

January 30, 2026

Request for Qualifications (RFQ) –
Two-Tier (State-Local) Qualifications-Based Selection for
At-The-Ready (ATR) Consultant Engineering Services for Municipalities 2026

The Municipal Assistance Section of the Agency of Transportation (VTrans) is requesting submission of qualifications from consultants to assist municipalities with At-the-Ready (‘ATR’) services for a variety of local transportation improvement projects.

This Request for Qualifications (RFQ) from VTrans, and any responses by interested consultants, represent the first stage of a two-stage process. No contract between a consultant and VTrans will result from this RFQ, but VTrans will use responses to this RFQ to make a determination of which consultants are the most qualified to assist municipalities, who will then be listed on a publicly available Qualified Roster (“Roster”) for local government transportation projects.

The second stage will take place via a Request for Proposals (RFP) from a municipality to a consultant on the Qualified Roster, which will detail the Scope of Work (SOW) for which a municipality needs consultant assistance, followed by the consultant proposal to the municipality in response to such an RFP, which may then result in a contract between the municipality and a consultant.

This process is available to expedite project delivery and to streamline the consultant solicitation and selection process by having the most qualified consultants available and at-the-ready to enter into arrangements with municipalities for specific projects. It is available to the municipalities as an alternative to the standard RFQ/RFP procurement process. **Municipalities are not required to use this ATR method.**

At-the-Ready (ATR) Consultant Categories

This RFQ is soliciting proposals in three major categories: Design, Municipal Project Management, and Construction Inspection. Consultant(s) are not required to propose for all types of services requested but can submit proposals for one, two or all of the categories.

There are three categories of At-The-Ready consultant services.

Design – Services under this category include but are not limited to: scoping studies, engineering investigation; survey; hydraulic analysis; environmental permitting; right-of-way (ROW) identification and acquisition; utility relocation; development of construction plans, specifications, and estimates; construction bid services including preparation of the bid package and the bid analysis; and design engineering services during construction. Services could include design of

highways, rail-trails, pedestrian and bicycle facilities, structures, and other scoping and design related work. The Design consultant will not be allowed to provide municipal project management or construction inspection services on the same project.

Municipal Project Management – Services under this category include but are not limited to: project coordination for all aspects of project development, permits, utilities and right of way; RFQ/RFP and SOW preparation; responsibility for all contract documentation; invoice review; progress reports; meetings documentation; plans review; project construction administration; coordination of the bid opening and contract preparation; project document and file security; project closeout; coordination with VTrans, municipal officials, general public, property owners, design consultant(s), construction contractor(s), construction inspection consultant, and other appropriate parties; and other work related to project management. The Municipal Project Manager will not be allowed to provide design or construction inspection services on the same project.

Construction Inspection – Services under this category include but are not limited to: inspection; record keeping; preparation of reports, participation in construction meetings; calculation and verification of quantities; review of invoices and pay requests; review of traffic control; development of as-built plans; inspection and approval of materials; review and recording of reports for materials and equipment inspection and testing; and, work related to construction inspection. The construction inspection firm cannot provide design or municipal project management services on the same project.

The engineering services requested of the Consultant under the three categories of At-the-Ready consultant services will primarily be related to the development of locally managed, federally funded transportation projects. Services for individual projects may range from a discrete task to all phases of a project. All engineering services performed shall be in accordance with the Municipal Assistance Section (MAS) Project Development Process. Requests for services may be for a variety of projects which may include, but are not necessarily limited to, the following types of projects:

- Roadway Reconstruction Projects
- Roadway Rehabilitation Projects
- Bicycle and Pedestrian Facilities Projects
- Intersection Projects
- Safety Projects
- Replacement, Rehabilitation or Maintenance of Bridges and Culverts
- Transportation Alternatives Projects

In addition to the roadway and safety design related tasks, the requested services may include ancillary tasks related to the design of transportation facilities that include but are not limited to:

- Roadway Design
- Traffic Design
- Railroad Design
- Hydraulic Design
- Landscape Design
- Bicycle and Pedestrian Facility Design

- Structures Design
- Advertising for and Opening of Construction Bids
- Development of NEPA Documents
- ROW Acquisition
- Utilities Investigation and Coordination
- Specialty Services

No work will be performed directly for VTrans as a result of this RFQ. Services to be provided by the consultants will be performed as described in subsequent project specific contract(s) between the selected consultant(s) and the municipalities.

All work will be accomplished in accordance with the following:

- Scope of Work (SOW), to be separately identified by the Municipality for each project, in an RFP developed by the Municipality in consultation with VTrans. Such RFP will then be sent to a consultant on the Qualified Roster. Examples are available at the Municipal Assistance SharePoint Site <https://outside.vermont.gov/agency/vtrans/external/MAB-LP/>
- VTrans Municipal Assistance Section (MAS) Local Projects Guidebook for Locally Managed Projects (including Appendices)
- [Specifications for Contractor Services](#); Municipal Assistance Section (MAS) Local Projects Guidebook – Appendix E
- [At-the-Ready Consultant Services Process](#)

Questions or requests for clarification

All questions or requests for clarification related to this RFQ shall be sent to Nydia Lugo, Agency of Transportation, Municipal Assistance, in writing, **by email** at nydia.lugo@vermont.gov. All such questions and requests for clarification shall be received **no later than Friday, February 13, 2026**. VTrans will not be bound by any oral communications. All questions or requests for clarification received will be documented and answered after this date. **Communication with other VTrans personnel regarding this RFQ is prohibited and may result in the rejection of your proposal.**

Addendums/Modifications

In the event that it becomes necessary to revise, modify, clarify, or otherwise alter this RFQ, including VTrans responses to questions and requests for clarification, such modification shall be in the form of a written RFQ Change. Any such RFQ Change shall be posted to the VTrans Municipal Assistance Section – Local Projects webpage <https://vtrans.vermont.gov/highway/local-projects>.

IT SHALL BE THE CONSULTANT’S RESPONSIBILITY TO OBTAIN ANY RFQ MODIFICATIONS ISSUED.

Reservation of Rights

VTrans reserves the right to request and consider the opinions of any Municipal, State and/or Federal Entity relative to the qualifications, capability and performance of any consulting firms and/or sub-consultants identified in responses to requests for proposals to this RFQ.

All proposals become the property of VTrans upon submission. The cost of preparing and submitting a proposal is the sole expense of the proposing consultant. Unselected proposals may be securely disposed of at VTrans’ discretion. VTrans 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 this RFQ in part or in its entirety if it is in the best interests of VTrans and the Municipalities. This RFQ in no way obligates VTrans to list any consultant on the Qualified Roster, nor does it obligate any Municipality to award a contract.

Exceptions to Terms and Conditions

The proposer must state in the business proposal any exceptions taken to the terms and conditions in this RFQ. For each exception the proposer shall identify the term or condition, state the reason for the exception, and provide any other information concerning the exception. Such exceptions, deviations or conditional assumptions may, however, result in rejection of the proposal as unresponsive. If exceptions are not noted in the response to this RFQ but raised during negotiations for contracts with municipalities, the Municipality reserves the right to cancel the negotiation if deemed to be in the best interests of the Municipality.

ATR Selection period and Contract period

VTrans intends to select up to **six (6) consultants** to perform services in each of the three categories identified above. Selected consultant(s) will be listed and available to enter into contract(s) with the municipalities for **three years** after they are notified by VTrans that they have been selected for the At-The-Ready Qualified Roster. **The length of contract period will be as established in the specific contracts between a consultant and a municipality. The maximum length of contract period including any allowable contract extensions shall not exceed five years.** It is the intention of VTrans to select consultants with the experience and capacity to meet the municipalities' needs, although VTrans does not make any representation or warranty about any specific services of any consultant.

Conflict of Interest when proposing services for more than one category

A consultant firm that performs any design work will not be eligible to provide Construction Inspection or Municipal Project Management Services of the same item(s) or portion(s) of that project that it designed, whether as a prime consultant or as a firm subcontracted. This is considered to be a potential conflict of interest and will be avoided. The Municipal Project Manager will not be allowed to manage a project if that same firm is performing Design or Construction Inspection Services on the same project, or the consultant firm that provides Inspection Services in a project cannot provide Design or Municipal Project Management Services for that same project. This applies to any services for the same project even if the consultant is not selected as a result of this At-The-Ready process and RFQ.

Maximum Amount

Payment for each specific contract will be directly from the municipality based on the consultant's actual cost plus fixed fee or a firm fixed price, subject to the requirements of the MAS Guidebook. The maximum amount that may be awarded to each consultant selected under this RFQ will vary per individual contracts according to the needs of specific projects and as established during negotiations with the municipalities. Assurance that qualified staff will be available and dedicated to the contract will be required.

Confidentiality

All Proposals received will become part of the contract file and will become a matter of public record, and may be disclosed to the public in accordance with the Vermont Public Records Act, 1 V.S.A. § 315 et seq. If the proposal documents include material that is considered by the proposer to be proprietary and confidential under 1 V.S.A. § 315 et seq., the proposer shall submit a cover letter that clearly identifies each page or section of the proposal that it believes is proprietary and confidential. The proposer shall also provide in their cover letter a written explanation for each marked section explaining why such material should be considered exempt from public disclosure in the event of a public records request, pursuant to 1 V.S.A. § 317(c), including the prospective harm to the competitive position of the proposer if the identified material

were to be released. Additionally, the proposer must include a redacted copy of its response for portions that are considered proprietary and confidential. Redactions must be limited so that the reviewer may understand the nature of the information being withheld. It is typically inappropriate to redact entire pages, or to redact the titles/captions of tables and figures. Under no circumstances can the entire response be marked confidential, and the State reserves the right to disqualify responses so marked.

The contents of the successful consultant's proposal, as accepted by VTrans, may become part of a contract between the consultant and a municipality that may result from the second stage of this two-stage process. The selected consultant proposals will be posted at the VTrans SharePoint Site and available to the municipalities for their review when choosing a consultant from the Roster.

Proposal Instructions - General

Consultants are not required to propose for all types of services requested but can submit proposals for one, two or all of the categories. **Separate Proposals are required for each Category.**

The quality of proposals and adherence to solicitation response requirements and/or restrictions are considered reflective of the manner in which the proposer could be expected to conduct business and will be given due consideration throughout the evaluation process.

Failure to provide all required information, or indications that the proposer did not conform to all terms as set forth in the RFQ may make the offer non-responsive and may result in the elimination of the proposer from further consideration for award.

Proposals or unsolicited revisions submitted after the specified due date and time will not be accepted and will be securely disposed of.

Proposal Instructions - Required Electronic Submittal Information

Proposals will be received electronically via an FTP site. In order to upload your proposal, you must obtain a user account. This account will be provided when Municipal Assistance receives your request via e-mail.

If you already have credentials, you still need to request access to this specific RFQ folder, or you will be unable to submit your proposal. Please submit your request for a user account by e-mailing the single point of contact listed above. Your subject should state "**FTP Account Proposal Submit Request for At-the-Ready Consultant Services for Municipalities 2026**". You will then receive guidance on uploading your proposal and a user account will be provided by separate e-mail(s). Please submit your request as soon as possible and no later than four (4) business days before the RFQ due date to ensure there is ample time to set up the user account(s).

When submitting your proposal(s) please use the following naming convention:

ProposalType_CompanyName_ATR2026

- MunicipalProjectManagement_ABC Consulting_ATR2026
- Design_ABCConsulting_ATR2026
- Inspection_ABCConsulting_ATR2026

Separate Proposals are required for each Category.

Submit your proposals to the Municipal Assistance Section, Agency of Transportation, via the provided FTP site, **prior to 2:00 P.M., on Monday, March 2, 2026.** Proposals or unsolicited revisions received after the specified due date and time will not be accepted and will be securely disposed of.

Proposal Instructions - Format and Content

The proposals shall be submitted as a PDF file, not exceeding twenty (20) single-sided pages. All pages that count toward the page limit shall be numbered consecutively. The pages shall be formatted as 8 ½” x 11” sheets.

In order to assist in the evaluation process, proposals shall be clear, concise, and include the following information organized as presented below. In each section the consultant shall address the evaluation criteria set forth in this RFQ, include a detailed description of the firm’s understanding of the work required, and detail the firm’s capabilities to perform such work. **Separate Proposals are required for each Category.**

A. Cover Letter.

This section DOES NOT count toward the twenty (20) page limit.

All proposer’s or their authorized representative shall prepare and sign a cover letter. Submission of the letter shall constitute a representation by the proposer that it is willing and able to perform the services described in the RFQ and their proposal response.

B. General Firm Information.

This section counts toward the twenty (20) page limit.

In this section, please provide the following elements.

Consultants shall provide the following information relative to their firm. Similar information must be provided for each sub-consultant. Sub-consultant roles should be clearly defined.

- Firm name and business address, including telephone number and email contact specific to the Category of the proposal.
- Year firm was established. Include former firm names and years established if applicable.

The proposer must discuss the experience, capabilities and plan for providing the described services, including any proposed approach for ensuring performance of all required services, and any additional factors for VTrans’ consideration.

Provide a description of the organization’s size, background, and structure, and a list by name and title of management personnel. Indicate which management personnel will be responsible for the delivery of services under the contract and a description of how the organization’s resources will be applied. This section should provide clear information as to the lines of communication and how the Business ensures Quality Control & Quality Assurance.

C. Organizational chart.

This section counts toward the twenty (20) page limit.

Provide a one-page organizational chart of the consultant team that notes the name and title of key individuals that are proposed to manage or perform tasks. This chart shall clearly indicate the lines of communication for problem resolution. In the case of international or national firms, please provide an organizational chart of the local office that will be responsible for the delivery of services under the contract. The use of an 11x17 page is permitted.

Should the consultants selected propose any substitutions to the key personnel they must submit a letter to VTrans requesting approval of such a change, and to VTrans in

consultation with the Municipality if a contract for a project has already been awarded.

D. Technical Capability.
This section counts toward the twenty (20) page limit.

Design Services:

If the Consultant is proposing to provide Design Services, the following formatting and information requirements shall be followed.

- Qualification and Experience of firm - This section shall detail the Consultant firm's previous experience relating specifically to municipal or local transportation design engineering services including demonstrated knowledge of federal and state requirements.
- Brief examples of projects for which the firm has provided design and engineering services for highways, rail-trails, pedestrian and bicycle facilities, structures, stormwater mitigation, and other projects typical of the Municipal Assistance Program. Include a summary of services provided, and identify a knowledgeable client contact including email address and phone number. Examples should be limited to services provided in the last **ten** years.
- Identify key personnel to provide Design Services including a brief summary of their experience and qualifications.

Municipal Project Management Services:

If the Consultant is proposing to provide Municipal Project Management Services, the following formatting and information requirements shall be followed.

- Qualification and Experience of firm - This section shall detail the Consultant firm's previous experience relating specifically to municipal or local transportation Project Management services including demonstrated knowledge of federal and state requirements.
- Brief examples of transportation projects in which the firm has provided Municipal Project Management services. Include a summary of services provided, and identify a knowledgeable client contact including email address and phone number. Examples should be limited to services provided in the last **five** years.
- Identify key personnel to provide Municipal Project Management Services including a brief summary of their experience and qualifications.

Construction Inspection Services:

If the Consultant is proposing to provide Construction Inspection Services, the following formatting and information requirements shall be followed.

- Qualification and Experience of firm - This section shall detail the Consultant firm's previous experience relating specifically to state, municipal or local transportation Construction Inspection services

including demonstrated knowledge of federal and state requirements and of the VTrans Standard Specifications for Construction.

- Brief examples of projects in which the firm has provided Construction Inspection services for highways, rail-trails, pedestrian and bicycle facilities, structures, stormwater mitigation, and other projects typical of the Municipal Assistance Program. Include a summary of services provided and identify a knowledgeable client contact including email address and phone number. Examples should be limited to services provided in the last **ten** years.
- Identify key personnel to provide Construction Inspection services including a brief summary of their experience and qualifications.

E. Resumes

This section DOES NOT count toward the twenty (20) page limit.

Provide, resumes of key personnel, identified above, expected to manage or perform tasks of the nature covered by this RFQ. Each resume shall be limited to Two (2) pages focusing on the services to be provided. Include on each resume the number of years the individual has been employed with the firm.

Sub-Consultants

The proposal shall also identify any sub-consultant firms expected to be used for work of the type covered by this RFQ. Consultants shall include substantial details, as described in the Sections above, regarding the qualifications of personnel for any sub-consultants that are expected to be employed for work of the type covered by this RFQ.

The following sub-consultant information shall be included within the sections listed above.

- Company name of each sub-consultant, or individual name in the case of independent consultants
- Names of each sub-consultant principals and/or corporate officers
- Resumes of each sub-consultant’s key personnel who will be assigned to provide professional services, including certifications or special licensing for each; and
- The types of work to be performed by each sub-consultant

For sub-consultants not named in the proposal, submittal of sub-consultant personnel will require approval by VTrans, in consultation with the Municipality prior to the sub-consultant performing any work on assignments under project specific work for a municipality.

The successful Consultant will have fully executed sub-agreements in place for each sub-consultant prior to the sub-consultant performing any work on assignments for a municipality.

Evaluation of Proposals

The proposals will be evaluated considering the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
1. Qualifications and experience of the consultant staff	20
2. Demonstrated experience in design, project management and/or construction inspection services for federally funded	35

- transportation projects
3. **Commitment** of resources and staff shown on the organizational chart to complete projects and assignments outlined in the scope of work **10**
 4. **Experience** with the municipalities. Knowledge of VTrans sponsored locally managed projects **procedures** and project development, including demonstrated knowledge of federal and state requirements. **30**
 5. Responsiveness to RFQ requirements. Quality and **clarity** of proposal **5**

It is the intent of VTrans to select consultants under this RFQ based on the highest ranked proposals in accordance with federal law regarding qualifications-based selection (known as the Brooks Act). No direct work will be performed for VTrans. All work assignments will be under separate contracts with the Municipalities, and VTrans will not be a party to those contracts.

Once the consultants are selected, the At-the-Ready Qualified Roster is created. When the municipality intends to hire a consultant for a project through the At-the-Ready process, the municipality through a consultant selection committee will review the qualifications of at least three of the firms in the Roster and selects the one that best represents their needs. The Municipality will issue a RFP which requests a scope and fee proposal to allow them to negotiate the labor classification and hours or firm fixed price that is considered to be fair and reasonable to the Municipality. Payment for specific contracts will utilize an actual cost plus fixed fee structure or a firm fixed price. The Municipality will indicate the proposed payment structure when requesting an estimate. If a satisfactory contract cannot be negotiated for a specific assignment, the Municipality may formally terminate negotiations and then undertake negotiations with the next most qualified consultant from their initial review of three. If negotiations are successful, the municipality can initiate a contract with that firm.

For actual cost plus fixed fee work assignments: Meals allowed per the state contract will be reimbursed at actual cost up to the maximum State rates. Mileage will be reimbursed at State Rates. Please be aware that in State mid-tour or mid-day meals (lunch) are not eligible for reimbursement except for lunches after an overnight stay is required.

For actual cost plus fixed fee work assignments: Lodging will be reimbursed at actual cost and on the basis of reasonable rates as determined by the Municipality (subject to approval by VTrans) when such overnight lodging is authorized and required by the Municipality.

Each consultant notified of its eligibility to be placed on the Qualified Roster, must, upon notification of such eligibility, apply for registration with the Vermont Secretary of State's Office (SoS) to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633. The telephone number is (802) 828-2363. The municipalities **must NOT execute a contract** until the consultant is registered with the Secretary of State's Office. Registration can be completed online at <https://bizfilings.vermont.gov/online>.

A Conflict of Interest Disclosure Form, and a Debarment and Non-Collusion Form are required to be submitted before entering into contract with the Municipality. A Consultant Performance Evaluation shall be submitted by the Municipality when the project is completed. These forms can be found at the Municipal Assistance SharePoint Site (<https://outside.vermont.gov/agency/vtrans/external/MAB-LP/>).