

## **Notice of Advertisement for Consultant Services Within Bureau of Aeronautics**

The Wisconsin Department of Transportation, Bureau of Aeronautics is accepting letters of interest from qualified firms to provide assistance to BOA.

### **Project Purpose and Need**

The BOA requires consultant assistance in a consultant coordinator role, acting as an extension of WisDOT BOA staff.

### **Project Description**

Provide a part-time professional engineer with 10-15 years of experience working on BOA projects. Expectation is to work 24-28 hours a week under a 1-year contract that can be renewed for up to two additional years.

Under the direction of a BOA supervisor, act as a consultant coordinator being the lead contact on airport projects on the east side of the state from project initiation through construction closeout. Tasks include assisting in the oversight of project formulation, design, and construction project phases, as assigned. To avoid conflict of interest, consultants would not be assigned projects in which their firm has been selected to work on project formulation, design, or construction. Work will be completed from the consultant's home office with occasional meetings in person at BOA. If construction projects are assigned, site visits may be required.

### **Consultant Requirements**

Extensive familiarity with WisDOT Standard Specifications for Airport Construction

Extensive familiarity with FAA Airport Improvement Program (AIP) Handbook

Extensive familiarity with FAA Advisory Circulars and Orders

Understanding of FAA requirements for Block Grant States

Understanding of BOA processes and procedures

### **Special Skills**

Professional Engineer.

A selection board will review the firm's qualifications and rank them for further consideration.

Only firms having recent similar experience on airport projects are invited to respond.

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, and a resume for the proposed staff member.

The deadline date for filing a letter of interest is February 25, 2026, at 12pm. It must be emailed to: Matt Malicki at [matthew.malicki@dot.wi.gov](mailto:matthew.malicki@dot.wi.gov) by the above date and time. Even though not required to be submitted, any hard copies a firm would like to send should be sent to: Matt Malicki, General Aviation Airport Engineering Section Chief, 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, 6<sup>th</sup> Floor South, Madison, Wisconsin 53705. Questions concerning this advertisement can be answered by emailing or calling Matt Malicki at [matthew.malicki@dot.wi.gov](mailto:matthew.malicki@dot.wi.gov) or (608) 267-5273.

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