



## REQUEST FOR PROPOSAL (RFP)

### General:

The Town of Acworth, NH (hereafter referred to as the "TOWN") invites qualified firms (hereafter referred to as the "CONTRACTOR") to submit proposals for the replacement of culverts on Cold Pond Rd as outlined in the scope of services section below. The culvert replacement to Cold Pond Rd must be completed by November 30, 2025

### Instructions:

Proposals must be submitted in a sealed envelope or electronically via the email to the contact below no later than 1:00 p.m. EST on Wednesday, July 16, 2025, Envelope must be clearly marked "Cold Pond Rd Culvert Replacement."

A pre-bid conference will be held on Wednesday, July 9, 2025, at 9:00 a.m. Cold Pond Road, Acworth, NH 03601 to discuss the project details. All bidders are encouraged to attend.

**Proposals delivered after the time listed above will not be accepted.**

### Submit proposals to:

Acworth Town Hall  
Town Administrator  
PO BOX 37  
Acworth, NH 03601

Bids should include 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 above.

### Submission of Bid:

To be eligible, a Contractor must:

- Submit a letter of introduction outlining the firm's qualifications.
- Have necessary tools, equipment, and personnel to perform the services and material described.
- Submit a bid document stating the unit price and total price of the completed project.
- Provide three references.

### Required documents for award of contract:

The following documents must be executed prior to award of the contract and the initiation of work. These documents must be submitted by July 16, 2025, at 1:00 p.m.

- Certificate of Insurance
- If a corporation, Proof of Current Registration
- Executed W-9 Form

# TOWN OF ACWORTH

## *Board of Selectmen*



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### Scope of Work:

The services that will be required are as follows:

#### Cold Pond Road

GPS COORDINATES: [43.230530, -72.280960](#) Start Temp. Repairs

GPS COORDINATES: [43.266785, -72.265195](#) End Temp. Repairs

The scope of services associated with this RFP includes all aspects of project development for locations within the rights-of-way for the replacement of culverts on Cold Pond Rd. **There are 31 culverts on Cold Pond Rd stating that the above GPS coordinates with 1 to clean and 15 that need to be replaced.** Starting at the intersection of Beech Rd and ending at the Acworth town line. The work includes but is not limited to; removing the old, damaged culvert, replacing the culvert with the new culvert, proper compaction of material base before the install of the new culvert, cleaning culverts, installing new headwalls where they can be installed, armoring downstream with seven-inch minus which will be determined by the Road Agent. Replacing the asphalt with minimum of 3" inches of asphalt where asphalt was cut out for the culvert replacement.

**Culvert 1:** [43.230937, -72.280628](#) At the above GPS Coordinates a culvert measuring 60 ft L x 15" HDPE will need to be cleaned in place.

**Culvert 5:** [43.233712, -72.277538](#) This culvert is unknown status and will need to be replaced - highway to dig up this culvert to obtain a size, once size is determined it will require a precast headwall and armor the outlet with 7 mins from the Acworth Pit.

**Culvert 10:** [43.234767, -72.276850](#) At this above GPS coordinates a culvert measuring approximately 60 ft L x 24" HDPE has a stone headwall at the inlet, the HDPE pipe is crushed at the inlet and will need to be replaced. The Culvert can be replaced with a 60ft L x 24" HDPE culvert and a precast headwall at the inlet armor the outlet with 7 mins from the Acworth Pit. The culvert will need to be installed with a downward slope to avoid pooling and allow the water to flow through the culvert. **(DES PERMIT REQUIRED)**

**Culvert 13:** [43.235631, -72.276645](#) At the above GPS coordinates a culvert measuring approximately 60ft L x 18" HDPE. Culvert is crushed at the inlet and will need to be replaced with a 60 ft l x 18" HDPE culvert with a precast headwall installed at in the inlet armor the outlet with 7 mins from the Acworth Pit. The culvert is in an area that must be installed with a downward slope to avoid pooling and sediment build up within the pipe. There is a precast Headwall at the inlet, and the culverts should be armored. Culvert should be installed so that there is at least 1' of cover with the final grade of the road. **(DES PERMIT REQUIRED)**

**Culvert 15:** [43.237926, -72.277079](#) At the above GPS coordinates a culvert measuring approximately 50ft L x 18" HDPE culvert is plugged and will need to be replaced with a 60 ft l x 18" HDPE culvert with a precast headwall at the inlet armor the outlet with 7 mins from the Acworth Pit. The culvert in an area must be installed with a downward slope to avoid pooling and sediment buildup within the pipe. Precast headwall should be installed at the inlet Culvert should be installed so that there is at least 1' of cover with the final grade of the road.



**Culvert 16:** [43.245995, -72.278342](#) At the above GPS coordinates a culvert measuring 60ft L x 18" Galvanized culvert pipe - the culvert needs to be replaced with a 60 ft l x 18" HDPE culvert pipe, with a precast headwall to be installed at the inlet armor the outlet with 7 mins from the Acworth Pit. The culvert will need to be installed with a downward slope to avoid pooling and sediment build up. Culvert should be installed so that there is at least 1' of cover with the final grade of the road

**Culvert 17:** [43.251910, -72.276569](#) At the above GPS coordinates a culvert measuring 60 ft l x 18" Galvanized culvert- the culvert is plugged and needs to be replaced with 60ftl x 18" HDPE culvert with a precast headwall to be installed at the inlet armor the outlet with 7 mins from the Acworth Pit. Culvert in an area must be installed with a downward slope to avoid pooling and sediment buildup within the pipe. Culvert should be installed so that there is at least 1' of cover with the final grade of the road.

**Culvert 20:** [43.253666, -72.274777](#)

At the above GPS This culvert is a 60 ft x 15" HDPE that goes to a Concrete culvert, both culverts need to be replaced with a 60ft l x 18" HDPE culvert with a precast headwall at inlet armor the outlet with 7 mins from the Acworth Pit. Culvert should be installed so that there is at least 1' of cover. with the final grade of the road.

**Culvert 21:** [43.255233, -72.272554](#) At the above GPS coordinates a culvert measuring 60ft L x 15" Concrete Culvert- the culvert is plugged. The culvert needs to be replaced with 60 ft l x 18" HDPE culvert with a precast headwall at the inlet armor the outlet with 7 mins from the Acworth Pit. Culvert in an area must be installed with a downward slope to avoid pooling and sediment buildup within the pipe. Culvert should be installed so that there is at least 1' of cover with the final grade of the road. **(DES PERMIT REQUIRED)**

**Culvert 24:** [43.257496, -72.269713](#) At the above GPS coordinates a culvert measuring 50 ft l x 18" HDPE culvert- the culvert needs to be replaced with a 60 ft l x 18" HDPE and a precast headwall at the inlet armor the outlet with 7 mins from the Acworth Pit. Armoring should be done at the outlet with shot rock from the Acworth Pit.

**Culvert 25:** [43.258514, -72.268789](#) At the above GPS coordinates a culvert measuring 50 ft l x 18" galvanized - the culvert needs to be replaced with a 60 ft l x 18" HDPE culvert, with a precast headwall at the inlet armor the outlet with 7 mins from the Acworth Pit. Culvert must be installed with a downward slope to avoid pooling and sediment build up within the pipe. Culvert should be installed so that there is at least 1' of cover with the final grade of the road.

**Culvert 26:** [43.260614, -72.267459](#) At the above GPS coordinates a culvert measuring 50 ft l x 3' there are two culvert side by side and need to be replaced with a squash culvert. This would require a pour in place headwall at the inlet and the downstream should be armored with 7 minus from the Acworth Pit. **(DES PERMIT REQUIRED)**

**Culvert 27:** [43.262031, -72.267442](#) This culvert at the above GPS coordinates a culvert measuring 50 ft l x 15:" galvanized needs to be replaced with a 60 ft l x 18" HDPE culvert with precast head wall at the inlet armor the outlet with 7 mins from the Acworth Pit. Culvert should be installed so that there is at least 1' of cover with the final grade of the road.

**Culvert 29:** [43.264027, -72.267635](#) At the above GPS coordinates a culvert measuring 50 ft l x 15" galvanized culvert, this needs to be replaced with a 60 ft l x 18" HDPE with precast headwall at the inlet armor the outlet with 7 mins from the Acworth Pit. Culvert should be installed so that there is at least 1' of cover with the final grade of the road. **(DES PERMIT REQUIRED)**

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**Culvert 30:** [43.265683, -72.266321](#) At the above GPS coordinates a culvert measuring 50 ft l x 18" galvanized culvert, this needs to be replaced with a 60 ft l x 18" HDPE with precast headwall at the inlet armor the outlet with 7 mins from the Acworth Pit. Culvert should be installed so that there is at least 1' of cover with the final grade of the road. **(DES PERMIT REQUIRED)**

**Culvert 31:** [43.267029, -72.264984](#) At the above GPS coordinates a culvert measuring 50 ft l x 15" concrete culvert that goes to a HDPE culvert, this needs to be replaced with a 60 ft l x 24" HDPE with a precast headwall at the inlet armor the outlet with 7 mins from the Acworth Pit. Culvert must be installed with a downward slope to avoid pooling and sediment build up within the pipe. Culvert should be installed so that there is at least 1' of cover with the final grade of the road. **(DES PERMIT REQUIRED)**

### **NOTES:**

**CONTRACTOR WILL BE RESPONSIBLE FOR TRAFFIC CONTROL AS WELL AS COORDINATION WITH USACE AND NHDES BEFORE, DURING, AND AFTER TEMPORARY REPAIRS TO ENSURE COMPLIANCE WITH BOTH AGENCIES. ALL PROOF OF COORDINATION MUST PROVIDED TO THE TOWN OF ACWORTH AS SENT AND/OR RECEIVED. CONTRACTORS MUST CC ACWORTH HIGHWAY DEPARTMENT AND JENNIFER BLAND FROM THE TOWN OF ACWORTH ON ALL CORESPONDANCE BETWEEN USACE AND DES.**

**NOTE: GPS COORDINATES MAY NOT BE EXACT BUT ARE WITHIN 25 FT +/-.**

### **Guidelines:**

All Proposals become the property of the TOWN and will therefore be considered a public document which will be open to public viewing, after the bid opening. This proposal, if accepted, will become a legally binding addendum to the eventual contractual agreement with the TOWN. This request for proposal in no way commits the TOWN to make an award or reimburse any CONTRACTOR for any expense incurred in responding to this request. The successful CONTRACTOR will be required to provide proof of insurance. The policy must be issued by a carrier that is duly licensed to do business in the State of New Hampshire. Any subcontractors will be subject to the same insurance requirements (which will be detailed as a part of the SCOPE OF WORK).

### **Evaluation Criteria:**

All proposals received in response to this RFP will be evaluated to determine if they are complete and meet the requirements specified in this RFP. The vendor will be chosen at based on who will provide the "best value" taking into consideration the most beneficial combination of qualifications, services, costs, and who has met the requirements of this RFP. Only proposals judged to be responsive to the submission requirements set forth in this RFP will be evaluated.

The TOWN reserves the right:

- to accept or reject any or all bids in whole or in part and to accept other than the lowest price proposal.
- to waive any technical defect, qualification, omission, informality, or irregularity in any proposal received.
- to amend, modify, or withdraw this Request for Proposal.
- to require supplemental statements or information from a CONTRACTOR.
- to extend the deadline for responses to this Request for Proposal.
- to waive or correct any irregularities in proposals received.

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The TOWN may award a contract based upon the proposals received without discussion of such proposals with. Each proposal should therefore be submitted with the most favorable terms the proposer can make to the TOWN. The Request for Proposal documents and Notice of Award shall be the agreement between the TOWN and successful proposer with respect to the matters dealt with herein, and such shall supersede all other oral and written proposals, representations, understandings, and agreements previously made or existing with respect to any such matter.

### **Qualification of Bidders:**

Staff will review, analyze, and evaluate all proposals and score them in accordance with the criteria described below. If needed, additional information may be requested from one or more CONTRACTORS.

Award will not be made solely based on the cost of services. Evaluation factors to be considered in addition to cost shall be:

- The CONTRACTOR's reputation is based on past work experience with the TOWN and other references.
- Quality of workmanship or service provided.
- Adequate financial resources or the ability to obtain such resources as required to complete the performance of the project.
- Adequate experience, organization, technical and professional qualifications, personnel, skill, equipment, and ability.
- The ability to comply with the time frames proposal.

Each CONTRACTOR must be prepared to present satisfactory proof of their capacity and ability to successfully complete the requirements of this solicitation.

- Proposals shall include a brief summary of similar projects or services provided (at least 3), including the date (s) of project or service provided.
- The point of contact with name and telephone number of such clients.

The TOWN reserves the right to make whatever investigations or inquiries necessary to determine the competency and ability of any CONTRACTOR to complete the requirements of this solicitation. A review may include, but not be limited to, inspection of the CONTRACTOR's facilities and equipment, references, or previous contract performance.

### **Revisions:**

Only such amendments, when issued by the TOWN, will be considered as being binding on the TOWN. Verbal explanations or instructions given by a TOWN employee to a CONTRACTOR in regard to this solicitation shall not be binding on the TOWN and shall be considered informal unless confirmed in writing by the TOWN. CONTRACTORS should note that all clarifications and exceptions, including those relating to the terms and conditions of the contract, are to be resolved prior to the submission of a proposal.

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## **Contract:**

The final contract will involve, at a minimum, the terms and conditions set forth 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 and 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 detailed scope of work any and all backup supporting that invoice. Contractors must also submit before and after pictures with gps coordinates.

All CONTRACTORS must comply with all applicable Equal Employment Opportunity laws and regulations.

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

## Bid Form

Culvert 1 Clean in place \_\_\_\_\_

Culverts sized 18-inch to 24-inch Installed price \_\_\_\_\_ Per

Culvert 26 Installed Price \_\_\_\_\_

Total Price \_\_\_\_\_

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