



## Town of Acworth, NH, Conservation Commission

REQUEST FOR PROPOSALS

DATE: May 18, 2026

### Keyes Hollow Wetland Restoration Analysis

**Please note—There is a partner RFP, Keyes Hollow Wetland Functional Assessment, 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](mailto:acworthconversation@gmail.com)) no later than June 5<sup>th</sup>, 1:00 p.m. EST. Mailed proposals must be postmarked by June 5<sup>th</sup>. The envelope must be clearly marked "2026 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](mailto:Townoff@sover.net). Questions can be submitted to the contact listed below.

#### 2. PROJECT BACKGROUND & SUMMARY OF SERVICES REQUESTED

The Conservation Commission, Town of Acworth, NH, solicits proposals from NH Wetland Assessment and Restoration entities to undertake a Wetland Restoration Alternatives Analysis of a 14-acre section of the Keyes Hollow/Cold River wetland, Town of Acworth, NH (see Figure 1). The Conservation Commission will administer the project with technical support from the Connecticut River Conservancy. The Conservation Commission will fund the project with Town monies and support from the Davis Conservation Foundation.

The Conservation Commission, in consultation with the Connecticut River Conservancy, the NH Department of Fish and Game, and local wetland experts, believes that the Keyes Hollow wetland complex, in the vicinity of Keyes Hollow Road in Acworth, NH, has been significantly compromised by the avulsion of an important tributary, Tracy Brook. 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.

Decades ago, Keyes Hollow Road was built oriented north to south through the wetland complex, and the presence of the road has interfered with natural flows into the wetland system over time. While culverts were incorporated under the roadway during construction, they have collapsed, and Tracy Brook has, in the last twenty-five years or so, occupied the road as its new flow path. With the brook currently running south within the roadbed for some three hundred yards before returning to the wetland, the flow loss to the



bypassed wetland appears to have compromised its functions and values. Therefore, the ultimate goal of this project is to restore Tracy Brook to its original channel and improve wetland function in the Keyes Hollow wetland complex. Improvements or changes to the roadway and culverts may also be considered as part of the site improvements.

The Conservation Commission, in partnership with the Connecticut River Conservancy, is looking to obtain an analysis and recommendations for up to three restoration alternatives. Design plans and opinions of probable construction costs (OPCs) will need to be developed for each alternative up to the 15% design level. It is expected that designs will be based on topographic surveys using conventional (i.e., total station) and/or remote sensing (i.e., LiDAR) techniques. It may also be useful to collect bathymetry data throughout the stream channels and wetland complex that exist within the limits of the proposed restoration.

This Request for Proposals expects a discussion of the following activities and deliverables:

**Meetings & Project Management.** There will need to be at least one on-site meeting to familiarize the contractor and the Conservation Commission with the project, discuss project goals, determine site access, etc. Additional hours will likely be needed to discuss general project management and communication, as well as a presentation of the alternatives to the Conservation Commission and other Town officials.

**Field Work.** A topographic survey using LiDAR, as well as a bathymetric survey, will be necessary. The survey will include 1) conventional survey control points set at strategic locations throughout the site using standard methods to ensure long-term integrity of the points, so the points can be referenced throughout the design and construction phases; 2) install of ground control points (GCPs) using wooden hubs, which will be set up as ground targets during the drone/LiDAR survey; and 3) bathymetry data, or survey shots under water, since the LiDAR system cannot penetrate the water surface. Outdated LiDAR data (older than 2 years) will not be accepted.

**Hydrologic Modelling.** A simple H&H model shall be developed to understand the hydrology at the site.

**Conceptual Design Plans & OPCs.** Conceptual (15%) design plans and OPCs will be developed for up to three restoration alternatives. The alternatives analyzed will be developed in collaboration with the Conservation Commission, which will reflect both ecological restoration and community input. The main objective of the alternatives analysis is to develop a suite of options that will maximize ecological benefit and cost efficiency, while still meeting the needs of the community. The preferred alternative will be selected by the Conservation Commission and the Town for future design development and implementation.

A proposed design must be provided for each alternative, illustrating existing conditions and proposed Work. These alternatives may include adjustments to Tracy Brook and a portion of Keyes Hollow Road that flows through the Keyes Hollow wetland complex. Natural materials should be incorporated to the maximum extent practicable. Any detailed information regarding the wetland complex collected in the Functional Wetlands Assessment will need to be incorporated into these plans.



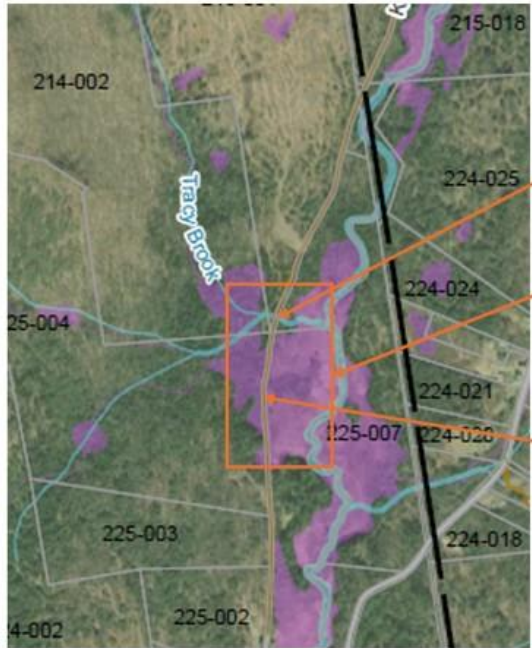
Concurrently, there must be estimates of preliminary construction quantities from the design plans to produce the OPCs. The OPCs will utilize average unit cost data maintained by the NH Department of Transportation (NHDOT), in addition to a review of unit costs from any relevant recent construction projects, such as those managed by the Connecticut River Conservancy or the Town of Acworth FEMA project. Per standard cost estimating methodologies developed by the US Army Corps of Engineers (USACE), the 15% OPCs will include a 20-25% contingency to account for unforeseen construction costs related to site conditions, variability in pricing, etc.

**Final Design Memo.** There must be a design memo that summarizes all work conducted under this project, including details of the topographic (LiDAR) and bathymetric surveys; rationale and discussion regarding the development of alternatives; an explanation of design components and costs; and an analysis of the area of improved wetland function using the outcomes of the Wetlands Functional Assessment for each alternative. All site plans and OPCs will be included as attachments to this memo.

It is expected that the study will take place during the summer and early fall of 2026, and a final Report must be delivered by 2 December 2026.



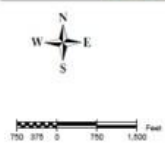
Keyes Hollow Study Area – Figure 1



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

Study Area  
• Approximately 14 acres

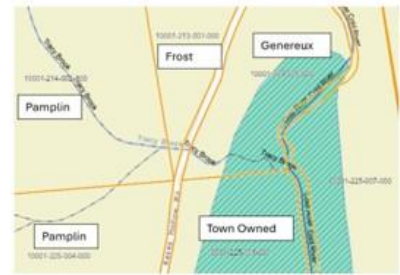
End of Avulsion/Conveyance Study Area  
X: -8041281.422972  
Y: 5347838.947680



- 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 Heasok  
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 & SPNHF – 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](mailto: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, 2 December 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:

- A. A.Technical - Describe the approach to be taken in addressing the scope of work. This must reference specific wetland assessment methods and tools, such as those found in the US Army Corps of Engineers' "The Highway Methodology Workbook Supplement, with its 13 wetland functions 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.
- B. B.Qualifications - A statement demonstrating familiarity and experience with similar projects is requested.
- C. C.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.
- D. D.Staffing, Equipment, Materials - Describe the proposed allocation of staff and equipment for completion of the tasks outlined in the bidder's proposal.
- E. E.Cost Proposal – The work described in this request is funded by the 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](mailto: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 all 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.**