

# REQUEST FOR QUALIFICATIONS – OPERATING AGREEMENT *Oxbow/Willis Mt Trails*

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I. TABLE OF EXHIBITS:

EXHIBIT A 2026–2027 TRAIL DESIGNATION AND ASSOCIATED FUNDS

EXHIBIT B MAP OF TRAILS

II. INTRODUCTION:

The Town of Arietta (hereinafter, the "Sponsor") is seeking Statements of Qualifications (SOQs) from experienced, insured, and reputable nonprofit snowmobile clubs (each, a "Trail Maintenance Entity" or "TME") to provide operation, maintenance, and grooming services for approximately 9.1 miles of existing snowmobile trails located predominantly within the Town of Arietta, Hamilton County, New York.

The goal is to ensure safe, well-marked, and well-groomed trails for the 2026–2027 snowmobile season.

III. RFQ TIMELINE AND NOTICE:

The following are significant dates under the RFQ process:

**Event: Timeline:**

1. RFQ Release Date June 16<sup>th</sup>, 2026 (5:00 p.m.)

2. Deadline for Submission of Questions June 30<sup>th</sup>, 2026 (5:00 p.m.)

3. Submission of Qualifications July 6<sup>th</sup>, 2026 (5:00 p.m.)

#### 4. Anticipated Contract Award Date August 17, 2026

Designated contact for the RFQ:

Primary Contact: Craig Small, Planning Director/Trails Manager. All contacts and inquiries must be made by email to the address below.

#### IV. SCOPE OF SERVICES:

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

- **Trail Maintenance & Clearing:** Brushing, clearing, and smoothing trail surfaces; cleaning culverts; and maintaining and constructing bridges and water crossings.
- **Signing:** Installing and maintaining required trail signs (including stop, caution, directional, and hazard signs) in accordance with New York State standards before the season opens.
- **Grooming:** Operating grooming equipment to maintain trail surfaces, with priority given to high-traffic corridor trails.
- **Landowner Relations:** Securing and maintaining necessary private property easements, permits, and landowner permissions.
- **Documentation & Reporting:** Submitting daily and monthly maintenance logs, grooming hours, fuel receipts, and repair records to the Sponsor for reimbursement processing.
- **Safety & Insurance:** Maintaining the required liability insurance coverage throughout the season. Must hold certification according to NYSDEC requirements.

V. MINIMUM QUALIFICATIONS:

Interested clubs must demonstrate the following qualifications:

1. **Status:** Must be an incorporated non-profit snowmobile club.
2. **Equipment:** The club must own or have access to reliable grooming equipment, including groomers, drags, and tractors, as well as trail maintenance tools such as chainsaws and brush cutters
3. **Volunteer Capacity:** Demonstrated ability to manage a volunteer workforce for consistent trail maintenance and grooming. Must hold certification according to NYSDEC requirements.
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 include the following in your proposal:

- **Club Profile:** Name, address, and contact information for all club officers and members of the Board of Directors, including titles and terms of office. Provide documentation of filing from the New York State Department of State, Division of Corporations, State Records and Uniform Commercial Code.

- **Experience Narrative:** Describe past trail maintenance experience, including in-season and off-season work. Provide a list of individuals trained or certified to operate groomers, drags, tractors, and chainsaws.
- **Equipment List:** A list of grooming machines and maintenance equipment owned by, or accessible to, the club.
- **Trail Management Plan:** A brief overview of how the club plans to manage the awarded miles of trails, including grooming schedules, equipment locations, and volunteer organization.
- **NYS Snowmobile Trail Association Membership:** Provide confirmation that the TME is a member of the NYS Snowmobile Trail Association and is eligible to be insured through that membership.
- **References:** Provide a minimum of two (2) letters of support from presidents of other established clubs within Hamilton County recommending the TME to the Town of Arietta to maintain the 9.1 miles of snowmobile trails located predominantly within the Town of Arietta.
- **List of Subcontractors:** Provide a list of all proposed subcontractors the TME intends to use to maintain the 9.1 miles of snowmobile trails located predominantly within the Town of Arietta. If a subcontractor is proposed, identify the specific trail designation and approximate mileage for which the subcontractor will be responsible.

Qualifications must be in sealed envelopes with “Grooming RFQ 26/27” written on the outside of the envelope, delivered to the Town of Arietta Town Clerk by 5:00 p.m. on July 6<sup>th</sup>, 2026

Marie Buanno, Town of Arietta Town Clerk

1722 State Route 8, PO Box 37

Piseco, NY 12139

VII. SELECTION CRITERIA:

Submittals will be evaluated based on the following:

- Proven ability to perform work.
- Equipment reliability and adequacy.
- Landowner relations management.
- Ability to maintain productive relationships with other clubs.
- Experience with NYS OPRHP grant procedures.
- References.

VIII. TERMS AND CONDITIONS:

1. The Town of Arietta reserves the right to reject any or all responses and to waive minor irregularities in any response.
2. The Town of Arietta reserves the right to request clarification of information submitted and to request additional information regarding any response.
3. The Town of Arietta reserves the right to award an operating agreement, in its sole discretion, to the TME determined to be the most qualified. If the Town of Arietta and the selected TME are unable to successfully negotiate and execute a contract within 30 days of selection, the Town of Arietta 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 the Town of Arietta shall be in a form supplied or approved by the Town of Arietta and shall reflect the specifications in this RFQ. The Town of Arietta reserves the right to reject any contract that does not conform to the specifications contained in this RFQ, or that does not meet the approval of the Town Attorney.
5. The Town of Arietta shall not be responsible for any costs incurred by a respondent in preparing, submitting, or presenting its response to this RFQ.

IX. EXHIBIT A

TRAIL DESIGNATION

Oxbow/Willis Mt Trails

Trail #	Description	Class	Mileage
S43	From Oxbow Lake to Hami 118	B	7
	S41 Outhouse Corners		
Cove Trail	From S43 at Fall Lake to Oxbow Lake	UF	1.5
Lake Trail	From S43 at CR24/Fall Stream Bridge to Piseco Lake	UF	.5
Airport Trail	from Piseco Airport Parking to S43	UF	.1
		TOTAL MILES	9.1

Class A Total Mileage	0
Class B Total Mileage	7
Unfunded Total Mileage	2.1
High Snow Total Mileage	7

***The amount paid can vary yearly depending on trail funding from the Office of Parks.***

EXHIBIT B

