



Department of Public Works  
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**Principal Engineer 2**  
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**Principal Engineer 1**  
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Steven B. Danner-Rivers

April 2, 2025

ADDENDUM NO. 5  
City of Madison, Engineering Division

CONTRACT NO. 9610  
IMAGINATION CENTER AT REINDAHL PARK

This addendum is issued to modify, explain or correct the original Drawings, Specifications, or Contract Documents marked as **Imagination Center at Reindahl Park, Contract #9610, as issued on February 13, 2025** and is hereby made a part of the contract documents.

Please acknowledge this addendum on page E-1 of the contract documents and/or in Section E: Bidder's Acknowledgement on Bid Express.

Electronic version of these documents can be found on Bid Express at <https://www.bidexpress.com/> and the City of Madison web site at <http://www.cityofmadison.com/business/PW/contracts/openforBid.cfm>

If you are unable to download plan revisions associated with the addendum, please contact the Engineering office at (608) 266-4751 to receive the material by another method.

For questions regarding this bid, contact:

Brent Pauba  
PH: (608) 266-4092  
Email: [BPaub@CityofMadison.com](mailto:BPaub@CityofMadison.com)  
210 Martin Luther King Jr. Blvd  
Room 115  
Madison, WI 53703

Sincerely,

James M. Wolfe, P.E.  
City Engineer

This addendum modifies the following documents:

1. **9610 Contract.pdf**

Please attach these Addendum documents to the Drawings and Project manual in your possession.

1. **GENERAL**



A. No Update

**2. BIDDER QUESTIONS AND ANSWERS**

- A. In [9610\_contract.pdf, SECTION H: FEDERAL AND LOCAL CERTIFICATIONS, sub-section 2, COMPLIANCE WITH SPECIFICATIONS/SCOPE OF WORK] statement B, do you think the statement is referring to clarifications approved in addenda issued, "all areas except those where requests for clarification were approved by the City prior to Bid submission" ?
- i. Yes

**3. ACCEPTABLE EQUIVALENTS**

- i. No additional acceptable equivalents specified for this addendum

**4. 9610 Contract**

- A. Add the following to SECTION D: SPECIAL PROVISIONS
- i. 102.1 Prequalification of Bidders - In addition to the City of Madison Standard Public Works Specifications, the attached DOA DEHCR Flexible Facilities Program 4/1/2025 communication and, State of Wisconsin Affirmative Action Plan Requirements item shall apply to prime contractors and subcontractors of any tier. See attachment ADDENDUM-5 DOA DEHCR Flexible Facilities Program 4/1/2025 communication and, State of Wisconsin Affirmative Action Plan Requirements for State of Wisconsin Affirmative Action Plan requirements.

**5. 9610 Exhibit-A\_drawings**

- A. No change

**6. 9610 Exhibit-B\_specifications**

- A. No change

**7. 9610 Exhibit-C\_drawing\_landsForWork**

- A. No change

**8. 9610 Exhibit-D\_ConstructionSequenceRequirements**

- A. No change

**9. 9610 Reference-1\_survey\_topographic**

- A. No change

**10. 9610 Reference-2\_survey\_ALTA**

- A. No change

**11. 9610 Reference-3\_report\_AsbestosLead**

- A. No change

**12. 9610 Reference-4\_report\_GeotechExploration**

- A. No change

**13. 9610 reference-5\_drawings\_existingConditions**

- A. No change

**14. 9610 reference-6\_form\_BidSubmittalChecklist**

- A. No change

**15. 9610 Proposal Page**

- A. No change

**ADDENDUM-5**  
**DOA DEHCR Flexible Facilities Program 4/1/2025 communication and,**  
**State of Wisconsin Affirmative Action Plan Requirements**

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## FFP Grantee Affirmative Action Plan Exemption & Requirements

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From DOA DEHCR Flexible Facilities Program <DOADEHCRFlexibleFacilitiesProgram@wisconsin.gov>

Date Tue 4/1/2025 7:31 AM

To DOA DEHCR Flexible Facilities Program <DOADEHCRFlexibleFacilitiesProgram@wisconsin.gov>

 1 attachment (236 KB)

WIAffirmativeActionRequirements.pdf;

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Hello FFP Grantee,

This email is to provide new guidance regarding the applicability of the Affirmative Action Plan (AAP) exemption request requirements set forth in Article 12 of the Flexible Facilities Program (FFP) grant agreement, per clarifications from the Department of Administration (DOA) State Bureau of Procurement (SBOP). While Wisconsin local municipal, county, and tribal governments are exempt from having to submit a written AAP to the State, all FFP grantees that will have any “subcontracts” for the project (i.e., the grantee’s and/or subrecipient’s prime contracts for construction, professional services, etc.) are required to submit the following:

1. [Request for Exemption from Submitting an Affirmative Action Plan \(form DOA-3024\)](#), which includes an attestation that the grantee has posted the notice explaining Wisconsin’s contract compliance law (available online in [\[in%20English%20and%20the%20other%20in%20Spanish\]English](#) and [\[in%20English%20and%20the%20other%20in%20Spanish\]Spanish](#)), due within 15 days of the grant agreement being executed;
2. [Request for Exemption from Submitting an Affirmative Action Plan \(form DOA-3024\)](#) for each subcontractor (i.e., each prime contractor of the grantee or subrecipient) that *is exempt* from submitting a written AAP, due within 15 days of the subcontract being executed if applicable;
3. [Affirmative Action Plan Data \(form DOA-3784\)](#) for any subcontractor (i.e., each prime contractor of the grantee or subrecipient) that has a contract value exceeding \$50,000 *and is not exempt* from submitting a written AAP, along with their Affirmative Action Plan, due within 15 days of the subcontracting being executed, if applicable;
4. [Contractor’s Subcontractor List \(form DOA-3023\)](#) to accompany the grantee’s and any subcontractor’s form [DOA-3024](#) or form [DOA-3784](#), due within 15 days of the grantee agreement or subcontract being executed, respectively.

All forms are available on the DOA [SBOP Forms](#) website and are to be submitted to [DOADEOSBOPPrograms@wisconsin.gov](mailto:DOADEOSBOPPrograms@wisconsin.gov). Also refer to the Wisconsin Affirmative Action Requirements guide sheet attached and linked [here](#).

FFP grantees are the “contractors” and the entities with which the grantee or subrecipient (if applicable) directly contracts are the “subcontractors” subject to these requirements. Any grantee with an executed FFP grant agreement that was executed more than 15 days ago, please submit the following to the email address above:

- o Grantee's form [DOA-3024](#) and form [DOA-3023](#) (with a list of subcontracts executed to date) no later than as soon as possible (ASAP) or by **4/15/2025**.
- o *Current* and any *future* subcontractors' form [DOA-3024](#) (if exempt) or [DOA-3078](#) (if not exempt) that have a contract exceeding \$50,000, within **15 days of the subcontract being executed, or by 4/15/2025**, whichever date is *later*.

Please contact your assigned project representative or email the DOA SBOP at [DOADEOSBOPPrograms@wisconsin.gov](mailto:DOADEOSBOPPrograms@wisconsin.gov) if you have any questions.



Department of Administration  
Division of Energy, Housing and Community Resources  
Bureau of Community Development

[FlexibleFacilitiesProgram@wisconsin.gov](mailto:FlexibleFacilitiesProgram@wisconsin.gov)





## State of Wisconsin Affirmative Action Plan Requirements

Answer the following questions to determine which forms and documents must be submitted to meet the Affirmative Action Plan requirements. All documents should be submitted by email to the State Bureau of Procurement's Contract Compliance Program at [DoaDeoSbopPrograms@wisconsin.gov](mailto:DoaDeoSbopPrograms@wisconsin.gov).

To help simplify this process for you, we have noted page numbers where you can find additional instructions or sample documents from [DOA-3021P Contract Compliance Program Contractor Instructions](#) for each applicable requirement below.

**In addition, every Contractor with the State of Wisconsin must post the following notices in conspicuous places which are available to employees and applicants for employment:**

- [Contract Compliance Law Poster](#) (*disponible en Español*)
- Department of Workforce Development's [Wisconsin Fair Employment Law Poster](#)

If you need assistance or need help understanding the requirements, please contact the Contract Compliance Program at [DoaDeoSbopPrograms@wisconsin.gov](mailto:DoaDeoSbopPrograms@wisconsin.gov).

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### 1. Is the contract valued at less than \$50,000.01?

- a. **Yes** – you are not required to submit affirmative action documents. There is nothing further you need to do.
  - b. **No**, the contract is valued at \$50,000.01 or more – Continue to #2.
- 

### 2. Can you answer “Yes” to any of the following statements?

My company/organization...

- has less than fifty (50) employees as of the date the contract was awarded.
  - is foreign and has a work force of less than fifty (50) employees in the United States.
  - is an agency with the federal government.
  - is a Wisconsin municipality.
- a. **Yes** – You are exempt from having to complete an affirmative action plan. Instead, you must complete and submit the following forms by email to [DoaDeoSbopPrograms@wisconsin.gov](mailto:DoaDeoSbopPrograms@wisconsin.gov):
    - i. [DOA-3023: Contractor's Subcontractor List](#) (See [page 14](#) for instructions.)
    - ii. [DOA-3024: Request for Exemption from Submitting Affirmative Action Plan](#)
  - b. **No** – Continue to #3.
- 

### 3. Does your company/organization have a balanced work force?

*A “balanced work force” means an equitable representation of persons with disabilities, minorities, and women in each level (job category) of a work force which approximates the percentage of persons with disabilities, minorities, and women available for jobs at each level from the relevant labor market from which the contractor recruits job applicants.*

- a. **Yes** – You are exempt from having to complete an affirmative action plan. Instead, you must complete and submit the following by email to [DoaDeoSbopPrograms@wisconsin.gov](mailto:DoaDeoSbopPrograms@wisconsin.gov):

- i. [DOA-3022: Contractor Work Force Analysis](#) (See [pages 8-9](#) for instructions.)
  - ii. [DOA-3023: Contractor's Subcontractor List](#) (See [page 14](#) for instructions.)
  - iii. [DOA-3024: Request for Exemption from Submitting Affirmative Action Plan](#)
  - iv. Supporting labor market information
    - Go to [Job Center of Wisconsin's site](#) and scroll to bottom of page to find "Economist Downloads." Click the dropdown menu under "Affirmative Action" and choose a county, then click "Download."
  - v. An affirmative action policy statement or a letter to confirm your company or organization complies with [s. 16.765, Wis. Stats.](#) and [Adm 50, Wisconsin Administrative Code](#) (See [page 7](#) for a sample statement.)
- b. **No** – Continue to #4.
- 

**4. Was your company or organization audited and deemed compliant by the U.S. Office of Federal Contract Compliance (OFCC) within the past year?**

- a. **Yes** – You are exempt from having to complete an affirmative action plan. Instead, you must complete and submit the following by email to [DoaDeoSbopPrograms@wisconsin.gov](mailto:DoaDeoSbopPrograms@wisconsin.gov):
    - i. [DOA-3023: Contractor's Subcontractor List](#) (See [page 14](#) for instructions.)
    - ii. [DOA-3024: Request for Exemption from Submitting Affirmative Action Plan](#)
    - iii. A copy of the OFCC's Acceptance/Compliance letter
    - iv. An affirmative action policy statement or a letter to confirm your company/organization complies with [s. 16.765, Wis. Stats.](#) and [Adm 50, Wisconsin Administrative Code](#) (See [page 7](#) for a sample statement.)
  - b. **No** – Continue to #5.
- 

**5. Does your company have an affirmative action plan that has been approved by a federal, state, or local government agency within the past three (3) years?**

- a. **Yes** – Typically, Wisconsin can accept an affirmative action plan that has been approved by other federal, state, or local governments. Complete and submit the following by email to [DoaDeoSbopPrograms@wisconsin.gov](mailto:DoaDeoSbopPrograms@wisconsin.gov):
    - i. A copy of a current plan approved by an agency of the federal, state, or local government
    - ii. A copy of the acceptance/compliance letter received from an agency of the federal, state, or local government
  - b. **No** – Continue to #6
- 

**6. If none of the above apply, you must complete and submit the following by email to [DoaDeoSbopPrograms@wisconsin.gov](mailto:DoaDeoSbopPrograms@wisconsin.gov):**

- a. [DOA-3784: Affirmative Action Plan Contractor Data](#)
- b. [DOA-3022: Contractor Work Force Analysis](#) (See [pages 8-9](#) for instructions.)
- c. [DOA-3023: Contractor's Subcontractor List](#) (See [page 14](#) for instructions.)
- d. Must include the company/organization's equal opportunity/affirmative action policy statement regarding equal employment in affirmative action practices, or a letter confirming compliance with [s. 16.765, Wis. Stats.](#) and [Adm 50, Wisconsin Administrative Code](#) (See [page 7](#) for a sample statement.)

- i. Must be signed by the head of the company/organization
  - ii. Must be dated within the last year
- e. A document outlining the goals and timetables to determine a balanced representation of female, handicapped, and minority employees in the work force. (See [page 11](#) for a sample.)
- f. A description of the dissemination of the policy both internally and externally. (See [page 12](#) for a sample.)
- g. A description of the system used to monitor the plan's implementation. (See [page 13](#) for a sample.)