

## **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 the assistance of an aviation planner, acting as an extension of WisDOT BOA staff.

### **Project Description**

WisDOT Bureau of Aeronautics is seeking an aviation planner with demonstrated experience delivering airport planning services. The preferred aviation planner would have 10–15 years of professional aviation planning experience and would be available to 20-40 hours per week under a 1-year contract that can be renewed for up to two additional years.

We would also consider a junior to mid-level aviation planner who has at least 3 years of aviation planning experience with the availability to work 20-40 hours per week under a 1-year contract that can be renewed for up to two additional years.

Under the direction of the BOA Technical Services Section Chief and Aviation Planner, the selected consultant will provide advanced-level guidance, technical expertise, document review, and quality control for complex airport planning tasks. Services may include, but are not limited to:

- Airport master plans
- Airport layout plans (ALPs)
- ALP Pen & Inks/As-Built ALP
- Aviation forecasting
- Aviation system and planning studies
- Exhibit A property maps
- Airport planning document updates
- Other airport planning–related studies

These services will support all state airports included in the National Plan of Integrated Airport Systems (NPIAS) and the Wisconsin State Airport System.

### **Consultant Requirements**

Extensive familiarity with FAA Airport Improvement Program (AIP) Handbook

Understanding of FAA requirements for Block Grant States

Understanding of BOA processes and procedures

Understanding of applicable FAA Advisory Circulars for Airport Design

Familiarity with FAA Standard Operating Procedures (SOP) 2.0 and 3.0

### **Special Skills**

Aviation planning experience

Experience in technical writing

Well qualified submissions will have CAD/Civil3D experience

A selection board will review the firm's qualifications and rank them for further consideration. Services required for this project will consist of airport planning services.

Notice Pertaining to DBE Goals:

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, list of similar work experience, and resume of proposed key personnel.

The deadline date for filing a letter of interest is February 25, 2026 at 12:00pm. It must be emailed to: Thomas S. Platts at [thomas.platts@dot.wi.gov](mailto:thomas.platts@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: Thomas S. Platts, ATS 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, 5<sup>th</sup> Floor South, Madison, Wisconsin 53705. Questions concerning this advertisement can be answered by emailing or calling Thomas S. Platts at [thomas.platts@dot.wi.gov](mailto:thomas.platts@dot.wi.gov) or (608)-266-1745.

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