

**Notice of Advertisement for Consultant Services  
for  
Sheboygan County Memorial International Airport  
Sheboygan, Wisconsin**

The Wisconsin Department of Transportation, Bureau of Aeronautics, as agent for the Sheboygan County Memorial International 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 is 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 development of construction plans/specifications and construction administration services.

The proposed improvements are as follows: Runway 13/31 PAPIs Replacement; Runway 4/22 Reconstruction; Taxiway A/F Realignment; Reconstruct Perimeter Fence and Gate.

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 24, 2023, at 11:59 p.m. It must be emailed to: Engels Vargas at [engels.vargas@dot.wi.gov](mailto:engels.vargas@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: Engels Vargas, 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 Engels Vargas at [engels.vargas@dot.wi.gov](mailto:engels.vargas@dot.wi.gov) or (608) 267-7111.

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

# CONSULTANT SELECTION RATING FORM – SCREENING SHEET

## Initial Rating Factors

**Airport:** Sheboygan County Memorial International Airport

**City:** Sheboygan

**Project No.:** XXX

**Project Description:** Runway 13/31 PAPI Replacement; Runway 4/22 Reconstruction; Taxiway A/F Realignment; Reconstruct Perimeter Fence and Gate.

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)								

	Miles Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.	Pts.
Numerical Point System	<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

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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.								