

**Notice of Advertisement for Consultant Services  
for  
East Troy Municipal Airport  
East Troy, Wisconsin**

The Wisconsin Department of Transportation, Bureau of Aeronautics, as agent for the East Troy Municipal Airport, is accepting letters of interest from qualified firms. A selection board will review the firm's qualifications and rank them for further consideration. Services required for this project will consist of development of construction plans/specifications and construction administration services.

The proposed improvements are as follows: Approach obstruction clearing (project formulation, design, construction services). The first phase (project formulation) will focus on environmental documentation and cost estimating. It is not anticipated that this work will require an update to the airport layout plan (ALP).

Notice Pertaining to DBE Goals: This solicitation may result in multiple contracts. The current federal DBE program has been suspended by the U.S. Department of Transportation pursuant to interim final rule (2025-19460 (90 FR 47969)). Following reestablishment of the federal DBE program requirement, WisDOT will issue further DBE program requirements pursuant to the rule as required for contracts related to this solicitation.

Only firms having recent similar experience on airport projects are invited to respond. A separate selection may be made for various portions of the work.

A firm's qualifications will be reported on the bureau's consultant report form, which can be downloaded from the Wisconsin Department of Transportation Internet site at <http://wisconsindot.gov/Pages/doing-bus/aeronautics/airports/forms.aspx>. Please submit three copies of the consultant report form. Firms that recently submitted a consultant report form for other projects will **not** have to file a new form unless they wish to amend a previously filed one.

It is required that a submittal be sent to the bureau stating a firm's desire to be considered for the above work. This submittal should include the firms understanding of the project, list of key personnel, and list of similar work experience.

The deadline date for filing a letter of interest is Friday, October 31<sup>st</sup> at 3:00pm. It must be emailed to: Andrew.Trimble@dot.wi.gov, project manager for this effort, by the above date and time. Though not required to be submitted, any hard copies a firm would like to send should be sent to: Andrew Trimble, Project Manager, Wisconsin Department of Transportation, Bureau of Aeronautics, Post Office Box 7914, Madison, Wisconsin 53707-7914. Our shipping address is: Department of Transportation, Bureau of Aeronautics, 4822 Madison Yards Way, 5<sup>th</sup> Floor South, Madison, Wisconsin 53705. Questions concerning this advertisement can be answered by emailing or calling Mr. Trimble at (608) 267-0454.

ALT

304bdev.dot/r.03/19/2024

# CONSULTANT SELECTION RATING FORM – SCREENING SHEET

## Initial Rating Factors

**Airport:** East Troy Municipal Airport (RYV)

**City:** East Troy, WI

**Project No.:** (project #)

**Project Description:** Approach Obstruction Clearing

| Firm Name & Location   | Distance from<br>Office of<br>Performance | Quality of<br>Service                   | Experience of<br>Project Manager                                                | Experience of<br>Construction<br>Inspectors                                | Project<br>Understanding                                   | Ability to Meet<br>Deadlines       | Familiarity with Airport                                                                                                                       | Sum of Points |
|------------------------|-------------------------------------------|-----------------------------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| (name & address)       |                                           |                                         |                                                                                 |                                                                            |                                                            |                                    |                                                                                                                                                |               |
| (name & address)       |                                           |                                         |                                                                                 |                                                                            |                                                            |                                    |                                                                                                                                                |               |
| (name & address)       |                                           |                                         |                                                                                 |                                                                            |                                                            |                                    |                                                                                                                                                |               |
| (name & address)       |                                           |                                         |                                                                                 |                                                                            |                                                            |                                    |                                                                                                                                                |               |
| (name & address)       |                                           |                                         |                                                                                 |                                                                            |                                                            |                                    |                                                                                                                                                |               |
| (name & address)       |                                           |                                         |                                                                                 |                                                                            |                                                            |                                    |                                                                                                                                                |               |
| (name & address)       |                                           |                                         |                                                                                 |                                                                            |                                                            |                                    |                                                                                                                                                |               |
| (name & address)       |                                           |                                         |                                                                                 |                                                                            |                                                            |                                    |                                                                                                                                                |               |
| (name & address)       |                                           |                                         |                                                                                 |                                                                            |                                                            |                                    |                                                                                                                                                |               |
|                        | <b>Miles Pts.</b>                         | <b>Pts.</b>                             | <b>Pts.</b>                                                                     | <b>Pts.</b>                                                                | <b>Pts.</b>                                                | <b>Pts.</b>                        | <b>Pts.</b>                                                                                                                                    | <b>Pts.</b>   |
| Numerical Point System | <75=2; 75-150=1; >150=0                   | 0-10 Based on examples of past projects | 0-5 years = 5 max;<br>5-10 years = 6-7;<br>10-15 years = 8-9;<br>>15 years = 10 | 0-2 years = 5 max;<br>2-5 years = 6-7; 5-10 years = 8-9;<br>>10 years = 10 | 0-10 Based on how proposal discusses potential challenges. | 0-10 Based on past project history | No communication = 0;<br>Called and discussed with Airport/BOA = 1-2; Visited Airport = 2-3; Worked on past projects and visited airport = 3-5 | 57 Point Max  |

\*embedded excel spreadsheet, double click in the table

# CONSULTANT SELECTION RATING FORM – SCREENING SHEET

## Initial Rating Factors Summary

**Airport:** East Troy Municipal Airport (RYV)

**City:** East Troy, WI

**Project No.:** (project #)

**Project Description:** Approach Obstruction Clearing

| No. | Firm Name & Location | MPM | TJW | LWW | MRM | *Project Manager | *Owner Representative | Sum of Points |
|-----|----------------------|-----|-----|-----|-----|------------------|-----------------------|---------------|
| 1.  | (name & address, )   |     |     |     |     |                  |                       |               |
| 2.  |                      |     |     |     |     |                  |                       |               |
| 3.  |                      |     |     |     |     |                  |                       |               |
| 4.  |                      |     |     |     |     |                  |                       |               |
| 5.  |                      |     |     |     |     |                  |                       |               |
| 6.  |                      |     |     |     |     |                  |                       |               |
| 7.  |                      |     |     |     |     |                  |                       |               |
| 8.  |                      |     |     |     |     |                  |                       |               |
| 9.  |                      |     |     |     |     |                  |                       |               |
| 10. |                      |     |     |     |     |                  |                       |               |