

City of Madison, Wisconsin
Judge Doyle Square Development

Project Director Scope of Services
Phase II

Phase I of the Judge Doyle Square project concluded with the negotiation of the development agreement with Beitler Real Estate Services LLC, and the Common Council's approval of the development agreement on July 5, 2016. Upon execution of the development agreement by the parties, Phase II of the Judge Doyle Square project will commence.

Reporting to the Director of Planning, Community and Economic Development, the Project Director is responsible for *leading the second phase of the planning and implementation of the Judge Doyle Square Development* located in downtown Madison. Phase II is the period of time during which the new public parking facility to replace the Government East Ramp is designed, bid and contracts awarded. The duration is estimated to be July 2016 through May 2017. Phase III will commence at the start of construction of the replacement facility.

The Project Director's duties and responsibilities in Phase II of the project are:

- *Serve as the City Agent and main point of contact* with Beitler Real Estate Services LLC as provided for in Section 5.1(a)(1) of the development agreement, and coordinate the attainment of the Conditions Precedent to Public Development Commencement in Section 6.1 of the development agreement;
- *Lead the City project team to plan and deliver* the parking facility, including the bike center, and set expectations for the partners in the project;
- *Lead the preparation of any necessary Request for Proposals;* and coordinate the selection of any needed planning, design and construction partners and oversee the work of any consultants and partners in Phase II of the project;
- *Prepare specific strategies, plans and timetables* with the City, Beitler and any other project partners to achieve the desired outcomes within established budget parameters;
- *Manage communications*, including status reporting, risk management, escalation of issues, and in general, make sure the project is being delivered in budget, on schedule and within scope;
- *Provide regular briefings* to the Mayor and Common Council and communicate regularly with project participants and the public on the status of the project and documentation of job progress; and
- *Conduct other duties* as assigned by the Director of Planning, Community and Economic Development.