

August 31, 2012

Mr. Don Marx
Manager, Office of Real Estate Services
Economic Development Division
Department of Planning and Community and Economic Development
City of Madison
Martin Luther King Jr. Blvd. Rm 312
Madison, WI 53701-2983

Dear Don:

Thank you for your assistance in working with Access Community Health Centers as we develop a new clinic at the Village on Park. This letter is intended to provide a progress update of this exciting project.

Access administered a competitive procurement process to inform selection of the firm to provide architectural services. Several criteria were considered that included health care experience, the quality of the proposal and presentation process, previous experience working with Access, and cost. Access' Board of Directors awarded the contract to Erdman.

As a design-build firm, Erdman is responsible for the design and overall building project that includes a guaranteed maximum price. Access has begun working with Erdman and identified several key milestone dates of particular significance for the project:

- Introduction of Project to Urban Design Commission – September 5, 2012
- Approve Schematic Design – October 26, 2012
- Begin Construction Documents – December 10, 2012
- *Closing on Land Purchase – December 15, 2012*
- Complete Construction Documents – January 18, 2013
- Subcontractor Bidding and Award(s) – February 22, 2013
- Construction Commences – March 4, 2013
- Construction Complete – November 1, 2013

The Purchase and Sale Agreement between Access and the Community Development Authority includes several contingencies, most of which have been satisfied. Land Use Approvals and Design Standards remain to be satisfied and Access' project timeline will address those in a timely manner. Accordingly, as we approach closing on the purchase of the land, Access respectfully requests adjusting the closing date to December 15, 2012. Doing so will help ensure that the project timeline satisfies Access, City of Madison and the CDA requirements.

Thank you for your consideration.

Best Regards,

Joanne L. Holland, CPA
Chief Financial Officer