

**MUNICIPAL ASSISTANCE BUREAU
AT-THE-READY CONSULTANT SERVICES
FOR LOCALLY MANAGED PROJECTS
CHANGE IN PERSONNEL REQUEST**

Name of Firm: _____

Project Name/Number: _____

Project Sponsor: _____

A change in personnel as presented in the At-the-Ready Qualification Proposal is proposed. We request that the following substitution is approved.

Current employee/position:

Name of employee: _____

Position: _____

Employee/position being requested:

Name of employee: _____

Position: _____

Reason for Request:

Signature of Consultant Representative in Responsible Charge

Signature of Municipal Representative in Responsible Charge

Signature of VTrans Project Manager

Enclosure:

cc: AOT Project Supervisor