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HAPPY TRAILS!

Fulton County New York is the home of 44 lakes, 74,000 acres of wild forest and over 400 miles snowmobile trails groomed and maintained by clubs and private landowners. Snowmobilers may also choose to ride the frozen lakes for events and poker runs throughout the season. More info is available at 44lakes.com

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FULTON COUNTY SNOWMOBILE TRAILS

REQUEST FOR QUALIFICATIONS – OPERATING AGREEMENT

FULTON COUNTY, NY

26-28

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I. TABLE OF EXHIBITS:

EXHIBIT A 2026-2028 TRAIL DESIGNATION AND ASSOCIATED FUNDS

EXHIBIT B MAP OF TRAILS

II. INTRODUCTION:

Fulton County (hereinafter "Sponsor") is seeking Statements of Qualifications (SOQ) from experienced, insured, and reputable non-profit snowmobile clubs (hereinafter "Trail Maintenance Entity" or "TME") to provide operation, maintenance, and grooming services for approximately 43 miles of existing state-funded snowmobile trails located predominantly within the Town of Stratford, Fulton County NY.

The goal is to ensure safe, well-marked, and groomed trails for the [2026-2028] snowmobile season and beyond.

III. RFQ TIMELINE AND NOTICE:

The following are significant dates under the RFQ process:

<u>Event:</u>	<u>Timeline:</u>
1. RFQ Release Date	April 13, 2026 (5:00 pm)
2. Deadline for Submission of Questions	April 17, 2026 (5:00 pm)
3. Submission of Qualifications	April 24, 2026 (5:00 pm)
4. Anticipated Contract Date	May 11, 2026

Designated Contacts for the RFQ:

Primary Contact : Scott D. Henze, Planning Director/Trails Manager

All contacts/inquiries must be made via email to the following address:

shenze@fultoncountyny.gov.

IV. SCOPE OF SERVICES:

The selected TME will be responsible for the following, in compliance with New York State Office of Parks, Recreation and Historic Preservation (OPRHP) latest Grant-In-Aid program standards:

- **Trail Maintenance & Clearing:** Brushing, clearing, and smoothing trail surfaces; cleaning culverts; maintaining and constructing bridges and water crossings.
- **Signing:** Installing and maintaining mandatory trail signs (stop, caution, directional, hazard) in accordance with NYS standards before the season opens.
- **Grooming:** Operating grooming equipment to maintain trail surfaces, prioritizing high-traffic corridor trails.
- **Landowner Relations:** Securing and maintaining necessary private property easements, permits, and landowner permissions.
- **Documentation & Reporting:** Submitting daily/monthly maintenance logs, grooming hours, fuel receipts, and repairs to the Sponsor for reimbursement processing.
- **Safety & Insurance:** Maintaining required Liability Insurance coverage throughout the season.

V. MINIMUM QUALIFICATIONS:

Interested clubs must demonstrate the following:

1. **Status:** Must be an incorporated non-profit snowmobile club.
2. **Equipment:** Ownership or access to reliable grooming equipment (groomers, drags, tractors) and trail work tools (chainsaws, brush cutters etc).
3. **Volunteer Capacity:** Demonstrated capability to manage a volunteer workforce for consistent trail maintenance and grooming.
4. **Landowner Relations:** Demonstrated ability to work with local landowners to secure trail access.
5. **Other Club Relations:** Demonstrated ability to work with other local snowmobile clubs.

VI. QUALIFICATION SUBMISSION:

Please submit the following in your proposal:

- **Club Profile:** Name, address, and contact information for all club officers and Board of Directors, including Titles, and Terms of Office. Provide documentation of filing from the NYS Department of State Division of Corporations, State Records and Uniform Commercial Code.
- **Experience Narrative:** Description of past trail maintenance experience to include in season and off season work. Provide list of persons trained/certified to operate groomers, drags, tractors and chainsaws).
- **Equipment List:** A list of grooming machines and maintenance equipment owned or accessible.
- **Trail Management Plan:** Brief overview of how the club plans to manage the 43 +/- miles of trails, including grooming schedules, equipment locations and volunteer organization.

- **NYS Snowmobile Trail Association:** Provide confirmation that the TME is a member of the NYS Snowmobile Trail Association having the ability to be insured under same.
- **References:** Provide a minimum of two (2) letters of support from Presidents of other established clubs within Fulton County recommending the TME to Fulton County to maintain the 43+/- miles of snowmobile trails predominantly within the Town of Stratford.
- **List of Subcontracts:** Provide a list of all proposed subcontractors that the TME proposes to utilize in order to maintain the 43+/- miles of snowmobile trails predominantly within the Town of Stratford. If a subcontractor is used, identify the specific trail designation and approximate mileage the subcontractor will be responsible for maintaining.

Qualification Submission shall be submitted electronically by 5:00 P.M. April 24, 2026 to:

Scott D. Henze, Planning Director/Trails Manager - shenze@fultoncountyny.gov

or via hardcopy mail or by hand delivery to:

Scott D. Henze, Planning Director/Trails Manager
 Fulton County Planning Department
 1 East Montgomery Street
 Johnstown, NY 12095

VII. SELECTION CRITERIA:

Submittals will be evaluated on:

- Proven ability to perform work.
- Equipment reliability and adequacy.
- Landowner relations management.
- Other club relations.
- Experience with NYS OPRHP grant procedures.
- References.

VIII. TERMS AND CONDITIONS:

1. Fulton County reserves the right to reject any and all responses, and to waive minor irregularities in any response.
2. Fulton County reserves the right to request clarification of information submitted and to request additional information for any response.
3. Fulton County reserves the right to award an operating agreement at its sole discretion to the TME determined to be the most qualified. If Fulton County and TME are unable to successfully negotiate and execute a contract within 60 days of selection, Fulton County reserves the right to negotiate with and award a contract to the next most qualified TME.
4. The operating agreement resulting from the acceptance of a proposal by Fulton County shall be in a form supplied or approved by Fulton County and shall reflect the specifications in the RFQ. Fulton County reserves the right to reject any contract that does not conform to the specifications contained in this RFQ or that does not meet with the approval of the County Attorney.
5. Fulton County shall not be responsible for any costs incurred by the respondent related to preparing, submitting or presenting its response to the RFQ.

IX. EXHIBIT A

TRAIL DESIGNATION	# OF MILES	RATE/MILE	TOTAL
Class A Corridor	33	\$506	\$16,698.00
Class A Secondary	10	\$506	\$5060.00
Class B Corridor	0	\$416	\$0.00
Class B Secondary	0	\$416	\$0.00
*Additional High Snow	19	\$451	\$8569.00
TOTAL	43+/- (Total miles)	---	\$30,327.00
70% regular			\$21,228.90
30% regular			\$9,098.10

*19 Miles of High Snow rates established by NYSOPRHP.

X. EXHIBIT B



