

**Notice of Advertisement for Consultant Services  
for  
West Bend Municipal Airport  
West Bend, Wisconsin**

The Wisconsin Department of Transportation, Bureau of Aeronautics, as agent for the West Bend 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. 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: Reconstruct and Expand Main and Secondary Parking Lots and Reconstruction of the Access Road to the Adjoining Main Parking Lot, Construct Self-serve Fuel Farm, Reconstruct/or rehabilitate Taxiway B, and any other necessary related work.

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://wisconsin.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 firm's understanding of the project, list of key personnel, and list of similar work experience.

The deadline date for filing a letter of interest is Thursday, August 8, 2024, at 2:00pm. It must be emailed to: Matthew Brynick at [matthew.brynick@dot.wi.gov](mailto:matthew.brynick@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: Matthew Brynick, 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 Matthew Brynick at [matthew.brynick@dot.wi.gov](mailto:matthew.brynick@dot.wi.gov) or (608) 266-2079.

MTB

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

# CONSULTANT SELECTION RATING FORM – SCREENING SHEET

## Initial Rating Factors

**Airport:** \_\_\_\_\_ (airport)  
**City:** \_\_\_\_\_ (city)  
**Project No.:** \_\_\_\_\_ (project #)  
**Project Description:** \_\_\_\_\_ (description)

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)								
	<b>Miles Pts.</b>	<b>Pts.</b>	<b>Pts.</b>	<b>Pts.</b>	<b>Pts.</b>	<b>Pts.</b>	<b>Pts.</b>	<b>Pts.</b>
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

