including listed (rare, threatened, and endangered) and

invasive species.

8) Photos of wetland features representative of the site and/or attributable to the avulsion (labeled and linked to the map in #1 above).

9) Other supporting documentation used to conduct the assessment.

10) An Ecological Integrity Assessment (EIA) using the Ecological Integrity Assessment Manual (2022).

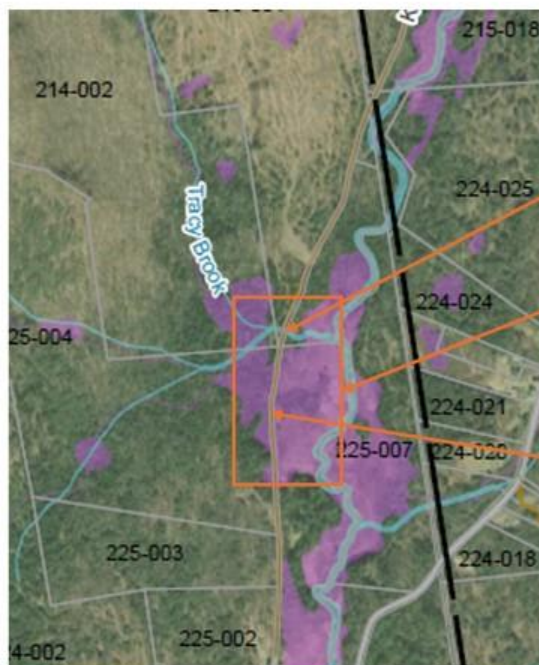
The study methodology will likely include:

Desktop and on-site field evaluations of aquatic resources in the Study Area to determine the functions and values of the resources using the U.S. Army Corps of Engineers (USACE), [The Highway Methodology Workbook Supplement](#). This method utilizes the “descriptive approach” to evaluate 14 wetland functions and values, specifically i) Educational/Scientific Value, ii) Fish and Shellfish/Aquatic Life Habitat, iii) Flood Storage/Flood flow Alteration, iv) Groundwater Recharge/Discharge, v) Noteworthiness (Threatened and Endangered Species Habitat), vi) Nutrient Removal/Trapping/Retention and Transformation, vii) Production Export (Nutrient), viii) Scenic Quality, ix) Sediment/Toxicant Retention/Trapping, x) Sediment/Shoreline Stabilization/Shoreline Anchoring, xi) Uniqueness/Heritage, xii) Wetland-based Recreation, xiii) Wildlife Habitat, and xiv) ecological integrity (a function specific to NH).

It is expected that the study will take place during the summer and early fall of 2026, and a final Report will be delivered on 1 October 2026.

The purpose of this study is to inform a future application to the New Hampshire Aquatic Resources Mitigation (ARM) Fund. Applicants are encouraged to highlight their experience preparing wetlands delineations and/or functions and values assessments for this grant program.

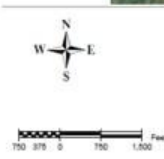
Keyes Hollow Study Area – Figure 1



Start of the Avulsion/Conveyance Study Area
X: -8041252.609795
Y: 5347986.447258

Study Area
• Approximately 14 acres

End of Avulsion/Conveyance Study Area
X: -8041281.422972
Y: 5347838.947680



Legend
Tax Parcel
Town Boundary
Wetland (NWI)

Notes
1. All data provided by NH GRANIT unless specified otherwise.
2. Basemap imagery provided by Esri 2025.
3. NWI = National Wetlands Inventory

Figure 1
Site Overview
Keyes Hollow Wetland
Town of Acworth
Conservation Commission
Acworth, New Hampshire
Drawn By: David Heacock
Date: May 2025



Abutters Near the intersection of Tracy Brook and KHR

- Pamplin 214-002, 225-004
- Frost 213-001
- Genereux 225-005
- Town Owned & SPNH – 225-006

The contract will be awarded to the lowest bid received that fulfills the expectations of the project as outlined in this RFP, and an award will only be made to licensed contractors. Contractor qualifications will be considered, and the contract may be awarded to a higher bid if qualifications are not satisfied by the lower bid. Award of this contract will follow all NH procurement guidance as required by the US Treasury, including withholding of contract award to any party that has been debarred, suspended, otherwise excluded from, or ineligible for participation in Federal assistance programs. Contractors are required to have and provide proof of insurance and a W-9.

Proposals must be sent via email to acworthconservation@gmail.com, no later than 10 days from the date of this request. Late proposals will not be considered. A committee of representatives from project partners will review and score applications, and the bid will be awarded to the lowest bidder who meets all criteria.

3. REQUIRED QUALIFICATIONS

The successful bid will include documentation that the NH Certified Wetland Scientist has experience and capabilities with wetland assessment that includes historical ecological and hydrological changes--such as might be caused by significant variation in stream-fed water levels. (It is thought that the Tracy Brook avulsion took place some 25 years ago.)

4. PROJECT DEADLINE

It is expected that the assessment will take place during the summer and/or late summer of 2026 and that the final report will be delivered on Friday, 2 October 2026.

5. PROPOSAL CONTENT

The bidder will provide a complete Scope of Services, including costs as needed to implement the study. Expenses incurred in the preparation of the proposal must be borne by the bidder with the express understanding that the bidder may not apply for reimbursement of these expenses.

The bid proposal will identify basic information such as the name and location of the bidder and the staff person to contact regarding the bid. Successful proposals will provide a total cost for all elements of the project as described. The proposal must contain the following sections:

1. Technical - Describe the approach to be taken in addressing the scope of work. This must reference specific wetland assessment methods and tools, such as found in the US Army Corps of Engineers "The Highway Methodology Workbook Supplement, with its 13 wetland functions (14 if you add in the NH required function) and values, as well as in the Natural Heritage Ecological Integrity Assessment Manual (2022), with its discussion of the ecological integrity function. Both desktop and on-site field investigations are expected.
2. Qualifications - A statement demonstrating familiarity and experience with similar projects is requested.
3. Schedule - Provide a schedule that indicates the timing of the work, particularly times in the field and the due date for the report of the completed work.
4. Staffing, Equipment, Materials - Describe the proposed allocation of staff and equipment for completion of the tasks set forth in the bidder's proposal
5. Cost Proposal - The work described in this request is funded by Conservation Commission of the Town of

Acworth, with supplemental funding from the Davis Conservation Foundation. Please outline each portion of the project in your cost proposal. This will be the basis for CRC's "Not to Exceed" contract with the winning bidder.

Any questions regarding this RFP should be addressed to:
Gregg Thibodeau, Keyes Hollow Wetland Assessment, Acworth
Volunteer, acworthconservation@gmail.com, 860-338-3227

The Conservation Commission reserves the right to reject any proposals that do not comply with these instructions. Proposals will not be returned to the bidder once submitted, and the Acworth Conservation Commission may dispose of them as it sees fit.

6. **CONTRACTS**

The final contract will involve, at a minimum, the terms and conditions outlined in this RFP, including the general conditions, and may include those reflected in the specific proposal submitted. The content shall be the exclusive source of the CONTRACTOR'S rights and remedies and shall supersede any prior writings, negotiations, or agreements of any kind.

The TOWN is exempt from all taxes.

The TOWN will pay the CONTRACTOR on a mutually agreed-upon schedule, and all invoices must include a scope of work and any and all backup supporting that invoice.

All CONTRACTOR'S must comply with all applicable Equal Employment Opportunity laws and regulations.

THE TOWN OF ACWORTH IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.