

**Notice of Advertisement for Planning Consultant Services  
for  
Dodge County Airport  
Juneau, Wisconsin**

The Wisconsin Department of Transportation, Bureau of Aeronautics, as agent for the Dodge County 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 airport planning services.

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

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 **May 7<sup>th</sup>, 2024, at 11:59 pm**. It must be emailed to: Colin Davidson at [colin.davidson@dot.wi.gov](mailto:colin.davidson@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: Colin Davidson, 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 Colin Davidson at [colin.davidson@dot.wi.gov](mailto:colin.davidson@dot.wi.gov) or (608) 266-2542.

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

# CONSULTANT SELECTION RATING FORM – SCREENING SHEET

## Initial Rating Factors

**Airport:** Dodge County Airport

**City:** Juneau, WI

**Project No.:** UNU100X

**Project Description:** Master Plan

| 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)     |                                     |                    |                               |                          |                       |                           |                               |               |
| (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 |

