

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 to provide technical assistance, acting as an extension of WisDOT BOA staff.

Project Description

Provide a policy and procedures staff member with 5-8 years of experience working on BOA projects. Expectation is to work 25-30 hours a week under a 1-year contract that can be renewed for up to two additional years.

Under the direction of the Standards Development and Primary Airports Engineering Section Chief, provide technical assistance as BOA works to update numerous policies and procedures. Duties will include but are not limited to coordinating and facilitating meetings with BOA staff, documenting the outcome of those meetings, narrating updated policies and procedures for BOA staff to review, creating new forms/tracking mechanisms, and assisting in preparing materials used when presenting the proposed changes. This position will also help review and analyze existing policies and procedures for improvement and handle other tasks as assigned in relation to policy, procedures, bidding proposal form templates, and project tracking.

Consultant Requirements

Extensive familiarity with WisDOT Standard Specifications for Airport Construction

Extensive familiarity with FAA Airport Improvement Program (AIP) Handbook

Understanding of FAA requirements for Block Grant States

Understanding of BOA processes and procedures

Special Skills

Policy and Procedures Staff Member

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 position, 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, must be emailed to: Lucas Ward 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: Lucas, Primary Airports and Standards Development 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, 5th Floor South, Madison, Wisconsin 53705. Questions concerning this advertisement can be answered by emailing or calling Lucas Ward at lucas.ward@dot.wi.gov 266-2729.

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