



June 26, 2017

OVERVIEW OF MONTHLY ACTIVITIES	DETAILED ACTIVITIES
<p>PROJECT INFORMATION GATHERING June 2017</p> <p>Architects and Engineers Reviewing the Existing building Documents and Previous Planning Studies and Walking thru the Existing Building to become familiar with its content</p>	<ul style="list-style-type: none"> ▪ Existing building documents review ▪ Verification of existing site and building by architects and engineers (June 30, 2017) ▪ City of Madison information gathering meetings (week of June 26, 2017) ▪ Start of Bus Maintenance Operations review (June 29, 2017) ▪ Distribute employee questionnaires (week of June 26, 2017)
<p>EMPLOYEE AND ADMINISTRATION INPUT MEETINGS AND BUILDING ASSESSMENT July 2017</p> <p>Start input meeting from Employees and Administration</p>	<ul style="list-style-type: none"> ▪ Start employee interviews and questionnaire review meetings (week of July 10, 2017) ▪ Complete Maintenance Operations review (week of July 10, 2017) ▪ Continue building HVAC and electrical systems evaluation ▪ Site traffic circulation plan review ▪ Employee department meetings to review building and operations needs assessment (week of July 24, 2017)
<p>CREATE BUILDING REMODELING OPTIONS August 2017</p> <p>After Employee and Administration Meetings Create Remodeling Options for Review</p>	<ul style="list-style-type: none"> ▪ Building HVAC and electrical systems replacement review and evaluation ▪ Building remodeling cost analysis ▪ Building remodeling construction phasing options ▪ Review building, site and operations evaluation and prioritization ▪ Design workshop(s) with employees by department
<p>PUBLIC PARTICIPATION AND COMMUNICATION June- November 2017</p>	<ul style="list-style-type: none"> ▪ Informal neighborhood meetings (Marquette and Capitol View) ▪ Transit and Parking commission meetings
<p>COMPLETION OF STUDY AUGUST – SEPTEMBER 2017 Complete all Study Reports and Design Options for Final Review By Employees and Administration</p>	<ul style="list-style-type: none"> ▪ Existing Building Evaluation Report – August 1, 2017 ▪ Conceptual Design documents for remodeling of building and site and phasing of construction – September 1, 2017 ▪ Estimates of probable cost of construction - September 1, 2017 ▪ Final remodeling review meetings with employees and administration – September 2017

All meeting dates and times are tentative, based on employee and administration availability. Also, based on shift work, we will adjust meeting times to be available to as many employees as possible.