



JUDGE DOYLE SQUARE
MASTER PLAN
CITY OF MADISON, WI

CHAPTER 8
PROJECT MANAGEMENT



Kimley-Horn
and Associates, Inc.

Potter Lawson

Success by Design

UrbanAssets



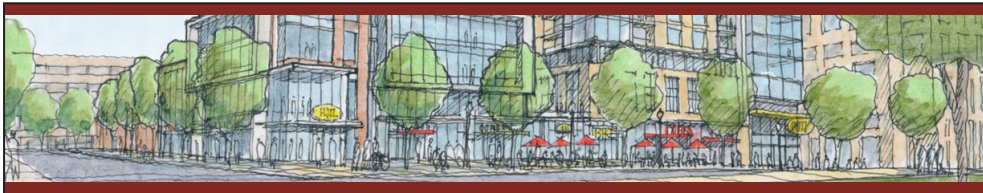
Acknowledgments

To best serve the City of Madison, Kimley-Horn assembled a master planning consulting team that is committed to delivering exceptional service and innovative solutions for the Judge Doyle Square project. Kimley-Horn greatly appreciates the collaborative effort of the entire team in the preparation of this document. Team partners and their areas of master planning responsibility are as follows:

- **Kimley-Horn and Associates, Inc.** – Lead master planning consultant, project management, public involvement, TIA, environmental scoping, parking consulting, structural engineering
- **Potter Lawson, Inc.** – Project architecture, land use master planning, City office space study, project management team
- **Urban Assets** – Lead public involvement, master planning, project management team
- **Mobis Transportation Alternatives / Bikestation** – Bicycle center consultant
- **Ken Saiki Design, Inc.** – Public improvements and streetscape, landscape architecture
- **KJWW Engineering Consultants** – Mechanical, electrical, HVAC engineering consultant
- **PSJ Engineering, Inc.** – Fire protection consultant
- **Mortenson Construction** – Construction cost estimating, construction feasibility consultant
- **Charles Quagliana, Architect** – Historic preservation consultant

Kimley-Horn also appreciates the contributions and partnership of the many City of Madison staff members who contributed to the content and quality of this document. The City of Madison established a Project Team that included key City staff, representing the following agencies and divisions:

- | | |
|--|---|
| ▪ Planning and Community and Economic Development | ▪ Facility Management (Division of City Engineering) |
| ▪ Traffic Engineering | ▪ Metro Transit |
| ▪ Parking Utility | ▪ City Attorney's Office |
| ▪ Office of the Mayor | ▪ Monona Terrace Community and Convention Center |
| ▪ City Engineering | |



JUDGE DOYLE SQUARE MASTER PLAN CITY OF MADISON, WI

Contents

This document—**Chapter 8: Project Management**—is a part of the final report summarizing the Judge Doyle Square Master Plan completed in April 2012. The structure and presentation of the final report has been developed to specifically address the many aspects of the master planning process in a manner that can be easily read as a whole or in parts based on the interest and needs of the reader. The final report is separated into an introduction and eight chapters:

- **INTRODUCTION**
- **CHAPTER 1:** Public Involvement
- **CHAPTER 2:** Master Planning
- **CHAPTER 3:** Underground Parking
- **CHAPTER 4:** Traffic Impact Analysis
- **CHAPTER 5:** Bicycle Center
- **CHAPTER 6:** Environmental Scoping
- **CHAPTER 7:** City Office Space
- **CHAPTER 8:** Project Management

Each chapter has been bound separately and includes applicable images, tables, and drawings to provide additional information and documentation. Each chapter can stand alone as a summary document for a particular aspect of the project. When combined, the document provides a comprehensive summary of the significant areas of information gathering, study, planning, and management for the Judge Doyle Square master planning effort.





JUDGE DOYLE SQUARE MASTER PLAN CITY OF MADISON, WI

Chapter 8: Project Management

Introduction

The purpose of this chapter is to summarize the steps and actions taken by the Kimley-Horn leadership team to manage the Judge Doyle Square Master Plan project. The Kimley-Horn team was responsible for direct coordination of the project with City of Madison staff in a manner that allowed for efficient and effective scheduling and milestone management. The Kimley-Horn team also provided monthly status reports to aid the City ensure compliance with the federal requirements associated with the Transportation Investments Generating Economic Recovery (TIGER II) grant, which has provided some funding for this master planning project.



Project Management Plan

The Kimley-Horn team coordinated with the City of Madison to establish a plan for effective management of the project and effective communication, as there are many parties involved with various aspects of this project. The following sections briefly define the project, team members, and key elements of the plan.

Public Advisory Meetings

The Judge Doyle Square redevelopment is a proposed multi-component, multi-phase project in the city of Madison, Wisconsin. The City is developing a master plan focused on two downtown blocks: Block 88 (site of the Madison Municipal Building



and surface parking) and Block 105 (site of the City-owned Government East parking garage). The site is bounded by Martin Luther King, Jr. Boulevard on the west, Doty Street on the north, Wilson Street on the south, and on the east by a group of buildings that mainly front King Street. Pinckney Street runs through the site and divides Block 88 from Block 105. The master plan will accommodate a variety of potential above-ground uses, including retail and restaurant, hotel, office, and residential, as well as a bicycle center. It will also include the replacement of the aging Government East parking garage with a new below-ground structure beneath Block 88, Block 105, and Pinckney Street.

The Kimley-Horn team was retained by the City to complete the conceptual master plan for Judge Doyle Square. Key components of the scope of services included the following:

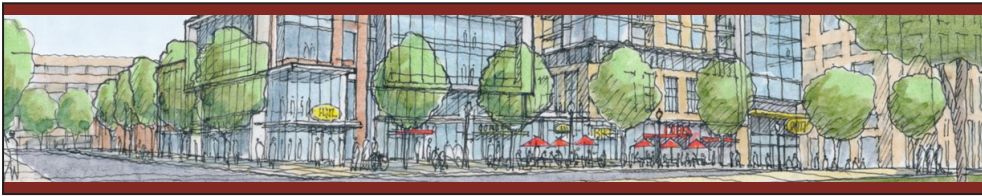
- **Public Involvement** – To establish a process to engage the public and government agencies through public meetings, focus groups, and other meetings.
- **Traffic Impact Analysis (TIA)** – To analyze and document the traffic impact the proposed land uses will have and recommend potential improvements, both on-site and offsite, to adequately support the

proposed development and the City's goals of advanced multi-modal transportation facilities.

- **Environmental Scoping** – To evaluate and document the existing environmental and social conditions and the potential environmental impact associated with the proposed redevelopment, and to document the anticipated level of required future environmental analysis.
- **Bicycle Center Study** – To prepare a market study, needs assessment, and preliminary business/operations plans for a bicycle center, to be potentially included within the development (which will provide secure bicycle parking and many other potential associated bicycle services).
- **Master Planning** – To develop a conceptual master plan for development of the site, including an underground parking garage, public improvements for the surrounding streets, potential above-ground uses (e.g., bicycle center, restaurant and retail, office, hotel, and residential), and preliminary site planning and massing recommendations.

Project Team Members

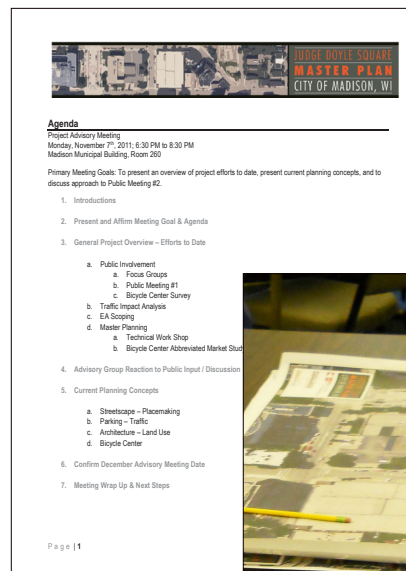
Kimley-Horn assembled a master planning consulting team for the City of Madison that is committed to delivering exceptional service and innovative solutions. Collectively, the consultant team provided the City of Madison with a combination of experience, local understanding, and specialized national expertise. This combination enabled our team



JUDGE DOYLE SQUARE MASTER PLAN CITY OF MADISON, WI

to engage quickly and exceed the City's expectations and goals for this complex project. The Kimley-Horn team partners and their areas of master planning responsibility were as follows:

- **Kimley-Horn and Associates, Inc.** – Lead master planning consultant, project management, public involvement, TIA, environmental scoping, parking consulting, structural engineering
- **Potter Lawson, Inc.** – Project architecture, land use master planning, City office space study, project management team
- **Urban Assets** – Lead public involvement, master planning, project management team
- **Mobis Transportation Alternatives / Bikestation** – Bicycle center consultant
- **Ken Saiki Design, Inc.** – Public improvements and streetscape, landscape architecture
- **KJWW Engineering Consultants** – Mechanical, electrical, HVAC engineering consultant
- **PSJ Engineering, Inc.** – Fire protection consultant
- **Mortenson Construction** – Construction cost estimating, construction feasibility consultant
- **Charles Quagliana, Architect** – Historic preservation consultant



Consultant Leadership Team

A consultant leadership team was established for the Judge Doyle Square project to ensure a collaborative approach to the overall management and coordination. This team collaborated to develop and define the project objectives and guiding principles for the conceptual master planning as well as coordinated and met with key City staff throughout the project. The leadership team included the following individuals:

- **Karl Sutter, P.E.** (Kimley-Horn) – Project Manager
- **Fred Schwartz, P.E.** (Kimley-Horn) – Principal-in-Charge
- **Brian Smalkoski, P.E., PTP, AICP, PTOE** (Kimley-Horn) – Deputy Project Manager
- **Eric Lawson, AIA** (Potter Lawson)
- **Melissa Huggins, AICP** (Urban Assets)



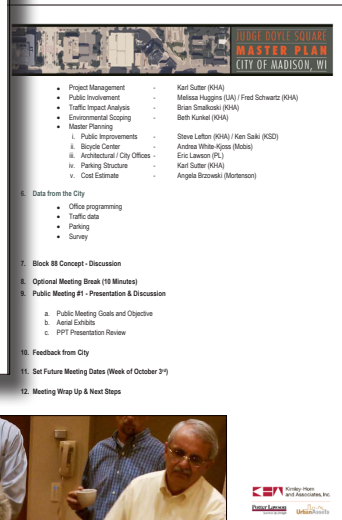
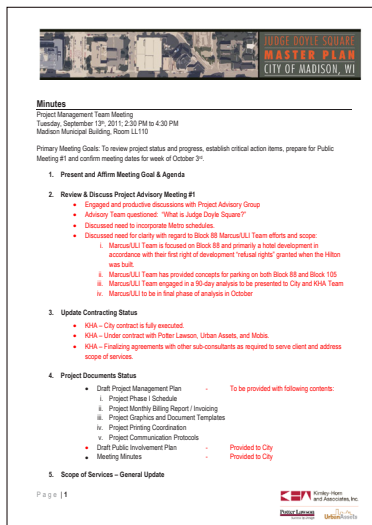
Communication Protocols

Karl Sutter (Kimley-Horn) was established as the primary point of contact for the Kimley-Horn team. David Trowbridge was established as the City's project manager and primary point of contact. Karl and David worked together to coordinate all project meetings, activities, and schedules. Karl and David also collaborated on determining formats for project documentation and monthly reports.

Project Management Team (PMT)

The City of Madison established a Project Management Team that included key City staff, representing the following agencies and divisions:

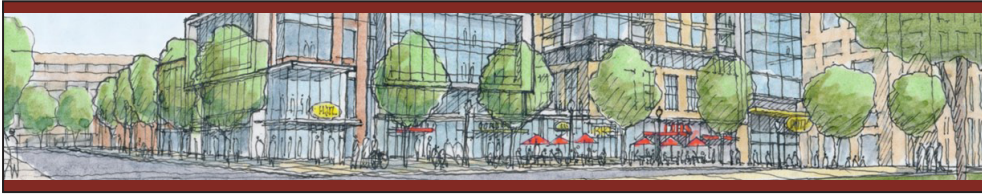
- Planning and Community and Economic Development
- Traffic Engineering
- Parking Utility
- Office of the Mayor
- City Engineering
- Facility Management (Division of City Engineering)
- Metro Transit
- City Attorney's Office
- Monona Terrace Community and Convention Center



The Kimley-Horn consultant leadership team met frequently with the City PMT throughout the project—to coordinate significant project activities and efforts, to provide ongoing updates on the project's progress, and to receive input and feedback.

QC/QA Control

As the Principal-in-Charge, Fred Schwartz had oversight responsibility for the Kimley-Horn consultant team and for the primary deliverable documents. Fred established a collaborative review process, working with all consultant leadership team members to review and control the quality of the documents produced for the City of Madison on this project.



JUDGE DOYLE SQUARE MASTER PLAN CITY OF MADISON, WI

Schedule

The conceptual master planning process for Judge Doyle Square was originally envisioned as a six-month effort. The Kimley-Horn team was contractually engaged by the City in July 2011. Substantive efforts for the project began in August with the first Project Management Team meetings with City staff and the initiation of the first components of public engagement. The Kimley-Horn team proceeded through a comprehensive process of public involvement, conceptual evaluation, and master planning that concluded in January 2012. Draft summary report chapters were delivered to City staff in January. Following coordination meetings and compilation of City staff comments, the Final Conceptual Master Planning Report was delivered to the City of Madison in February 2012.

Progress Reports

As noted, the City of Madison was awarded a TIGER II grant by the federal government to support multi-modal transportation projects (such as the Judge Doyle Square project), and to help encourage the City's efforts to create a multi-modal, transit-oriented planning district in this area of Downtown Madison. The funding associated with this grant has helped provide financial support to the City for this project. As such, the City and the Kimley-Horn team have collaborated to produce monthly status reports, which were provided to Federal Transit Administration officials, to meet the requirements of the grant and to establish a monthly record of project milestones. These reports are included in the Appendix.





PROJECT MANAGEMENT
APPENDIX 8 - A

JUDGE DOYLE SQUARE
MASTER PLAN
CITY OF MADISON, WI



Memorandum

■
P.O. Box 33068
Raleigh, North Carolina
27636-3068

To: David Trowbridge – City of Madison, WI

From: Karl V. Sutter, P.E. - Kimley-Horn and Associates, Inc.

Cc: Brian Smalkoski, P.E. - Kimley-Horn and Associates, Inc.
Fred Schwartz, P.E. - Kimley-Horn and Associates, Inc.

Date: September 12, 2011

Subject: Judge Doyle Square Master Plan
August 2011 Progress Report and Billing

During the month of August 2011, the following basic professional services were provided in accordance with our *Contract for Purchase of Services between the City of Madison, Wisconsin and Kimley-Horn and Associates, Inc.* executed 8/02/2011:

1. SUMMARY OF WORK PERFORMED

- Kimley-Horn began contracting with sub-consultant team members.
- Kimley-Horn executed sub-consultant contracts with Potter-Lawson, Urban Assets, and Mobis-Bikestation.
- Kimley-Horn drafted sub-consultant contracts for Ken Saiki and Mortenson.
- Kimley-Horn Consultant Leadership Team conducted 2 team coordination teleconferences.
- Kimley-Horn Consultant Team conducted a TIA Coordination Meeting w/ City staff on August 9, 2011
- Kimley-Horn Consultant Team participated in a coordination meeting with Marcus/ULI Block 88 Team on August 10, 2011.
- Kimley-Horn Consultant Team conducted Project Kick-off Meeting w/ City Project Management Team on August 10, 2011.
- Kimley-Horn Consultant Team conducted Public Involvement / Outreach Kick-off Meeting w/ City on August 11, 2011.
- Kimley-Horn Consultant Team drafted a Public Involvement Plan for the project.



- Kimley-Horn Consultant Team made initial preparations for Advisory Group, PMT, Public Engagement, EA Scoping and Focus Group meetings to be held the week of September 12, 2011.
- Kimley-Horn Consultant Team conducted initial review of documentation provided by the City and the Marcus/ULI Block 88 Team.

- Percent of work completed: 6.55%

2. SUMMARY OF WORK PLANNED FOR THE UPCOMING MONTH

- Kimley-Horn Consultant Team will complete sub-consultant contracting.
- Kimley-Horn Consultant Team will issue a Project Management Plan.
- Kimley-Horn Consultant Team will conduct a Site Tour / Advisory Group Meeting on September 13, 2011.
- Kimley-Horn Consultant Team will conduct a Project Management Team Meeting on September 13, 2011.
- Kimley-Horn Consultant Team will conduct an Environmental (Interagency) Scoping Meeting on September 14, 2011.
- Kimley-Horn Consultant Team will conduct a series of Focus Group Meetings beginning with the Bike Advocates Meeting on September 14, 2011.
- Kimley-Horn Consultant Team will conduct a Public Meeting on September 14, 2011.
- Kimley-Horn Consultant Team will begin conceptual master planning based on information gathered during the Public Meeting held September 14, 2011 as well as other information gathered from the City.
- Kimley-Horn Consultant Team will conduct data collection and analysis of existing conditions for the Traffic Impact Analysis
- Kimley-Horn Consultant Team will begin screening level analysis for the Environmental Scoping.
- Kimley-Horn Consultant Team will make preparations for the Design Charrette and other project meetings to be held the week of October 3, 2011.

3. DESCRIPTION OF ANY PROBLEMS ENCOUNTERED

- No problems encountered



4. TABULATION OF THE CURRENT AND CUMULATIVE COST

The following is Kimley-Horn's tabulation of cumulative cost for services provided during the month of August 2011:

Kimley-Horn – Professional Fees + Expenses	\$ 19,116.00
<u>Urban Assets – Sub-consultant Expenses</u>	<u>\$ 6,300.00</u>
08/31/2011 Total Invoice	\$ 25,416.00

An invoice for the rendered services is also attached.

Thank you for the opportunity to serve you on this project. Please let us know if you have questions regarding the invoice included.



Memorandum

To: David Trowbridge – City of Madison, WI

From: Karl V. Sutter, P.E. - Kimley-Horn and Associates, Inc.

Cc: Brian Smalkoski, P.E. - Kimley-Horn and Associates, Inc.
Fred Schwartz, P.E. - Kimley-Horn and Associates, Inc.

Date: October 7th, 2011

Subject: Judge Doyle Square Master Plan
September 2011 Progress Report and Billing

■
P.O. Box 33068
Raleigh, North Carolina
27636-3068

During the month of September 2011, the following basic professional services were provided in accordance with our *Contract for Purchase of Services between the City of Madison, Wisconsin and Kimley-Horn and Associates, Inc.* executed 8/02/2011:

1. SUMMARY OF WORK PERFORMED

- Kimley-Horn Consultant Team completed sub-consultant contracting with Ken Saiki, Mortenson and Charlie Quagliana.
- Kimley-Horn Consultant Team conducted a Site Tour / Advisory Group Meeting on September 13, 2011.
- Kimley-Horn Consultant Team conducted a Project Management Team Meeting on September 13, 2011.
- Kimley-Horn Consultant Team conducted an Environmental (Interagency) Scoping Meeting on September 14, 2011.
- Kimley-Horn Consultant Team conducted a series of Focus Group Meetings beginning with the Bike Advocates Meeting on September 14, 2011.
- Kimley-Horn Consultant Team conducted a Public Meeting on September 14, 2011.
- Kimley-Horn Consultant Team began conceptual master planning based on information gathered during the Public Meeting held September 14, 2011 as well as other information gathered from the City.



- Kimley-Horn Consultant Team conducted data collection and analysis of existing conditions for the Traffic Impact Analysis
- Kimley-Horn Consultant Team began screening level analysis for the Environmental Scoping.
- Kimley-Horn Consultant Team made preparations for the Technical Workshop and other project meetings to be held the week of October 3, 2011.

- Percent of work completed: 27.41%

2. SUMMARY OF WORK PLANNED FOR THE UPCOMING MONTH

- Kimley-Horn Consultant Team will complete sub-consultant contracting with KJWW and PSJ.
- Kimley-Horn Consultant Team will participate in a Coordination Meeting with the Marcus / ULI Team on October 4, 2011.
- Kimley-Horn Consultant Team will conduct a Project Management Team Meeting on October 4, 2011.
- Kimley-Horn Consultant Team will participate in a meeting with City staff regarding project financing on October 4, 2011.
- Kimley-Horn Consultant Team will conduct meeting with Arthur Ross and a field (on-bike) assessment of morning rush hour traffic conditions for cyclists in the areas surrounding the project site and the Capital Square on October 5, 2011.
- Kimley-Horn Consultant Team will lead a Technical Workshop on October 5, 2011.
- Kimley-Horn Consultant Team will continue conceptual master planning based on concepts developed during the Technical Workshop held October 5, 2011 as well as additional information gathered from the City and during the public involvement process. These efforts include development of parking garage circulation concepts, massing models and architectural concepts, downtown streets analysis and streetscape concepts.
- Kimley-Horn Consultant Team will conduct analysis of data for the Traffic Impact Analysis and will incorporate specific elements in to master planning concept development.
- Kimley-Horn Consultant Team will conclude screening level analysis for the Environmental Scoping.
- Kimley-Horn Consultant Team will make preparations for Public Meeting #2 and other project meetings to be held the week of November 7, 2011.

3. DESCRIPTION OF ANY PROBLEMS ENCOUNTERED



- No problems encountered

4. TABULATION OF THE CURRENT AND CUMULATIVE COST

The following is Kimley-Horn's tabulation of cumulative cost for services provided during the month of September 2011:

Kimley-Horn – Professional Fees + Expenses	\$ 46,327.41
Mobis/Bikestation – Sub-consultant	\$ 18,800.00
Ken Saiki – Sub-consultant	\$ 5,040.00
Urban Assets – Sub-consultant	\$ 10,780.00
09/30/2011 Total Invoice	\$ 80,947.41

An invoice for the rendered services is also attached.

Thank you for the opportunity to serve you on this project. Please let us know if you have questions regarding the invoice included.

TIGER DISCRETIONARY GRANT PROGRAM

Modal Project Status Report

(For projects with obligated funds)

Project Name:	Downtown Madison (Intermodal Terminal District Master Plan)		
Report Period (from/to):	9/1/2011 – 9/30/2011	TIGER II Planning	Planning
Mode:	FTA	TDG Modal Coordinator:	Victor Austin

	Green (No Deviations)	Yellow (Limited / Controlled Deviations)	Red (Material Deviations)	Explanation of And Reason for Deviation
Scope	X			
Schedule	X			
Budget	X			

Key Accomplishments Last Period	Upcoming Tasks This Period
<p>List brief 1- or 2- sentence descriptions of what was accomplished in this last period:</p> <ul style="list-style-type: none"> Kimley-Horn Consultant Team completed sub-consultant contracting with Ken Saiki, Mortenson and Charlie Quagliana. Kimley-Horn Consultant Team conducted a Site Tour / Advisory Group Meeting on September 13, 2011. Kimley-Horn Consultant Team conducted a Project Management Team Meeting on September 13, 2011. Kimley-Horn Consultant Team conducted an Environmental (Interagency) Scoping Meeting on September 14, 2011. Kimley-Horn Consultant Team conducted a series of Focus Group Meetings beginning with the Bike Advocates Meeting on September 14, 2011. Kimley-Horn Consultant Team conducted a Public Meeting on September 14, 2011. Kimley-Horn Consultant Team began conceptual master planning based on information gathered during the Public 	<p>List brief 1- or 2-sentence descriptions of what is planned for in the next period:</p> <ul style="list-style-type: none"> Kimley-Horn Consultant Team will complete sub-consultant contracting with KJWW and PSJ. Kimley-Horn Consultant Team will participate in a Coordination Meeting with the Marcus / ULI Team on October 4, 2011. Kimley-Horn Consultant Team will conduct a Project Management Team Meeting on October 4, 2011. Kimley-Horn Consultant Team will participate in a meeting with City staff regarding project financing on October 4, 2011. Kimley-Horn Consultant Team will conduct meeting with Arthur Ross and a field (on-bike) assessment of morning rush hour traffic conditions for cyclists in the areas surrounding the project site and the Capital Square on October 5, 2011. Kimley-Horn Consultant Team will lead a Technical Workshop on October 5, 2011.

Project Name:	Downtown Madison (Intermodal Terminal District Master Plan)		
Report Period (from/to):	9/1/2011 – 9/30/2011	TIGER II Planning	Planning
Mode:	FTA	TDG Modal Coordinator:	Victor Austin
<p>Meeting held September 14, 2011 as well as other information gathered from the City.</p> <ul style="list-style-type: none"> Kimley-Horn Consultant Team conducted data collection and analysis of existing conditions for the Traffic Impact Analysis. Kimley-Horn Consultant Team began screening level analysis for the Environmental Scoping. Kimley-Horn Consultant Team made preparations for the Technical Workshop and other project meetings to be held the week of October 3, 2011. 		<ul style="list-style-type: none"> Kimley-Horn Consultant Team will continue conceptual master planning based on concepts developed during the Technical Workshop held October 5, 2011 as well as additional information gathered from the City and during the public involvement process. These efforts include development of parking garage circulation concepts, massing models and architectural concepts, downtown streets analysis and streetscape concepts. Kimley-Horn Consultant Team will conduct analysis of data for the Traffic Impact Analysis and will incorporate specific elements in to master planning concept development. Kimley-Horn Consultant Team will conclude screening level analysis for the Environmental Scoping. Kimley-Horn Consultant Team will make preparations for Public Meeting #2 and other project meetings to be held the week of November 7, 2011. 	
Project Issues & Concerns		Action Plan	
<p>List brief 1- or 2- sentence descriptions of open issues or areas of concern.</p> <ul style="list-style-type: none"> No issues to report for this period 			



Memorandum

■
P.O. Box 33068
Raleigh, North Carolina
27636-3068

To: David Trowbridge – City of Madison, WI

From: Karl V. Sutter, P.E. - Kimley-Horn and Associates, Inc.

Cc: Brian Smalkoski, P.E. - Kimley-Horn and Associates, Inc.
Fred Schwartz, P.E. - Kimley-Horn and Associates, Inc.

Date: November 11th, 2011

Subject: Judge Doyle Square Master Plan
October 2011 Progress Report and Billing

During the month of October 2011, the following basic professional services were provided in accordance with our *Contract for Purchase of Services between the City of Madison, Wisconsin and Kimley-Horn and Associates, Inc.* executed 8/02/2011:

1. SUMMARY OF WORK PERFORMED

- Kimley-Horn Consultant Team will complete sub-consultant contracting with KJWW and PSJ.
- Kimley-Horn Consultant Team will participate in a Coordination Meeting with the Marcus / ULI Team on October 4, 2011.
- Kimley-Horn Consultant Team will conduct a Project Management Team Meeting on October 4, 2011.
- Kimley-Horn Consultant Team will participate in a meeting with City staff regarding project financing on October 4, 2011.
- Kimley-Horn Consultant Team will conduct meeting with Arthur Ross and a field (on-bike) assessment of morning rush hour traffic conditions for cyclists in the areas surrounding the project site and the Capital Square on October 5, 2011.
- Kimley-Horn Consultant Team will lead a Technical Workshop on October 5, 2011.
- Kimley-Horn Consultant Team will continue conceptual master planning based on concepts developed during the Technical Workshop held October 5, 2011 as well as additional information gathered from the City and during the public involvement process.



These efforts include development of parking garage circulation concepts, massing models and architectural concepts, downtown streets analysis and streetscape concepts.

- Kimley-Horn Consultant Team will conduct analysis of data for the Traffic Impact Analysis and will incorporate specific elements in to master planning concept development.
- Kimley-Horn Consultant Team will conclude screening level analysis for the Environmental Scoping.
- Kimley-Horn Consultant Team will make preparations for Public Meeting #2 and other project meetings to be held the week of November 7, 2011.

- Percent of work completed: 38.18%

2. SUMMARY OF WORK PLANNED FOR THE UPCOMING MONTH

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3. DESCRIPTION OF ANY PROBLEMS ENCOUNTERED

- No problems encountered

4. TABULATION OF THE CURRENT AND CUMULATIVE COST

The following is Kimley-Horn's tabulation of cumulative cost for services provided during the month of October 2011:

Kimley-Horn – Professional Fees + Expenses	\$ 38,964.03
Mobis/Bikestation – Sub-consultant	\$ 0.00
Ken Saiki – Sub-consultant	\$ 2,800.00
Urban Assets – Sub-consultant	\$ 0.00
10/31/2011 Total Invoice	\$ 41,764.03

An invoice for the rendered services is also attached.

Thank you for the opportunity to serve you on this project. Please let us know if you have questions regarding the invoice included.

TIGER DISCRETIONARY GRANT PROGRAM

Modal Project Status Report

(For projects with obligated funds)

Project Name:	Downtown Madison (Intermodal Terminal District Master Plan)			
Report Period (from/to):	10/1/2011 – 10/31/2011	TIGER II Planning	Planning	
Mode:	FTA	TDG Modal Coordinator:	Victor Austin	

	Green (No Deviations)	Yellow (Limited / Controlled Deviations)	Red (Material Deviations)	Explanation of <u>And</u> Reason for Deviation
Scope	X			
Schedule	X			
Budget	X			

Key Accomplishments Last Period	Upcoming Tasks This Period
<p>List brief 1- or 2- sentence descriptions of what was accomplished in this last period:</p> <ul style="list-style-type: none"> • Kimley-Horn Consultant Team initiated sub-consultant contracting with KJWW and PSJ. • Kimley-Horn Consultant Team participated in a Coordination Meeting with the Marcus / ULI Team on October 4, 2011. • Kimley-Horn Consultant Team conducted a Project Management Team Meeting on October 4, 2011. • Kimley-Horn Consultant Team participated in a meeting with City staff regarding project financing on October 4, 2011. • Kimley-Horn Consultant Team conducted a meeting with Arthur Ross and a field (on-bike) assessment of morning rush hour traffic conditions for cyclists in the areas surrounding the project site and the Capital Square on October 5, 2011. • Kimley-Horn Consultant Team led a Technical Workshop on October 5, 2011. • Kimley-Horn Consultant Team continued conceptual master planning based on concepts 	<p>List brief 1- or 2-sentence descriptions of what is planned for in the next period:</p> <ul style="list-style-type: none"> • Kimley-Horn Consultant Team to complete sub-consultant contracting with KJWW and PSJ. • Kimley-Horn Consultant Team to conduct AM and PM peak observations of the Government East Parking Ramp and the Block 89 Parking Ramp on November 1 and 2, 2011. • Kimley-Horn Consultant Team to conduct a meeting with City Traffic Engineering and Parking Utility staff to review parking garage concept development and provide an update regarding the TIA on November 2, 2011. • Kimley-Horn Consultant Team to conduct a Public Meeting #2 Coordination Teleconference / Meeting with City Staff on November 4, 2011. • Kimley-Horn Consultant Team to conduct a Project Management Team Meeting on November 7, 2011. • Kimley-Horn Consultant Team to conduct a Project Advisory Meeting on November 7, 2011.

Project Name:	Downtown Madison (Intermodal Terminal District Master Plan)		
Report Period (from/to):	10/1/2011 – 10/31/2011	TIGER II Planning	Planning
Mode:	FTA	TDG Modal Coordinator:	Victor Austin
<p>developed during the Technical Workshop held October 5, 2011 as well as additional information gathered from the City and during the public involvement process. These efforts include development of parking garage circulation concepts, massing models and architectural concepts, downtown streets analysis and streetscape concepts.</p> <ul style="list-style-type: none"> • Kimley-Horn Consultant Team conducted analysis of data for the Traffic Impact Analysis and will incorporate specific elements in to master planning concept development. • Kimley-Horn Consultant Team concluded screening level analysis for the Environmental Scoping. • Kimley-Horn Consultant Team made preparations for Public Meeting #2 and other project meetings to be held the week of November 7, 2011. 		<ul style="list-style-type: none"> • Kimley-Horn Consultant Team to conduct a meeting with the DMI Bike Subcommittee on November 8, 2011. • Kimley-Horn Consultant Team to conduct Public Meeting #2 on November 8, 2011. • Kimley-Horn Consultant Team to conduct a Project Advisory Meeting on November 9, 2011. • Kimley-Horn Consultant Team to continue conceptual master planning based on input received during meetings held the week of November 7-11. • Kimley-Horn Consultant Team to draft Guiding Principles for the redevelopment project based on input received and concept master planning completed to date. These Guiding Principles will guide the completion of Phase 1 concept development. • Kimley-Horn Consultant Team to conduct a Coordination Teleconference with City staff on November 18, 2011. • Kimley-Horn Consultant Team to make preparations for Public Meeting #3 and other project meetings to be held the week of December 12 – 16, 2011. • Kimley-Horn Consultant team to begin preliminary efforts to draft the Phase 1 Master Planning Summary Report. 	
Project Issues & Concerns		Action Plan	
<p>List brief 1- or 2- sentence descriptions of open issues or areas of concern.</p> <ul style="list-style-type: none"> ▪ No issues to report for this period 			



Kimley-Horn
and Associates, Inc.

Memorandum

To: David Trowbridge – City of Madison, WI

From: Karl V. Sutter, P.E. - Kimley-Horn and Associates, Inc.

Cc: Brian Smalkoski, P.E. - Kimley-Horn and Associates, Inc.
Fred Schwartz, P.E. - Kimley-Horn and Associates, Inc.

Date: December 12th, 2011

Subject: Judge Doyle Square Master Plan
November 2011 Progress Report and Billing

■
P.O. Box 33068
Raleigh, North Carolina
27636-3068

During the month of November 2011, the following basic professional services were provided in accordance with our *Contract for Purchase of Services between the City of Madison, Wisconsin and Kimley-Horn and Associates, Inc.* executed 8/02/2011:

1. SUMMARY OF WORK PERFORMED

- Kimley-Horn Consultant Team completed sub-consultant contracting with KJWW and PSJ.
- Kimley-Horn Consultant Team conducted AM and PM peak observations of the Government East Parking Ramp and the Block 89 Parking Ramp on November 1 and 2, 2011.
- Kimley-Horn Consultant Team conducted a meeting with City Traffic Engineering and Parking Utility staff to review parking garage concept development and provide an update regarding the TIA on November 2, 2011.
- Kimley-Horn Consultant Team conducted a Public Meeting #2 Coordination Teleconference / Meeting with City Staff on November 4, 2011.
- Kimley-Horn Consultant Team conducted a Project Management Team Meeting on November 7, 2011.
- Kimley-Horn Consultant Team conducted a Project Advisory Meeting on November 7, 2011.



- Kimley-Horn Consultant Team conducted a meeting with the DMI Bike Subcommittee on November 8, 2011.
- Kimley-Horn Consultant Team conducted Public Meeting #2 on November 8, 2011.
- Kimley-Horn Consultant Team conducted a Project Advisory Meeting on November 9, 2011.
- Kimley-Horn Consultant Team continued conceptual master planning based on input received during meetings held the week of November 7-11.
- Kimley-Horn Consultant Team drafted Guiding Principles for the redevelopment project based on input received and concept master planning completed to date. These Guiding Principles will guide the completion of Phase 1 concept development.
- Kimley-Horn Consultant Team conducted a Coordination Teleconference with City staff on November 18, 2011.
- Kimley-Horn Consultant Team made preparations for Public Meeting #3 and other project meetings to be held the week of December 12 – 16, 2011.
- Kimley-Horn Consultant team began preliminary efforts to draft the Phase 1 Master Planning Summary Report

▪ **Percent of work completed: 61.35%**

2. SUMMARY OF WORK PLANNED FOR THE UPCOMING MONTH

- Kimley-Horn Consultant Team will continue conceptual master planning, refining previous concepts to form Preliminary Master Plan for Judge Doyle Square.
- Kimley-Horn Consultant Team will continue preparations for Public Meeting #3 and other project meetings to be held the week of December 12 – 16, 2011.
- Kimley-Horn Consultant team will continue preliminary efforts to draft the Phase 1 Master Planning Summary Report.
- Kimley-Horn team will draft Design Concepts for each major planning component (Parking/Traffic/Intermodal Connectivity, Streetscape, Architecture and Bicycle Center).
- Kimley-Horn will conduct a coordination teleconference with City staff in advance of Public Meeting #3 and other project meetings.



- Kimley-Horn Consultant Team will conducted a Project Management Team Meeting on December 12, 2011.
- Kimley-Horn Consultant Team conducted a Project Advisory Meeting on December 12, 2011.
- Kimley-Horn Consultant Team will conduct a parking concept coordination meeting the Block 88 Design Team on November 13, 2011.
- Kimley-Horn Consultant Team will conduct Public Meeting #3 on December 14, 2011.
- Kimley-Horn Consultant Team will conducted a Coordination Teleconference with City staff following meetings held in Madison the week of December 12-16, 2011.
- Kimley-Horn Consultant Team made preparations for transmittal and presentation of a draft Phase 1 report to be provided to the City in January, 2012.
- Kimley-Horn Consultant team will continue efforts to draft the Phase 1 Master Planning Summary Report and finalize master plan concept plans, sections and images.

3. DESCRIPTION OF ANY PROBLEMS ENCOUNTERED

- No problems encountered

4. TABULATION OF THE CURRENT AND CUMULATIVE COST

The following is Kimley-Horn's tabulation of cumulative cost for services provided during the month of September 2011:

Kimley-Horn – Professional Fees + Expenses	\$ 19,186.04
Mobis/Bikestation – Sub-consultant	\$ 15,040.00
Ken Saiki – Sub-consultant	\$ 3,640.00
Potter Lawson – Sub-consultant	\$ 45,000.00
Urban Assets – Sub-consultant	\$ 7,035.00
11/30/2011 Total Invoice	\$ 89,901.04

An invoice for the rendered services is also attached.

Thank you for the opportunity to serve you on this project. Please let us know if you have questions regarding the invoice included.

TIGER DISCRETIONARY GRANT PROGRAM

Modal Project Status Report

(For projects with obligated funds)

Project Name:	Downtown Madison (Intermodal Terminal District Master Plan)		
Report Period (from/to):	11/1/2011 – 11/30/2011	TIGER II Planning	Planning
Mode:	FTA	TDG Modal Coordinator:	Victor Austin

	Green (No Deviations)	Yellow (Limited / Controlled Deviations)	Red (Material Deviations)	Explanation of And Reason for Deviation
Scope	X			
Schedule	X			
Budget	X			

Key Accomplishments Last Period	Upcoming Tasks This Period
<p>List brief 1- or 2- sentence descriptions of what was accomplished in this last period:</p> <ul style="list-style-type: none"> Kimley-Horn Consultant Team completed sub-consultant contracting with KJWW and PSJ. Kimley-Horn Consultant Team conducted AM and PM peak observations of the Government East Parking Ramp and the Block 89 Parking Ramp on November 1 and 2, 2011. Kimley-Horn Consultant Team conducted a meeting with City Traffic Engineering and Parking Utility staff to review parking garage concept development and provide an update regarding the TIA on November 2, 2011. Kimley-Horn Consultant Team conducted a Public Meeting #2 Coordination Teleconference / Meeting with City Staff on November 4, 2011. Kimley-Horn Consultant Team conducted a Project Management Team Meeting on November 7, 2011. Kimley-Horn Consultant Team conducted a Project Advisory Meeting on November 7, 2011. 	<p>List brief 1- or 2-sentence descriptions of what is planned for in the next period:</p> <ul style="list-style-type: none"> Kimley-Horn Consultant Team will continue conceptual master planning, refining previous concepts to form Preliminary Master Plan for Judge Doyle Square. Kimley-Horn Consultant Team will continue preparations for Public Meeting #3 and other project meetings to be held the week of December 12 – 16, 2011. Kimley-Horn Consultant team will continue preliminary efforts to draft the Phase 1 Master Planning Summary Report. Kimley-Horn team will draft Design Concepts for each major planning component (Parking/Traffic/Intermodal Connectivity, Streetscape, Architecture and Bicycle Center). Kimley-Horn will conduct a coordination teleconference with City staff in advance of Public Meeting #3 and other project meetings. Kimley-Horn Consultant Team will conducted a Project Management Team Meeting on December 12, 2011.

Project Name:	Downtown Madison (Intermodal Terminal District Master Plan)		
Report Period (from/to):	11/1/2011 – 11/30/2011	TIGER II Planning	Planning
Mode:	FTA	TDG Modal Coordinator:	Victor Austin
<ul style="list-style-type: none"> Kimley-Horn Consultant Team conducted a meeting with the DMI Bike Subcommittee on November 8, 2011. Kimley-Horn Consultant Team conducted Public Meeting #2 on November 8, 2011. Kimley-Horn Consultant Team conducted a Project Advisory Meeting on November 9, 2011. Kimley-Horn Consultant Team continued conceptual master planning based on input received during meetings held the week of November 7-11. Kimley-Horn Consultant Team drafted Guiding Principles for the redevelopment project based on input received and concept master planning completed to date. These Guiding Principles will guide the completion of Phase 1 concept development. Kimley-Horn Consultant Team conducted a Coordination Teleconference with City staff on November 18, 2011. Kimley-Horn Consultant Team made preparations for Public Meeting #3 and other project meetings to be held the week of December 12 – 16, 2011. Kimley-Horn Consultant team began preliminary efforts to draft the Phase 1 Master Planning Summary Report. 		<ul style="list-style-type: none"> Kimley-Horn Consultant Team conducted a Project Advisory Meeting on December 12, 2011. Kimley-Horn Consultant Team will conduct a parking concept coordination meeting the Block 88 Design Team on November 13, 2011. Kimley-Horn Consultant Team will conduct Public Meeting #3 on December 14, 2011. Kimley-Horn Consultant Team will conducted a Coordination Teleconference with City staff following meetings held in Madison the week of December 12-16, 2011. Kimley-Horn Consultant Team made preparations for transmittal and presentation of a draft Phase 1 report to be provided to the City in January, 2012. Kimley-Horn Consultant team will continue efforts to draft the Phase 1 Master Planning Summary Report and finalize master plan concept plans, sections and images. 	
Project Issues & Concerns		Action Plan	
List brief 1- or 2- sentence descriptions of open issues or areas of concern. <ul style="list-style-type: none"> No issues to report for this period 			



Memorandum

■
P.O. Box 33068
Raleigh, North Carolina
27636-3068

To: David Trowbridge – City of Madison, WI

From: Karl V. Sutter, P.E. - Kimley-Horn and Associates, Inc.

Cc: Brian Smalkoski, P.E. - Kimley-Horn and Associates, Inc.
Fred Schwartz, P.E. - Kimley-Horn and Associates, Inc.

Date: January 16, 2012

Subject: Judge Doyle Square Master Plan
December 2011 Progress Report and Billing

During the month of December 2011, the following basic professional services were provided in accordance with our *Contract for Purchase of Services between the City of Madison, Wisconsin and Kimley-Horn and Associates, Inc.* executed 8/02/2011:

1. SUMMARY OF WORK PERFORMED

- Kimley-Horn Consultant Team continued conceptual master planning, refining previous concepts to form the Preliminary Master Plan for Judge Doyle Square.
- Kimley-Horn Consultant Team continued preparations for Public Meeting #3 and other project meetings to be held the week of December 12 – 16, 2011.
- Kimley-Horn Consultant team continued preliminary efforts to draft the Phase 1 Master Planning Summary Report.
- Kimley-Horn team drafted conceptual Design Criteria for each major planning component (Parking/Traffic/Intermodal Connectivity, Streetscape, Architecture and Bicycle Center).
- Kimley-Horn conducted a coordination teleconference with City staff in advance of Public Meeting #3 and other project meetings.
- Kimley-Horn Consultant Team conducted a Project Management Team Meeting on December 12, 2011.
- Kimley-Horn Consultant Team conducted a Project Advisory Meeting on December 12, 2011.



- Kimley-Horn Consultant Team conducted a parking concept coordination meeting with the Block 88 Design Team on December 13, 2011.
- Kimley-Horn Consultant Team conducted Public Meeting #3 on December 14, 2011.
- Kimley-Horn Consultant Team conducted a Coordination Teleconference with City staff on December 21, 2011.
- Kimley-Horn Consultant Team made preparations for transmittal and presentation of a draft Phase 1 report to be provided to the City in January, 2012.
- Kimley-Horn Consultant team continued efforts to draft the Phase 1 Master Planning Summary Report and finalize master plan concept plans, sections and images.

▪ **Percent of work completed: 80.25%**

2. SUMMARY OF WORK PLANNED FOR THE UPCOMING MONTH

- Kimley-Horn will conduct a coordination teleconference with City staff on January 6, 2012.
- Kimley-Horn Consultant Team will finalize conceptual master planning for Judge Doyle Square.
- Kimley-Horn team will finalize conceptual Design Criteria for each major planning component (Parking/Traffic/Intermodal Connectivity, Streetscape, Architecture and Bicycle Center).
- Kimley-Horn Consultant team will finalize efforts to DRAFT narrative Chapters of the Phase 1 Master Planning Summary Report for review by City staff.
- Kimley-Horn Consultant team will issue Draft narrative report Chapters for the Phase 1 Master Planning Summary Report to City staff for review. Documents will be transmitted during the period of January 11 – 20, 2012.
- Kimley-Horn will conduct a coordination teleconference with City staff on January 20, 2012.
- Kimley-Horn Consultant Team will conduct coordination meetings with City staff during the period of January 24 – 26, 2012 in order to present key aspects of the DRAFT Phase 1 report and to answer questions and coordinate receipt of City of comments.



- Kimley-Horn Consultant Team will conduct a presentation of preliminary DRAFT master plan concepts during the January Downtown Madison Inc. meeting on January 26, 2012.
- Kimley-Horn Consultant Team will initiate final editing of Phase 1 report Chapters as comments are received from City staff.

3. DESCRIPTION OF ANY PROBLEMS ENCOUNTERED

- No problems encountered

4. TABULATION OF THE CURRENT AND CUMULATIVE COST

The following is Kimley-Horn's tabulation of cumulative cost for services provided during the month of December 2011:

Kimley-Horn – Professional Fees + Expenses	\$ 29,677.47
Mobis/Bikestation – Sub-consultant	\$ 2,820.00
PSJ Engineering, Inc. – Sub-consultant	\$ 155.00
Charles Quagliana – Sub-consultant	\$ 780.00
Ken Saiki – Sub-consultant	\$ 0.00
Potter Lawson – Sub-consultant	\$ 31,500.00
Urban Assets – Sub-consultant	\$ 8,400.00
12/30/2011 Total Invoice	\$

An invoice for the rendered services is also attached.

Thank you for the opportunity to serve you on this project. Please let us know if you have questions regarding the invoice included.

TIGER DISCRETIONARY GRANT PROGRAM

Modal Project Status Report

(For projects with obligated funds)

Project Name:	Downtown Madison (Intermodal Terminal District Master Plan)		
Report Period (from/to):	12/1/2011 – 12/31/2011	TIGER II Planning	Planning
Mode:	FTA	TDG Modal Coordinator:	Victor Austin

	Green (No Deviations)	Yellow (Limited / Controlled Deviations)	Red (Material Deviations)	Explanation of And Reason for Deviation
Scope	X			
Schedule	X			
Budget	X			

Key Accomplishments Last Period	Upcoming Tasks This Period
<p>List brief 1- or 2- sentence descriptions of what was accomplished in this last period:</p> <ul style="list-style-type: none"> Kimley-Horn Consultant Team continued conceptual master planning, refining previous concepts to form the Preliminary Master Plan for Judge Doyle Square. Kimley-Horn Consultant Team continued preparations for Public Meeting #3 and other project meetings to be held the week of December 12 – 16, 2011. Kimley-Horn Consultant team continued preliminary efforts to draft the Phase 1 Master Planning Summary Report. Kimley-Horn team drafted conceptual Design Criteria for each major planning component (Parking/Traffic/Intermodal Connectivity, Streetscape, Architecture and Bicycle Center). Kimley-Horn conducted a coordination teleconference with City staff in advance of Public Meeting #3 and other project meetings. Kimley-Horn Consultant Team conducted a Project Management Team Meeting on December 12, 2011. 	<p>List brief 1- or 2-sentence descriptions of what is planned for in the next period:</p> <ul style="list-style-type: none"> Kimley-Horn will conduct a coordination teleconference with City staff on January 6, 2012. Kimley-Horn Consultant Team will finalize conceptual master planning for Judge Doyle Square. Kimley-Horn team will finalize conceptual Design Criteria for each major planning component (Parking/Traffic/Intermodal Connectivity, Streetscape, Architecture and Bicycle Center). Kimley-Horn Consultant team will finalize efforts to DRAFT narrative Chapters of the Phase 1 Master Planning Summary Report for review by City staff. Kimley-Horn Consultant team will issue Draft narrative report Chapters for the Phase 1 Master Planning Summary Report to City staff for review. Documents will be transmitted during the period of January 11 – 20, 2012. Kimley-Horn will conduct a coordination teleconference with City staff on January 20, 2012.

Project Name:	Downtown Madison (Intermodal Terminal District Master Plan)		
Report Period (from/to):	12/1/2011 – 12/31/2011	TIGER II Planning	Planning
Mode:	FTA	TDG Modal Coordinator:	Victor Austin
<ul style="list-style-type: none"> Kimley-Horn Consultant Team conducted a Project Advisory Meeting on December 12, 2011. Kimley-Horn Consultant Team conducted a parking concept coordination meeting with the Block 88 Design Team on December 13, 2011. Kimley-Horn Consultant Team conducted Public Meeting #3 on December 14, 2011. Kimley-Horn Consultant Team conducted a Coordination Teleconference with City staff on December 21, 2011. Kimley-Horn Consultant Team made preparations for transmittal and presentation of a draft Phase 1 report to be provided to the City in January, 2012. Kimley-Horn Consultant team continued efforts to draft the Phase 1 Master Planning Summary Report and finalize master plan concept plans, sections and images. 		<ul style="list-style-type: none"> Kimley-Horn Consultant Team will conduct coordination meetings with City staff during the period of January 24 – 26, 2012 in order to present key aspects of the DRAFT Phase 1 report and to answer questions and coordinate receipt of City of comments. Kimley-Horn Consultant Team will conduct a presentation of preliminary DRAFT master plan concepts during the January Downtown Madison Inc. meeting on January 26, 2012. Kimley-Horn Consultant Team will initiate final editing of Phase 1 report Chapters as comments are received from City staff. 	
Project Issues & Concerns		Action Plan	
List brief 1- or 2- sentence descriptions of open issues or areas of concern. <ul style="list-style-type: none"> No issues to report for this period 			



Memorandum

■
P.O. Box 33068
Raleigh, North Carolina
27636-3068

To: David Trowbridge – City of Madison, WI

From: Karl V. Sutter, P.E. - Kimley-Horn and Associates, Inc.

Cc: Brian Smalkoski, P.E. - Kimley-Horn and Associates, Inc.
Fred Schwartz, P.E. - Kimley-Horn and Associates, Inc.

Date: February 6, 2012

Subject: Judge Doyle Square Master Plan
January 2012 Progress Report and Billing

During the month of January 2012, the following basic professional services were provided in accordance with our *Contract for Purchase of Services between the City of Madison, Wisconsin and Kimley-Horn and Associates, Inc.* executed 8/02/2011:

1. SUMMARY OF WORK PERFORMED

- Kimley-Horn conducted a coordination teleconference with City staff on January 6, 2012.
- Kimley-Horn Consultant Team finalized conceptual master planning for Judge Doyle Square.
- Kimley-Horn team finalized conceptual Design Criteria for each major planning component (Parking/Traffic/Intermodal Connectivity, Streetscape, Architecture and Bicycle Center).
- Kimley-Horn Consultant team finalized efforts to DRAFT narrative Chapters of the Phase 1 Master Planning Summary Report for review by City staff.
- Kimley-Horn Consultant team issued Draft narrative report Chapters for the Phase 1 Master Planning Summary Report to City staff for review. Documents will be transmitted during the period of January 11 – 20, 2012.
- Kimley-Horn conducted a coordination teleconference with City staff on January 20, 2012.



- Kimley-Horn Consultant Team conducted coordination meetings with City staff during the period of January 24 – 26, 2012 in order to present key aspects of the DRAFT Phase 1 report and to answer questions and coordinate receipt of City of comments.
- Kimley-Horn Consultant Team conducted a presentation of preliminary DRAFT master plan concepts during the January Downtown Madison Inc. meeting on January 26, 2012.
- Kimley-Horn Consultant Team initiated final editing of Phase 1 report Chapters as comments are received from City staff.
 - **Percent of work completed: 93.97%**

2. SUMMARY OF WORK PLANNED FOR THE UPCOMING MONTH

- Kimley-Horn Consultant Team will provide reaction and written comments to City of Madison Parking Utility / Walker Parking proposed revised parking concepts.
- Kimley-Horn will conduct a coordination teleconference with David Trowbridge and George Austin on February 7, 2012.
- Kimley-Horn Consultant Team will coordinate with City Staff on a process for receipt of City comments for the DRAFT Phase 1 report for Judge Doyle Square.
- Kimley-Horn Consultant Team will address comments from City Staff and coordinate a process for finalizing the Phase 1 Master Plan report.
- Kimley-Horn team will work with City Staff to prepare Judge Doyle Square presentation materials for the March 20 Common Council Meeting.

3. DESCRIPTION OF ANY PROBLEMS ENCOUNTERED

- No problems encountered

4. TABULATION OF THE CURRENT AND CUMULATIVE COST

The following is Kimley-Horn's tabulation of cumulative cost for services provided during the month of January 2012:

Kimley-Horn – Professional Fees + Expenses	\$ 41,016.09
Mobis/Bikestation – Sub-consultant	\$ 0.00
PSJ Engineering, Inc. – Sub-consultant	\$ 0.00
Charles Quagliana – Sub-consultant	\$ 0.00
Ken Saiki – Sub-consultant	\$ 0.00



Potter Lawson – Sub-consultant	\$ 8,500.00
Urban Assets – Sub-consultant	\$ 3,745.00
01/31/2012 Total Invoice	\$ 53,261.09

An invoice for the rendered services is also attached.

Thank you for the opportunity to serve you on this project. Please let us know if you have questions regarding the invoice included.

TIGER DISCRETIONARY GRANT PROGRAM

Modal Project Status Report

(For projects with obligated funds)

Project Name:	Downtown Madison (Intermodal Terminal District Master Plan)		
Report Period (from/to):	1/01/2012 – 1/31/2012	TIGER II Planning	Planning
Mode: WI-79-1000	FTA	TDG Modal Coordinator:	Victor Austin

	Green (No Deviations)	Yellow (Limited / Controlled Deviations)	Red (Material Deviations)	Explanation of And Reason for Deviation
Scope	X			
Schedule	X			
Budget	X			

Key Accomplishments Last Period	Upcoming Tasks This Period
<p>List brief 1- or 2- sentence descriptions of what was accomplished in this last period:</p> <ul style="list-style-type: none"> Kimley-Horn conducted a coordination teleconference with City staff on January 6, 2012. Kimley-Horn Consultant Team finalized conceptual master planning for Judge Doyle Square. Kimley-Horn team finalized conceptual Design Criteria for each major planning component (Parking/Traffic/Intermodal Connectivity, Streetscape, Architecture and Bicycle Center). Kimley-Horn Consultant team finalized efforts to DRAFT narrative Chapters of the Phase 1 Master Planning Summary Report for review by City staff. Kimley-Horn Consultant team issued Draft narrative report Chapters for the Phase 1 Master Planning Summary Report to City staff for review. Documents will be transmitted during the period of January 11 – 20, 2012. Kimley-Horn conducted a coordination teleconference with City staff on January 20, 2012. 	<p>List brief 1- or 2-sentence descriptions of what is planned for in the next period:</p> <ul style="list-style-type: none"> Kimley-Horn Consultant Team will provide reaction and written comments to City of Madison Parking Utility / Walker Parking proposed revised parking concepts. Kimley-Horn will conduct a coordination teleconference with David Trowbridge and George Austin on February 7, 2012. Kimley-Horn Consultant Team will coordinate with City Staff on a process for receipt of City comments for the DRAFT Phase 1 report for Judge Doyle Square. Kimley-Horn Consultant Team will address comments from City Staff and coordinate a process for finalizing the Phase 1 Master Plan report. Kimley-Horn team will work with City Staff to prepare Judge Doyle Square presentation materials for the March 20 Common Council Meeting.

Project Name:	Downtown Madison (Intermodal Terminal District Master Plan)		
Report Period (from/to):	1/01/2012 – 1/31/2012	TIGER II Planning	Planning
Mode: WI-79-1000	FTA	TDG Modal Coordinator:	Victor Austin
<ul style="list-style-type: none"> • Kimley-Horn Consultant Team conducted coordination meetings with City staff during the period of January 24 – 26, 2012 in order to present key aspects of the DRAFT Phase 1 report and to answer questions and coordinate receipt of City of comments. • Kimley-Horn Consultant Team conducted a presentation of preliminary DRAFT master plan concepts during the January Downtown Madison Inc. meeting on January 26, 2012. • Kimley-Horn Consultant Team initiated final editing of Phase 1 report Chapters as comments are received from City staff. 			
Project Issues & Concerns		Action Plan	
List brief 1- or 2- sentence descriptions of open issues or areas of concern. <ul style="list-style-type: none"> ▪ No issues to report for this period 			



Memorandum

■
P.O. Box 33068
Raleigh, North Carolina
27636-3068

To: David Trowbridge – City of Madison, WI

From: Karl V. Sutter, P.E. - Kimley-Horn and Associates, Inc.

Cc: Brian Smalkoski, P.E. - Kimley-Horn and Associates, Inc.
Fred Schwartz, P.E. - Kimley-Horn and Associates, Inc.

Date: March 7, 2012

Subject: Judge Doyle Square Master Plan
February 2012 Progress Report and Billing

During the month of February 2012, the following basic professional services were provided in accordance with our *Contract for Purchase of Services between the City of Madison, Wisconsin and Kimley-Horn and Associates, Inc.* executed 8/02/2011:

1. SUMMARY OF WORK PERFORMED

- Kimley-Horn Consultant Team provided reaction and written comments to City of Madison Parking Utility / Walker Parking proposed revised parking concepts.
- Kimley-Horn conducted a coordination teleconference with David Trowbridge and George Austin on February 7, 2012.
- Kimley-Horn Consultant Team coordinated with City Staff on a process for receipt of City comments for the DRAFT Phase 1 report for Judge Doyle Square.
- Kimley-Horn Consultant Team addressed comments from City Staff and coordinated a process for finalizing the Phase 1 Master Plan report.
- Kimley-Horn team worked with City Staff to prepare Judge Doyle Square presentation materials for the March 20 Common Council Meeting.

■ **Percent of work completed: 97.85%**

2. SUMMARY OF WORK PLANNED FOR THE UPCOMING MONTH



- Kimley-Horn Consultant Team will coordinate with City Staff on receipt of all final City review comments for the DRAFT Phase 1 report for Judge Doyle Square.
- Kimley-Horn Consultant Team will issue FINAL Phase 1 Judge Doyle Square Master Plan report to the City.
- Kimley-Horn team worked with City Staff to prepare Judge Doyle Square presentation materials for the March 20 Common Council Meeting.

3. DESCRIPTION OF ANY PROBLEMS ENCOUNTERED

- No problems encountered

4. TABULATION OF THE CURRENT AND CUMULATIVE COST

The following is Kimley-Horn's tabulation of cumulative cost for services provided during the month of February 2012:

Kimley-Horn – Professional Fees + Expenses	\$ 11,201.16
Mobis/Bikestation – Sub-consultant	\$ 940.00
PSJ Engineering, Inc. – Sub-consultant	\$ 155.00
Charles Quagliana – Sub-consultant	\$ 0.00
Ken Saiki – Sub-consultant	\$ 0.00
Potter Lawson – Sub-consultant	\$ 0.00
Urban Assets – Sub-consultant	\$ 2,739.80
02/29/2012 Total Invoice	\$ 15,035.96

An invoice for the rendered services is also attached.

Thank you for the opportunity to serve you on this project. Please let us know if you have questions regarding the invoice included.

TIGER DISCRETIONARY GRANT PROGRAM

Modal Project Status Report

(For projects with obligated funds)

Project Name:	Downtown Madison (Intermodal Terminal District Master Plan)		
Report Period (from/to):	2/01/2012 – 2/29/2012	TIGER II Planning	Planning
Mode: WI-79-1000	FTA	TDG Modal Coordinator:	Victor Austin

	Green (No Deviations)	Yellow (Limited / Controlled Deviations)	Red (Material Deviations)	Explanation of And Reason for Deviation
Scope	X			
Schedule	X			
Budget	X			

Key Accomplishments Last Period	Upcoming Tasks This Period
<p>List brief 1- or 2- sentence descriptions of what was accomplished in this last period:</p> <ul style="list-style-type: none"> Kimley-Horn Consultant Team provided reaction and written comments to City of Madison Parking Utility / Walker Parking proposed revised parking concepts. Kimley-Horn conducted a coordination teleconference with David Trowbridge and George Austin on February 7, 2012. Kimley-Horn Consultant Team coordinated with City Staff on a process for receipt of City comments for the DRAFT Phase 1 report for Judge Doyle Square. Kimley-Horn Consultant Team addressed comments from City Staff and coordinated a process for finalizing the Phase 1 Master Plan report. Kimley-Horn team worked with City Staff to prepare Judge Doyle Square presentation materials for the March 20 Common Council Meeting. 	<p>List brief 1- or 2-sentence descriptions of what is planned for in the next period:</p> <ul style="list-style-type: none"> Kimley-Horn Consultant Team will coordinate with City Staff on receipt of all final City review comments for the DRAFT Phase 1 report for Judge Doyle Square. Kimley-Horn Consultant Team will issue FINAL Phase 1 Judge Doyle Square Master Plan report to the City. Kimley-Horn team worked with City Staff to prepare Judge Doyle Square presentation materials for the March 20 Common Council Meeting.

Project Name:	Downtown Madison (Intermodal Terminal District Master Plan)		
Report Period (from/to):	2/01/2012 – 2/29/2012	TIGER II Planning	Planning
Mode: WI-79-1000	FTA	TDG Modal Coordinator:	Victor Austin
Project Issues & Concerns		Action Plan	
List brief 1- or 2- sentence descriptions of open issues or areas of concern. <ul style="list-style-type: none"> ▪ No issues to report for this period 			



Memorandum

■
P.O. Box 33068
Raleigh, North Carolina
27636-3068

To: David Trowbridge – City of Madison, WI

From: Karl V. Sutter, P.E. - Kimley-Horn and Associates, Inc.

Cc: Brian Smalkoski, P.E. - Kimley-Horn and Associates, Inc.
Fred Schwartz, P.E. - Kimley-Horn and Associates, Inc.

Date: April 11, 2012

Subject: Judge Doyle Square Master Plan
March 2012 Progress Report and Billing

During the month of March 2012, the following basic professional services were provided in accordance with our *Contract for Purchase of Services between the City of Madison, Wisconsin and Kimley-Horn and Associates, Inc.* executed 8/02/2011:

1. SUMMARY OF WORK PERFORMED

- Kimley-Horn Consultant Team coordinated with City Staff on receipt of all final City review comments for the DRAFT Phase 1 report for Judge Doyle Square.
- Kimley-Horn Consultant Team issued FINAL Phase 1 Judge Doyle Square Master Plan report to the City.
- Kimley-Horn team worked with City Staff to prepare Judge Doyle Square presentation materials for the March 20 Common Council Meeting.

▪ **Percent of work completed: 100.00%**

2. SUMMARY OF WORK PLANNED FOR THE UPCOMING MONTH

- Scope of services under current contract are complete.

3. DESCRIPTION OF ANY PROBLEMS ENCOUNTERED

- No problems encountered

4. TABULATION OF THE CURRENT AND CUMULATIVE COST



The following is Kimley-Horn's tabulation of cumulative cost for services provided during the month of March 2012:

Kimley-Horn – Professional Fees + Expenses	\$ 822.00
Mobis/Bikestation – Sub-consultant	\$ 0.00
PSJ Engineering, Inc. – Sub-consultant	\$ 0.00
Charles Quagliana – Sub-consultant	\$ 0.00
Ken Saiki – Sub-consultant	\$ 2,520.00
Potter Lawson – Sub-consultant	\$ 5,000.00
Mortenson Construction – Sub-consultant	\$ 0.00
Urban Assets – Sub-consultant	\$ 0.00
04/10/2012 Total Invoice	\$ \$8,342.00

An invoice for the rendered services is also attached.

Thank you for the opportunity to serve you on this project. Please let us know if you have questions regarding the invoice included.

TIGER DISCRETIONARY GRANT PROGRAM
Modal Project Status Report
 (For projects with obligated funds)

Project Name:	Downtown Madison (Intermodal Terminal District Master Plan)		
Report Period (from/to):	3/01/2012 – 3/31/2012	TIGER II Planning	Planning
Mode: WI-79-1000	FTA	TDG Modal Coordinator:	Victor Austin

	Green (No Deviations)	Yellow (Limited / Controlled Deviations)	Red (Material Deviations)	Explanation of <u>And</u> Reason for Deviation
Scope	X			
Schedule	X			
Budget	X			

Key Accomplishments Last Period	Upcoming Tasks This Period
<p>List brief 1- or 2- sentence descriptions of what was accomplished in this last period:</p> <ul style="list-style-type: none"> Kimley-Horn Consultant Team coordinated with City Staff on receipt of all final City review comments for the DRAFT Phase 1 report for Judge Doyle Square. Kimley-Horn Consultant Team issued FINAL Phase 1 Judge Doyle Square Master Plan report to the City. Kimley-Horn team worked with City Staff to prepare Judge Doyle Square presentation materials for the March 20 Common Council Meeting. 	<p>List brief 1- or 2-sentence descriptions of what is planned for in the next period:</p> <ul style="list-style-type: none"> Scope of services complete

Project Issues & Concerns	Action Plan
<p>List brief 1- or 2- sentence descriptions of open issues or areas of concern.</p> <ul style="list-style-type: none"> No issues to report for this period 	

