**CONSULTANT REPORT FORM INSTRUCTIONS**

The Consultant Report Form formerly AE111-81 is similar in format and content to the Federal General Services Administration Agency forms SF 254 and SF 255.

Questions addressing firm experience may be answered by reporting experience and responsibilities of firm members in the past five years while employed by others, with an explanatory note. Questions "not applicable" to a new firm should be noted accordingly.

Submit the completed form to WisDOT to Bureau of Aeronautics.

**Definition of Terms**

"Engineering and related services" are those professional services - such as surveys, location studies, environmental assessments, design development, etc. - necessary for the completion of right of way plats, construction plans, or other documents, and any other work preparatory to airport improvement.

"Parent company" is that firm, company, corporation, association, or conglomerate which is the major stockholder or highest tier owner of the firm providing the report.

"Branch office" is a subsidiary extension of a headquarters of a firm, regardless of differences in name or legal structure.

"Principals" are those members of a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, or others.

"Discipline" refers to the primary technological capability of individuals. Academic degree, professional registration, certification, and extensive experience in a recognized field normally reflect primary technical discipline.

“Value Engineering” is a cost savings tool that, per Federal requirements, is to be used on design projects that have a total estimated cost of $25 million or more as defined in the environmental document. Projects estimated at less than $25 million can use value engineering, but it is not required. For more information on value engineering, Advisory Circular 150/5300-15.

JV - "Joint venture" is a collaborative undertaking by two or more firms or individuals in which the participants are both jointly and individually responsible.

C - "Consultant" is a specialized individual or firm having significant influence and responsibility for certain aspects of a project and possessing particular capabilities for assuring success of the finished work.

P - "Prime" refers to the firm coordinating the complementary activities of several firms to produce a completed study or facility. The prime would normally be regarded as having full responsibility and liability for performance of the subcontractor professionals involved in the work.

IE - "Individual Experience" refers to the firm's last five year's of Project Examples listed on page 3 of the Report Form.

**Instructions** *(Numbers refer to article numbers of the report form)*

All articles not listed below are considered self-explanatory.

1(c). Provide the number listed on the Department of Regulation and Licensing’s Certification of Authorization. An employee’s PE license number or the Department of Financial Institution’s license number are not acceptable substitutions.

8. Provide **one** e-mail address for the firm. This e-mail address will be used for general contacts and special notices. World Wide Web site addresses (URLs) are not acceptable.

9. Beginning with the submitting office, list all associated or branch offices (including headquarters) that provide engineering and related services. Please give addresses, phone numbers, and fax numbers for each office.

10. Show Wisconsin based and Total staff numbers separately and by discipline. Individuals should be counted only once in accord with primary functions. Include clerical personnel as administrative. Use blank spaces for adding any additional disciplines. If the firm has employees outside of the state, first list the number of staff per category in Wisconsin, followed by the number staff per category for all other offices. For example, a firm with 19 design engineers, 4 of which reside in Wisconsin offices, would enter “Civil Engineers/Design-- 4/15” on the form.

11. Use chart to indicate range of total professional service fees for each of the past five years.

12. Enter in numerical "experience profile code" sequence of experience from the past five years that best reflects the firm's professional capabilities and experience. For each profile code, show aggregate number of projects and gross fees. Only include those codes that appear at the end of the form.

13. Provide brief resumes of key personnel and specialists to exhibit a summary of the firm's experience, training, and other qualities.

14. Enter in numerical "experience profile code" sequence not more than 30 projects in which the firm provided engineering and related services. A single project may be used more than once to provide examples of various capabilities and experience. Use the second column to indicate "P" prime professional, "C" consultant, or "JV" joint venture. New firms may use "IE" individual experience.

1. Check the appropriate box to indicate knowledge of WISDOT’s planning, design, and construction standards, policies, criteria, and practices for federal-aid airport projects (As contained in the Federal Aviation Administration advisory circulars (AC’s) and pertinent Federal Aviation Regulations (FAR’s).