

**Notice of Advertisement for Planning Consultant Services
for
Monroe Municipal Airport
Monroe, Wisconsin**

The Wisconsin Department of Transportation, Bureau of Aeronautics, as agent for the Monroe 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. Services required for this project will consist of airport planning services.

The proposed improvements are as follows: Master Plan, Airport Layout Plan Update, and Exhibit A Update

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 further 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 Friday, December 5th, 2025 at 11:59pm. It must be emailed to: Dan Minarcik at daniel.minarcik@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: Dan Minarcik, Airport Development Engineer, 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 Dan Minarcik at daniel.minarcik@dot.wi.gov or (608) 266-1632.

DJM

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

CONSULTANT SELECTION RATING FORM – SCREENING SHEET

Initial Rating Factors

Airport: Monroe Municipal Airport

City: Monroe, Wisconsin

Project No.: EFT10XX

Project Description: Master Plan, Airport Layout Plan Update, and Exhibit A Update

Firm Name & Location	Distance from Office of Performance	Quality of Service	Experience of Project Manager	Familiarity with Airport	Project Understanding	Ability to Meet Deadlines	Familiarity with FAA Planning	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	No communication = 0; Called and discussed with Airport/BOA = 1-2; Visited Airport = 2-3; Worked on past projects and visited airport = 3-5	0-10 Based on how proposal discusses potential challenges.	0-10 Based on past project history	0-10 Based on number of recent examples	57 Point Max

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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.								