Notice of Advertisement for Consultant Services
For
WisDOT Bureau of Aeronautics
Madison, Wisconsin

The Wisconsin Department of Transportation (WisDOT), Bureau of Aeronautics (BOA), is accepting letters of interest from qualified firms to assist with compliance of Labor Compliance and Disadvantage Business Enterprise (DBE) requirements for the federally funded airport development projects for a period of three years from the date of the contract. A selection board will review the qualifications of interested firms and rank them for further consideration. These projects are subject to DBE goals. Individual project terms and goals will be determined when the scope of services is finalized based on the anticipated project schedule. Additional projects may be added to the original contract project list via amendment, as needed. The department is seeking consultants to assist the Division of Transportation Investment Management (DTIM), and Bureau of Aeronautics with compliance with Labor Compliance and Disadvantage Business Enterprise (DBE) requirements for federally funded programs.

The proposed services are as follows: The selected firm will assist BOA on federally funded projects and will assist WisDOT with the tasks listed in the deliverables. The consultant will assist the BOA Labor Compliance Program Manager located in the Hill Farms State Office Building in Madison, WI. The personnel will be provided with equipment and supplies to perform the required tasks for delivering the duties described below.

Deliverables

- Provide technical assistance to WisDOT's Bureau of Aeronautics
- Assist WisDOT in managing airport construction projects on the Civil Rights Compliance System (CRCS)
- Manage payroll reports in CRCS for compliance with Davis-Bacon Act labor standards including auditing payrolls, identifying issues, accepting and rejecting payrolls, working with contractors and project staff to resolve issues, monitoring project activity for missing payroll reports, collecting back wages owed, handling wage complaints received, and maintain project file for labor compliance.
- Travel to airport construction project work sites and perform onsite compliance reviews to conduct wage interviews with workers, check for job site bulletin board compliance, and perform DBE Commercial Useful Function (CUF) reviews.
- Audit for conformance with the contract labor standards and special provisions for compliance with prompt payment and the Davis-Bacon Act labor standards.

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

A firm's qualifications shall be reported on the bureau's Consultant Report Form can be downloaded from the Wisconsin Department of Transportation Internet site at:
http://wisconsindot.gov/Pages/doing-bus/aeronautics/airports/forms.aspx. When submitting a Consultant Report Form, please send three copies.

Firms that have recently submitted a Bureau of Aeronautics' Consultant Report Form for other projects will not have to file a new form unless they wish to amend one previously filed. It is required, however, that a letter be sent to the bureau stating a firm's desire to be considered for the above work. The letter must include a list of key staff proposed for the work on airport projects, a summary of outstanding aviation contracts (if applicable), and a summary of the type of aviation-related labor compliance work completed in the previous 12 months by the consultant's office, which will conduct the majority of the proposed work.

The deadline date for filing a letter of interest is July 26, 2024. It should be addressed to: Shannon Clary, Labor Compliance Programs 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, 5th Floor South, Madison, Wisconsin 53705. Questions concerning this advertisement can be answered by emailing or calling Shannon Clary at Shannon.clary@dot.wi.gov or (608) 264-7607.