



# Wisconsin Department of Transportation

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October 26, 2023

**Division of Transportation Systems  
Development**

Bureau of Project Development  
4822 Madison Yards Way, 4<sup>th</sup> Floor South  
Madison, WI 53705

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## NOTICE TO ALL CONTRACTORS:

**Proposal #01: 1016-01-63, WISC 2024019  
Tomah - Portage  
Mirror Lake Bridge to STH 33  
IH 090  
Sauk and Columbia Counties**

### Letting of November 14, 2023

This is Addendum No. 02, which provides for the following:

#### Special Provisions:

Revised Special Provisions	
Article No.	Description
9	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. 02**

**1016-01-63**

**October 26, 2023**

**Special Provisions**

**9. Native American Hiring Provision**

*Replace entire article language with the following:*

**Pre-Bid**

Before bid submittal, contact the Ho-Chunk Nation Department of Labor 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.).

Ho-Chunk Nation Department of Labor office contact information:

Jean M. Stacy-Snow  
Tribal Workforce Development Division Manager  
PO Box 667  
Black River Falls, WI 54615  
Phone: (715) 284-9343 Ext. 11140  
Fax: (715) 284-1520  
Email: [Jean.Stacy@ho-chunk.com](mailto:Jean.Stacy@ho-chunk.com)

Maintain documentation of all efforts made to communicate with the Ho-Chunk Nation Department of Labor 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](mailto:constplans.dtid@dot.wi.gov)

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

**After Execution**

The contractor shall contact Jean M. Stacy-Snow of the Ho-Chunk Nation with the following information regarding available employment opportunities for prime and subcontractors at a minimum of 5 business days before the tribal coordination meeting:

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

After receiving employment opportunities, Jean M. Stacy-Snow 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 the Ho-Chunk

Nation and WisDOT region Labor Compliance Specialist, on the 15<sup>th</sup> 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.

### **Tribal Coordination Meeting**

Between execution of contract and the project pre-construction meeting, the contractor and the Ho-Chunk Nation 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 Amy Coughlin, [amy.coughlin@dot.wi.gov](mailto:amy.coughlin@dot.wi.gov);
- the WisDOT region Labor Compliance Specialist
- the WisDOT Tribal Affairs Program Manager, Sandy Stankevich, [sandy.stankevich@dot.wi.gov](mailto:sandy.stankevich@dot.wi.gov);
- the Tribal Affairs Project Manager, Cyless Peterson, [Cyless.peterson@dot.wi.gov](mailto: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 region Labor Compliance Specialist compiling the results of hiring activities for the prime contractor as well as for subcontractors at all tiers.

stp-107-200 (20220628)

END OF ADDENDUM

