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Request for Qualifications (RFQ) Milton DPW Engineering Services

Issue Date: February 3, 2026

Proposals Due: February 27, 2026, by 10:00 AM

Contact:

Allyssa Downs, Public Works Project Manager
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Summary / Objective

The Town of Milton Department of Public Works (DPW) is seeking Statement of Qualifications (SOQs) from qualified engineering consulting firms to provide on-call professional engineering services for recurring DPW projects and tasks.

The intent of this RFQ is to establish a short list of qualified consultants that may be engaged on an as-needed basis. Work assignments will be authorized through individual task orders or service agreements, depending on the scope and funding.

The anticipated term of service will commence on July 1, 2026, and extend through June 30, 2029, subject to annual funding, satisfactory performance, and mutual agreement.

DPW is seeking qualified consultants to provide services under the following general categories (see PROJECT CATEGORIES for more detail):

1. Stormwater project scoping, engineering, and design
2. Transportation project scoping, engineering and design
3. Wastewater project engineering and design
4. Drinking water project engineering and design
5. Water quality monitoring and testing
6. Construction inspection
7. Facilities project engineering, design and construction phase services.
8. Plan Development Review and Technical Assistance (Planning & Zoning Support)
9. MS4 Consulting Services

To be considered for selection, interested consultants must submit the information outlined in the **Statement of Qualifications Requirements** section in this document. Consultants selected through this process will enter into contracts covering the timeframe identified above.

Individual project assignments will be issued on an as-needed basis and will be based on the consultant's qualifications relating to the specific project requirements, current workload, past performance, and compliance with the Town's purchasing policies. For each assignment, the consultant and the DPW project manager will collaboratively develop a detailed scope of work, schedule, and budget prior to authorization.

Project Scope and Development Expectations

Selected consultants will assist the DPW with a wide range of municipal engineering services, including but not limited to planning, evaluation, permitting, bidding, construction administration, and inspection.

DPW seeks firms with demonstrated experience working with **municipal infrastructure**, Vermont regulatory agencies, and public engagement processes. Assignments may range from small task-based support to larger capital project assistance.

Project Categories

The Town of Milton DPW is seeking qualified consultants to provide services under the following general categories:

1. Stormwater project scoping, engineering, and design

a. Scoping:

Develop stormwater project concepts to a level sufficient to evaluate constructability, cost, and overall benefit. Tasks may include but are not limited to coordination with utilities; consultation with permitting agencies; development of conceptual engineering or planning-level drawings; hydraulic modeling; collection of survey data; attendance at public meetings; and other efforts necessary to evaluate project impacts and viability.

b. Design:

Develop stormwater project concepts into a set of construction ready documents. This includes all steps necessary to create final construction documents including, but not limited to, collection of survey data, preparation and submission of permits, coordination with utilities, attendance at public meetings, creation of project engineering plans with associated specifications, obtaining permits, and assistance with the construction bid process. Typical projects may include stormwater treatment systems, stormwater collection networks, culverts, floodplain restoration, and other nature-based design solutions. The Town will qualify up to 3 consultants in this category.

2. Transportation project scoping, engineering and design

a. Scoping

Develop a transportation project concept (e.g. new sidewalk / bike paths / trails, intersection geometry, crosswalk design, traffic signal operations, etc.) to a level sufficient for reliable evaluation of constructability and cost. Services may include coordination with utilities, discussion with permitting agencies, development of limited design/engineering drawings, collection of survey and traffic (volume & speed) data, and other tasks as necessary to determine project impact, benefit, cost, and constructability. Scoping projects will include public outreach including, but not limited to, public meetings, online surveys, and event tabling.

b. Design

Develop transportation project concepts into construction-ready documents. This includes all steps necessary to create final construction documents including, but not limited to, collection of survey data, preparation and submission of permits, coordination with utilities, attendance at public meetings, creation of project engineering plans (conceptual through contract with periodic submittals) with associated specifications, and assistance with the construction bid process. Construction phase engineering service including reviewing shop drawings and responding to Requests for Information may also be required. The Town will qualify up to 3 consultants in this category.

3. Wastewater project engineering and design – Develop wastewater project concepts and create construction-ready documents. This includes all steps necessary to create final construction documents including, but not limited to, collection of survey data, preparation and submission of permits, coordination with utilities, attendance at public meetings, creation of project engineering plans with associated specifications, and assistance with the construction bid process. This may also include wastewater plant and pump station design. The Town will qualify up to 3 consultants in this category.

4. Drinking water project engineering and design – Develop drinking water project concepts and create construction ready documents. This includes all steps necessary in order to create final construction documents including, but not limited to, collection of survey data, preparation and submission of permits, coordination with utilities, attendance at public meetings, creation of project engineering plans with associated specifications, and assistance with the construction bid process. The Town will qualify up to 3 consultants in this category.

5. **Water Quality Monitoring and Testing** – Develop and manage water quality monitoring and testing projects. Includes sampling plan development, collection of water samples, and coordination of testing. Typical projects include landfill-related water quality sampling and testing, stormwater sample collection and testing, stream flow monitoring, and wastewater sampling and collection. The Town will qualify up to 3 consultants in this category.
6. **Construction phase engineering** – Assist with management and oversight of projects under construction. Tasks may include assistance with a construction bid process, review and processing of contractor pay requests, processing change orders, reviewing material testing, leading progress meetings, administering substantial and final completion certifications, and the inspection of work actively under construction. The Town will qualify up to 3 consultants in this category.
7. **Facilities project engineering, design and construction phase engineering** – Provide engineering and design services for facility-related projects, including new construction, renovations, and infrastructure improvements.
 - a. **Scope and Design**

Develop project concepts into a set of construction-ready documents. This may involve site assessments, feasibility studies, conceptual and detailed design development, preparation and submission of permits, coordination with utilities, creation of project engineering plans with associated specifications and cost estimates and administering the bidding process.
 - b. **Construction Phase Engineering**

Assist with project management and oversight during construction. Tasks may include reviewing contractor submittals, processing pay requests and change orders, conducting site inspections, reviewing material testing, and ensuring compliance with design specifications and applicable codes. Typical projects may include municipal buildings, public facilities, and supporting infrastructure improvements. The Town will qualify up to 3 consultants in this category.

8. Plan Development Review and Technical Assistance (Planning & Zoning Support)

Provide technical engineering review and advisory services to assist the Town's Planning & Zoning staff, Planning Commission, Development Review Board, and Zoning Administrator with the review of development and redevelopment proposals. Services may include but are not limited to the review of site plans, subdivision plats, stormwater and utility layouts, traffic and access plans, erosion prevention measures, and other supporting technical documents for compliance with Town bylaws, design standards, and applicable state and federal regulations. Tasks may also include attendance at staff meetings, public hearings, and board meetings; preparation of written review comments and recommendations; coordination with applicants and their consultants; and technical support during permitting and approval processes. The Town will qualify up to 3 consultants in this category.

9. MS4 Consulting Services

Provide professional consulting services to support the Town of Milton's compliance with its Municipal Separate Storm Sewer System (MS4) permit requirements. Services may include assistance with planning, implementation, documentation, and reporting associated with MS4 permit obligations and related state and federal stormwater regulations. Tasks may include, but are not limited to: review of the Town's Stormwater Management Plan, Annual Reporting Workbook, and other relevant MS4 documents; review of the current MS4 General Permit to identify and address new or updated requirements related to construction stormwater and road salt management; evaluation of stormwater mapping, outfall inventories, and illicit discharge detection and elimination (IDDE) sampling requirements; updates to required Best Management Practice (BMP) tracking tables to reflect implemented stormwater treatment practices and documented phosphorus reductions to date; identification of stormwater permits or incorporation opportunities that may support MS4 phosphorus reduction requirements; and preparation of the Town's annual MS4 report, including data collection, documentation, and submittal support in advance of applicable deadlines.

Submission Instructions

To be considered responsive to this RFQ, **digital proposals must be received by:**
10:00 AM on Friday, February 27, 2026

Proposals received after the deadline will not be accepted. The Town's preferred delivery method is a PDF file submitted via email to adowns@miltonvt.gov.

Digital files on thumb drives are also acceptable and can be sent to:

Town of Milton Department of Public Works

Attention: DPW Engineering Services (Allyssa Downs, DPW Project Manager)

43 Bombardier Rd.

Milton, VT 05468

Any questions regarding this RFQ must be submitted by:

10:00 AM on Wednesday, February 18, 2026

via email to Allyssa Downs, at adowns@miltonvt.gov. The DPW will maintain a list of questions and answers and make it available for consultants upon request.

Proposal Submission Requirements

The SOQ should demonstrate that the consultant understands the intent and scope of the program, the character of the deliverables, the services required for delivery, and the specific tasks that must be performed. Unless indicated otherwise in the cover letter, it will be assumed that every SOQ received is for consideration under all eight of the project categories listed in Section II. The SOQ shall not exceed 60 pages, excluding resumes. The SOQ shall include the following:

- 1) **Cover Letter** – Provide a brief introduction along with an overview of the firm’s understanding of the nature of the work and general approach to be taken. There are eight project categories listed in this RFQ. If a consultant does not wish to be considered under certain categories, they should indicate this in their cover letter.
- 2) **Introduction and Qualifications of the Consultant Firm(s)** – Consultants shall provide the following information relative to their firm. Similar information shall be provided for each subconsultant or each member of a joint venture:
 - a. Firm name and business address.
 - b. A description of the firm’s general qualifications.
 - c. Specific expertise and experience related to the project categories listed in this RFQ, including a minimum of 3 example projects in each category for which the firm is seeking qualification.
- 3) **Qualifications and Resumes of Key Staff** – Consultants shall identify key individuals assigned to this program and include a brief description of their work on related or similar projects. This section should include a discussion of the firm’s ability to respond to requests in a timely manner.
- 4) **Project Organization** – This section should discuss the firm’s project management structure. It should indicate which staff will be assigned to the project categories listed in section II of this RFQ.
- 5) **Labor Costs** – Provide a list of hourly labor rates by employee classification. In addition, identify applicable reimbursable expenses, including mileage rates, copying costs, and other standard charges.
- 6) **References** – Provide a minimum of three, maximum of five, including the name, email address, and telephone number of the contact person.

Consultant Selection Procedure

The Town will rank the proposals in order of preference and use this as a basis for selecting firms to perform work as outlined in this RFQ. As specific projects advance into the evaluation phase, DPW will choose one of the selected on-call consultants or consultant teams for each project based on the SOQ package, current workload, and past performance. DPW intends to provide equal workloads to all consultants on the list to the extent possible, but there is no guarantee that this will be achieved. DPW reserves the right to make selection decisions based on past performances and demonstrates relevant experience for each proposed project. The selected consultants, along with DPW staff, will develop the project specific scope of work and cost proposal which will include the following items:

- 1) Scope of work
- 2) Schedule
- 3) Project organization (listing of staff proposed and availability – resumes not required if they were part of the SOQ package)
- 4) Project costs

In the event that DPW is unable to reach an agreement with the selected consultant regarding scope of work and/or cost, one of the other pre-qualified firms may be asked to prepare a scope of work and cost proposal.

All proposals become the property of the Town of Milton upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The Town reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFQ in part or in its entirety if it is in the best interest of the Town. This solicitation of proposals in no way obligates the Town to award a contract.

The selection of a vendor shall be made without regard to race, color, sex, age, religion, sexual orientation, gender identity, national origin, physical or mental condition, HIV status, or political affiliation. The Town of Milton is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

If any proposer is aggrieved by the proposed selection of consultants or award of any subsequent contract, they may appeal in writing to the Town. The appeal must be postmarked within fourteen (14) calendar days following the date of the written notice to award the contract.

The consultant's selection will be made by a committee including Town of Milton staff. The proposal will be evaluated considering the following weighted criteria:

Criteria	Maximum Weighted Points Total
Understanding the Scope of Work	15
Knowledge of Project Area	10
Qualifications/Experience of Proposed Staff	15
Availability of Technical Disciplines	10
Past Performance on Similar Projects	25
Labor hour rates and expenses	25

The selection committee may elect to interview consultants prior to final selection.

The committee will select the consultant on or about **March 13, 2026, by 10:00 AM**

Submittal and Preparation Costs

By submitting a response to this request for qualifications, the Consultant thereby certifies that they have reviewed this RFQ and are familiar with all conditions contained therein. The Town will not be responsible for, nor will we incur any cost associated with the submittal or preparation of a response to this RFQ.

Contract Provisions

The contents of this RFQ, for the successful Consultant, may become contractual obligations if the Town of Milton wishes to execute a contract based on the submitted materials. Failure of the successful Consultant to accept these obligations contractually, in a purchase order, contract, or similar instrument may result in cancellation of the agreement and such Consultant may be removed from future solicitations. This contract will be governed by the attached Town of Milton Standard Terms and Conditions.

Supporting Documents