

February 23, 2026

RFQ Change #1

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

The Request for Qualifications (RFQ) for the above-mentioned services has been modified to clarify the RFQ by addressing the following questions:

1. We reviewed the recent RFQ posted for At-The-Ready (ATR) Consultant Engineering Services for Municipalities 2026 and have a quick question. If known, when is this project expected to go to bid for contractors and what is the expected start date for construction?  
**Answer: This RFQ is not for a specific project. Responses to this solicitation will be used to select a Roster of qualified consultants that will be available to provide services to the municipalities. This is the first stage of a two-stage process. The second stage will take place via a Request for Proposals (RFP) from a municipality to a consultant on the Roster, which may then result in a contract between the municipality and a consultant. Not all local projects are expected to be or can be procured through the ATR process. The ATR process is available to the Towns as an alternative. Towns are not required to use this method.**
2. In the RFQ, it is stated that proposed sub-consultants shall be listed along with some information about each. However, it is not indicated whether the sub-consultant information counts toward the 20-page limit.  
**Answer: From the RFQ: “subconsultant information shall be included within the sections listed” and not in a separate section. Three of the sections count towards the twenty (20) page limit: General Firm Information, Organizational Chart, and Technical Capability. The Cover Letter and the Resumes section do not count towards the twenty (20) page limit. Subconsultant resumes do not count towards the limit.**
3. Do covers and tabs count toward the 20-page limit?  
**Answer: Covers, table of contents, and tab pages/dividers are not required but could be included and do not count towards the page limit.**

4. Please provide a definition of Key Personnel for the RFQ. Our understanding is that the requirements for substituting Key Personnel (as identified under section C. Organizational Chart on page 6 of the RFQ) are specific to individuals with specific expertise and roles on the project and are not intended for junior staff or personnel performing a limited participation in the project development.

**Answer: Key personnel is defined as individuals or executives that hold critical roles within a project. This includes those that have specialized expertise or knowledge, leadership and accountability, strategic influence and high impact on delivery of the project. Examples include, Executives, Senior Managers, Project Managers, Senior/Lead Engineers, Resident Engineers or other positions that require special licensing or certifications.**

5. Is it acceptable to put an asterisk (or some other identifier) next to Key Personnel on the Org Chart and on Resumes to identify these staff presented? Support staff will also be presented on the org chart and with resumes but will not have this identifier if they are not designated as Key Personnel.

**Answer: Yes, Key Personnel should be identified in the Organization Chart and Resumes, and it is acceptable to use an asterisk or some other identifier.**

6. Please provide examples of anticipated Specialty Services identified in addition to the roadway and safety design related tasks.

**Answer: Examples of specialty services related to transportation facilities or services that are not listed in the RFQ are appraisal services for railroads, correction plans for contaminated soils and hazardous materials, stormwater, stream bank stabilizations, geotechnical, and sand and salt storage buildings.**

7. **Consultants who already work with VTrans Contract Administration or other departments in the Agency and already may have an FTP account will need to obtain a new user account for the Municipal Assistance FTP site. Consultants who submitted a proposal for the 2023 At-the-Ready solicitation will need to obtain a new user account for this new Municipal Assistance FTP site. Credentials obtained for other VTrans FTP sites or the old Municipal Assistance FTP site will not work on this new site and you will be unable to submit your proposal.**

8. **The FTP site was created for Municipal Assistance and is only being used for now, to receive the submittals in response to the RFQ for At-the-Ready Consultant Services for Municipalities 2026. There is nothing in the FTP site that indicates that it is specifically for the At-the-Ready 2026 or this RFQ.**

The due date and all other specifications and requirements of the original RFQ remain in effect.