

REQUEST FOR QUALIFICATIONS (RFQ)

Grant Funding and Development Services

Issued by: Amador Trail Stewardship

Date Issued: November, 2025

Responses Due: November 30, 2025

Contract Term: Upon selection – September, 2026

1. Introduction

Amador Trail Stewardship (ATS) is seeking qualified individuals or firms to provide grant funding identification, development, and application services to support recreational and multimodal safety enhancements across Amador, Calaveras, Alpine, and Tuolumne Counties.

The selected consultant or contractor will work in collaboration with ATS leadership, local jurisdictions, and regional partners to identify and pursue funding sources that align with ATS's mission to build, maintain, and enhance community trail systems and promote active transportation options throughout the Sierra region.

2. Scope of Work

The selected contractor will:

- **Identify and catalog** federal, state, regional, and private funding sources relevant to recreation, active transportation, safety, and environmental enhancement projects.
- **Develop and maintain a grant calendar** and tracking system to ensure timely submission of applications and reporting.
- **Prepare and submit grant applications** on behalf of ATS and in coordination with partner agencies in the Amador, Calaveras, Alpine and Tuolumne Counties.
- **Assist in the development of supporting materials**, including budgets, project narratives, letters of support, and measurable outcomes.
- **Coordinate with regional partners**, such as municipalities, transportation commissions, and community organizations, to align efforts and leverage funding opportunities.

- **Provide monthly progress reports** detailing grant opportunities identified, applications submitted, and awards received or pending.

3. Deliverables

- Compile a funding catalog for the project region (Amador, Calaveras, Alpine, and Tuolumne Counties).
- Tracking grant activity and outcomes.
- Complete a minimum of **six (6)** grant applications submitted during the contract period.
- Recommendations for long-term funding strategies for sustained recreation and multimodal improvements in rural areas.

4. Qualifications

Qualified respondents will demonstrate:

- Proven experience in **grant writing and funding development**, preferably for public agencies, nonprofits, or transportation/recreation-related projects.
- Knowledge of **California state and federal grant programs** (e.g., ATP, RTP, CAL FIRE, CTC, Sierra Nevada Conservancy, Caltrans, FHWA, etc.).
- Strong writing, budgeting, and project management skills.
- Familiarity with **multimodal transportation, outdoor recreation, and trail development initiatives**.
- Ability to work collaboratively with multiple agencies and jurisdictions.

5. Contract Term and Compensation

This is a **contract position** beginning upon selection and continuing through **September 30, 2026**.

Compensation will be negotiated based on experience and applicants proposed time commitments. The agreement will be structured as a professional services contract and may include continued funding for administration of the grants awarded.

6. Submission Requirements

Interested applicants should submit the following:

1. **Letter of Interest** One page summarizing relevant experience and approach.
2. **Resume or Organizational Profile** highlighting qualifications and key personnel.
3. **Proposed fee structure.**
4. **Professional references** with current contact information.

7. Evaluation Criteria

Submissions will be evaluated based on the following:

- Demonstrated experience and success in relevant grant funding areas.
- Understanding of ATS's mission and regional context.
- References and past performance.

8. Submission Deadline and Contact

All responses must be submitted electronically (PDF format) to:

Amador Trail Stewardship

Email: info@amadortrailstewardship.com

Deadline: November 30, 2025

Questions regarding this RFQ may be directed to:

Bradley Booker, Executive Director

Amador Trail Stewardship

bradleybooker@amadortrailstewardship.org