

AT-THE-READY CONSULTANT SERVICES PROCESS

Town needs procurement for a project and wishes to use the At-the-Ready (ATR) Process.

A municipal consultant selection committee with a minimum of two members, reviews the statement of qualifications of at least three consultants in the At-the-Ready Qualified Roster and selects one. A firm chosen to perform in one of the three categories will not be eligible to provide services on any of the other two categories for the same project, whether as a prime consultant or as a firm subcontracted. This applies to any services for the same project even if the consultant is not selected as a result of the At-the-Ready process. The names of the three firms with their qualifications reviewed should be listed in the [Consultant Selection Form](#) that will be submitted at the end of the procurement process. (Links: [ATR Roster MPM](#), [ATR Roster Design](#), [ATR Roster Inspection](#))

Town develops independent estimates of consultant fees and contract duration. The independent estimate will serve as the basis for negotiation. (Link: [VTrans Report on Shared Use Path and Sidewalk Unit Costs](#))

Consultant Project Maximum Amount (MA) will vary per individual contracts with various municipalities. The maximum length of contract period including any possible contract extensions shall not exceed 5 years.

Is the estimated contract time less than 5 years?

NO

The Town needs to use the standard procurement method.

YES

The Town sends the consultant a Request for Proposal.

The Consultant prepares a scope and fee proposal in response to the RFP and submits to the Town to negotiate.

Are the consultant key personnel in the proposal the same of the Qualified Roster Statement of Qualifications online?

NO

The Consultant submits the proposed change to the Town and VTrans for approval and to update their Statement of Qualifications.

YES

The Town reviews the proposal and negotiates with the Consultant.

NO

Are negotiations successful?

YES

The Town sends the proposal and draft contract to the Project Supervisor for approval.

The project development process is the same as in the standard process. Continue the process according to the MAS Guidebook.

If there is a change in the key personnel during the project development, the Consultant submits a [Change in Personnel](#) request to the Municipality and VTrans.

The Town completes the [Consultant Performance Evaluation Form](#) and sends it to the Consultant for their signature. Then sends it to the Project Supervisor along with the final invoice and project acceptance memo.

The Town stops negotiations and restarts the process with the second choice of their initial review of three. This step would repeat with the next preferred consultant if negotiations are unsuccessful again. Negotiations cannot resume with a firm after having been concluded at some point in the process.