



State of Vermont
Contract Administration
Barre City Place
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Barre VT 05641
<http://vtrans.vermont.gov>

Agency of Transportation
Finance & Administration
[phone] 802-622-1285

Date: 02/04/2026
To: Proposers
Re: JC004 Request for Proposal_VTrans Response to Questions

Interested Proposers,

Please note the following questions that were submitted during the question period for the JC004 Request for Proposal (RFP), which concluded on 01/28/2026. The Vermont Agency of Transportation (VTrans/Agency) has provided responses to these questions, highlighted in blue.

1. How do you complete the subcontractor portion when you are not even sure you will need a subcontractor?
 - a. If the subcontractors are not yet determined, please leave this section blank.
2. What must be included in my proposal.
 - a. Please review Section IV, "Content of Proposal," in the RFP, which outlines specifically what VTrans is looking for in proposal submissions in order to be considered for review and complete. **Submitting only the Equipment and Rate sheet, along with required forms, does not constitute a complete proposal and will be rejected.** Below is a checklist from Section III, "Proposal Format Requirements," outlining the sections required for your proposal submission:
 1. Cover Letter
 2. Technical Capability and Experience
 3. Business and Management Structure
 4. Key Personnel
 5. Subcontractors
 6. Past Performance and Reference
 7. Equipment & Rate Sheet
 8. Contractor and Subcontractor Information
 9. Other Required Documents
3. What is the maximum amount allowed for each Job Order:
 - a. Each Job Order have a maximum amount of \$75,000, which may increase to \$100,000 with Division Director approval.
4. Per Section II. JOB ORDER CONTRACT SPECIFICATIONS, Item 11. Permits and Inspections:
 - a. In the event that permits, clearances or inspections are required the Contractor shall secure and pay for any permits and inspections required by authorities. Does this also extend to right-of-entry agreement permits for work on railroad property? And does this also apply to any associated flagger fees for railroad work?
 - a. The Agency shall obtain all permits and clearances required for the work as defined in

the Job Order prior to solicitation. Any work performed by the Contractor that exceeds or deviates from the scope of the Agency's permits and clearances shall be at the Contractor's sole responsibility, including the procurement of all additional permits, approvals, and clearances necessary to perform such work.

- i. For example, if the Contractor's selected means and methods require the relocation of a utility not identified in the Agency's scope of work, the Contractor shall be solely responsible for obtaining all related permits and approvals. There may be, at times, where the Agency calls for the removal and disposal of an old culvert and/or material. This would be the responsibility of the Contractor to properly dispose and in some cases may require permitting.
 - ii. The Agency will secure any necessary right-of-entry agreements and/or clearances for work within the Railroad ROW as well as any other Rights of Way.
 - iii. In the event that railroad flagging services are needed, the Agency will secure an agreement prior to soliciting the Job Order.
5. With regard to working around energized systems, please provide guidance on the appropriate standards to be followed, including minimum approach distances, for energized systems.
 - a. The Contractor shall comply with all applicable Vermont Occupational Safety and Health Administration (VOSHA) standards governing work in proximity to energized systems, including minimum approach distances, and shall also adhere to any additional requirements, procedures, or standards imposed by the applicable utility owner. Where standards differ, the more stringent requirement shall govern.
6. If a piece of equipment is not on the equipment list, what do I do?
 - a. If the equipment isn't listed, select "Other" and describe it in the "Equipment Other" field. Then, fill in the make, model, and additional details columns.
7. What do I do if I lease or rent equipment? Should I list that in my equipment and rate sheet?
 - a. If the equipment lease or rental will cover the entire five-year contract term, please include it in your equipment list. If you plan to lease or rent equipment for a specific Job Order, mention your willingness to do so in the Technical Capability and Experience section of the RFP, along with any relevant details.

Angie Farrington

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