

**Notice of Advertisement for Consultant Services
for
Marshfield Municipal Airport
Marshfield, Wisconsin**

The Wisconsin Department of Transportation, Bureau of Aeronautics, as agent for the Marshfield 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. This project may be subject to DBE goals and individual contract goals will be determined when the scope of services is finalized. Services required for this project will consist of project formulation services, development of construction plans/specifications and construction administration services.

The proposed improvements are as follows:

Runway 16/34 Reconstruction/Extension

- Reconstruct Runway 16/34, including lighting, guidance signs, and necessary electrical vault upgrades
- Extend Runway 16/34
- Obstruction Removal (Runway 16/34 Approaches)
- Install Runway Vertical/Visual Guidance Systems (Runway 16/34 PAPIs and Runway 16 REILs)
- Install Runway 34 Medium Approach Lighting System with Runway Alignment Indicator Lights (MALSR)
- Reconstruct/Reconfigure Taxiway A, including lighting and guidance signs
- Reconstruct Taxiway B, including lighting and guidance signs
- Install Miscellaneous NAVAIDs (Wind Cone and Tee)

Services expected to be required include but are not limited to:

- Project Formulation
 - Planning, Eligibility and Justification Services
 - Full Aviation Forecast, including baseline operations data
 - Critical Aircraft Determination and Approval
 - User Surveys and Stakeholder Outreach
 - Runway Length and Width Justification
 - Identification and Evaluation of Approach Obstructions
 - ALP Updates as Required
 - Coordination with FAA on the Generation, Review, and Approval of new Flight Procedures, including any required updated AGIS survey project.
 - Environmental
 - Environmental assistance is not included with this consultant advertisement
- Design
 - Design services to create project plans and specifications for the work determined to be included in the project formulation phase.
- Construct Administration
 - Office and on-site construction administration services during the construction phase.

Anticipated Project Schedule

- Project is seeking Discretionary Funding with a grant application in either Federal fiscal year 2028 or 2029, pending the progress of planning and environmental reviews.
- Construction is anticipated in either 2029 or 2030.
- Project Formulation and Design schedules will adhere to the Discretionary project timeline with planning and environmental approval by the FAA by September 30 in the year prior to the anticipated grant. 60% Design is expected to be completed by July/August of the year prior to the discretionary grant with bidding in April of the year of the grant application.

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 federal 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 September 30, 2026. It must be emailed to: Colin Davidson, PE at DOTBOACONSULTANTLOI@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: Colin Davidson, GA Airport Engineering Unit Supervisor - West, 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, 5th Floor South, Madison, Wisconsin 53705. Questions concerning this advertisement can be answered by emailing or calling Colin Davidson at colin.davidson@dot.wi.gov or (608) 266-2542.

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304bdev.dot/r.07/29/2026

CONSULTANT SELECTION RATING FORM – SCREENING SHEET

Initial Rating Factors

Initial Rating Factors

Airport:	<u>Marshfield Municipal Airport</u>
City:	<u>Marshfield, WI</u>
Project No.:	<u>MF11009</u>
Project Description:	<u>Reconstruct/Extend Runway 16/34</u>

Firm Name & Location	Distance from Office of Performance	Quality of Service	Experience of Project Manager	Experience of Construction Inspectors	Project Understanding	Ability to Meet 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)								
Numerical Point System	Miles Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.
	<75=2; 75-150=1; >150=0	0-10 Based on examples of past projects	0-5 years = 5 max; 5-10 years = 6-7; 10-15 years = 8-9; >15 years = 10	0-2 years = 5 max; 2-5 years = 6-7; 5-10 years = 8-9; >10 years = 10	0-10 Based on how proposal discusses potential challenges.	0-10 Based on past project history	No communication = 0; 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: Marshfield Municipal Airport

City: Marshfield, WI

Project No.: MFI1009

Project Description: Reconstruct/Extend Runway 16/34

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.								