



MEMORANDUM OF RECORD

RE: Summary of Consultant Selection Process

DATE: July 7, 2026

The Dane County Regional Airport (DCRA) intends to make capital improvements at DCRA. In preparation for the upcoming Master Plan and Airport Layout Plan Update planning project, DCRA staff and WisDOT - Bureau of Aeronautics (BOA) conducted a consultant selection process seeking a qualified consultant to lead the project to the completion. **The selected firm was Short Elliott Hendrickson, Inc. (SEH).**

The following service categories were included in the Request for Qualifications (RFQ):

- Inventory and Data Collection
- Aviation Activity Forecasts
- Environmental Considerations
- Facility Requirements
- Alternative Development and Analysis
- Facilities Implementation Plan
- Airport Layout Plan Update
- Public Involvement Program

WisDOT - BOA, acting as the Agent for DCRA, has submitted a grant application to the Federal Aviation Administration (FAA). Execution of the project is contingent upon grant funding being made available to DCRA. Project elements, time frames, and estimates are subject to change at any time due to constraints outside of DCRA's control. The detailed scope of the project will be determined and approved by FAA with the selected firm.

In order to be considered responsive to the RFQ, interested firms were asked to demonstrate experience in providing the type of consulting services for which the Statement of Qualifications (SOQ) is applicable and the firm must be familiar with DCRA, its environs, and plans for the future.

The following steps were taken in accordance with guidance in AC 150/5100-14E, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects:

- The RFQ for the planning project was reviewed and approved by the FAA.
- Invited interested firms for a non-mandatory pre-proposal and airport tour.



- All questions asked were answered within OpenGov platform and distributed to all firms interested in the solicitation.

Statement submitted by the established deadline were evaluated based upon the following criteria:

Capability and Relevant Experience	15%	Demonstrated ability to perform all aspects of the Project, including recent experience with airport planning projects of similar scope and complexity.
Project Understanding and Approach	15%	Depth of understanding of the Project requirements, anticipated challenges, and MSN's priorities and concerns.
Key Personnel Qualifications	20%	Qualifications, experience, and availability of key personnel; professional integrity and competence; familiarity with FAA regulations, policies, and procedures.
Teaming Partners Qualifications	10%	Experience and qualifications of proposed subconsultants who will be regularly engaged on the Project.
Past Performance and Schedule	15%	Quality of previously completed projects and demonstrated ability to meet schedules and deadlines.
Interest	10%	Level of interest in the Project and familiarity with the airport and surrounding region; proximity of project team to MSN.
Community Engagement and Stakeholder Outreach	15%	Experience in public engagement, stakeholder coordination, and community outreach, including work with civic groups, local governments, agencies, media, and the public.

The top-three firms were evaluated for the second phase and interviews that were based upon the following criteria:

Supplemental Information (Written)	50%	Ability to convey the Firm's understanding of the exercise, demonstrate relevant experience, and present a thoughtful, feasible approach to the problem.
Presentation and Interview (Verbal)	50%	Ability to effectively communicate the Firm's approach, provide a detailed explanation of a high-level planning exercise, and respond comprehensively and thoughtfully to questions from the evaluation panel.



Upon final decision of the selected firm, contract negotiations for a professional services agreement were initiated. The length of this professional services agreement will be for the duration of the project.

The following is a timeline of key dates RFQ process:

- November 26, 2025: The anticipated Scope of Work for the planning project was reviewed and approved by the FAA
- December 4, 2025: Request for Qualifications (RFQ) was released on OpenGov platform through Dane County Public Works department. Within the RFQ, the anticipated Scope of Work as part of the planning project were identified.
- December 12, 2025: Interested firms were invited to attend a non-mandatory pre-proposal and airport tour.
- January 5, 2026: All questions were answered and disseminated to all firms who had shown interest through OpenGov.
- January 16, 2026: SOQ submission deadline:
- January 17, 2026: Top-three firms notified for next phase for interviews.
- February 5 and 6, 2026: Interviews held for the top-three firms.
- February 10, 2026: Firms notified of result via phone and email.

Several firms showed interest at different points of the process. Three firms submitted SOQs for evaluation, with all three firms being interviewed in the second phase.

The evaluation panel included: Mark Papko (Staff), Cody Castillo (Staff), Carrie Springer (Staff), Todd Draper (Dane County PW), and Lucas Ward (BOA).

For questions regarding this procurement action, please contact the undersigned.

Mark Papko, A.A.E
Executive Director
Dane County Regional Airport