



Wisconsin Department of Transportation

May 4, 2022

**Division of Transportation Systems
Development**

Bureau of Project Development
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NOTICE TO ALL CONTRACTORS:

**Proposal #46: 9130-00-70, WISC 2022408
Mountain – Wabeno
Oconto County Line to CTH C
STH 32
Forest County**

Letting of May 10, 2022

This is Addendum No. 01, which provides for the following:

Special Provisions:

Revised Special Provisions	
Article No.	Description
15	Native American Hiring Provision

The responsibility for notifying potential subcontractors and suppliers of these changes remains with the prime contractor.

Sincerely,

Mike Coleman

Proposal Development Specialist
Proposal Management Section

ADDENDUM NO. 01

9130-00-70

May 4, 2022

Special Provisions

15. Native American Hiring Provision.

Replace entire article language with the following:

Pre-Bid

Before bid submittal, contact the Forest County Potawatomi Tribe to provide information on hiring procedures and future employment opportunities, and gather information on the tribal work force and tribal resources (ex. Native American owned DBE, tribal businesses, products, potential workers, etc.).

Forest County Potawatomi tribal labor office contact information:

Katheryn Tupper
Forest County Potawatomi Community Labor Contact
PO Box 340 Crandon, WI 54520
Office Phone: (715) 478-4433
Email: katheryn.tupper@fcpotawatomi-nsn.gov

Maintain documentation of all efforts made to communicate with Forest County Potawatomi Tribe using [DT2400 Pre-Bid Contact Verification Form](#). This form is to be used as a record of communication with the designated tribe's assigned contact person. Please submit the DT2400 form and any supporting documentation when you submit the bid request (DT1633) for the project via email to:

DOT DTSD Highway Construction Contractors constplans.dtid@dot.wi.gov

The Eligible Bidders list will not be updated until this documentation is received.

After Execution

The contractor shall contact Katheryn Tupper of the Forest County Potawatomi Tribe with the following information regarding available employment opportunities for prime and subcontractors at a minimum of 5 business days before the tribal coordination meeting:

- a. Job classification/trade
- b. Job qualifications and required skills
- c. Employment period
- d. Wage
- e. Copy of job application
- f. List of subcontractors and contact information (ex. Name, email, phone, etc.)
- g. List of available internships

After receiving employment opportunities, Katheryn Tupper may provide employment referrals or recruitment sources throughout the life of the project to obtain qualified referrals.

Document all efforts made to communicate job opportunities and the results of hiring activities throughout the life of the contract. Utilize [DT2405 Native American Hiring Provision Report](#) and submit it to Forest County Potawatomi Tribe and WisDOT Regional Labor Compliance Specialist on the 15th of every month for the previous month until the project construction is complete. Final report should be indicated on the form. Report shall include prime contractor and subcontractor data.

WisDOT Regional Labor Compliance Specialist contact information: <https://wisconsin.gov/Pages/doing-business/civil-rights/labornwage/contacts.aspx>

Tribal Coordination Meeting

Between execution of contract and the project pre-construction meeting, the contractor and Forest County Potawatomi Tribe will setup and facilitate the Tribal Coordination Meeting, establish an agenda, date and location. Any cost incurred for the meeting would be incidental to the overall project cost. The contractor shall work with the Tribe to determine who from Tribal leadership and staff the contractor should notify and invite to the meeting.

The contractor shall also notify and invite

- the Regional Tribal Liaison Mindy Samz, mindy.samz@dot.wi.gov
- the WisDOT Regional Labor Compliance Specialist
- the WisDOT Tribal Affairs Program Manager, Sandy Stankevich, sandy.stankevich@dot.wi.gov;
- the Tribal Affairs Project Manager, Cyless Peterson, Cyless.peterson@dot.wi.gov;
- and the WisDOT region project team to the meeting.

This meeting may also include potential interviews or introductions with potential employees. The prime contractor and all subcontractors shall attend this meeting. Discussions are to include available employment opportunities and other tribal areas of interest such as scope of work, tribal regulations and ordinances, borrow sites, waste sites, and available aggregate.

Project Completion

Submit documentation summarizing communications regarding job opportunities throughout the life of the contract. This can be done using the DT2405 form noting that this is the final report. Provide final report to the tribe and the WisDOT Regional Labor Compliance Specialist compiling the results of hiring activities for the prime contractor as well as for subcontractors at all tiers.

stp-107-200 (20200629)

END OF ADDENDUM

