

**City of Madison, Wisconsin
Judge Doyle Development**

**Project Director Scope of Services
Phase IV**

Phase I of the Judge Doyle 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 commenced, during which the new Block 88 public garage to replace the Government East Ramp was designed, bid and contracts awarded. With the approval by the Common Council on September 5, 2017 of the contract to construct the Block 88 public garage and bicycle center, Phase III commenced, during which the Block 88 public garage was constructed, the Podium was added as a public element project and the Block 88 air-rights developer was selected.

The final phase of the project, Phase IV, is the implementation of the private elements of the Judge Doyle project: The Stone House air-rights development on Block 88; the demolition of the Government East Ramp on Block 105 readying the site for development; and the Beitler Real Estate Services' new hotel and housing projects on Block 105.

Reporting to the Director of Planning, Community and Economic Development, the Project Director is responsible for *leading the final phase of the implementation of the Judge Doyle Development* located in downtown Madison. The Project Director's duties and responsibilities in Phase IV of the project are:

- ***Serve as the City Agent and main point of contact*** with Beitler Real Estate Services and Stone House Development to coordinate the attainment of the Conditions Precedent to Public Development Commencement in the respective development agreements;
- ***Lead the City Project Team*** to coordinate the delivery of the remaining private development elements of the project with Beitler Real Estate Services and Stone House Development;
- ***Coordinate the procurement of needed services*** and the work of any consultants in Phase IV of the project;
- ***Prepare specific strategies, plans and timetables, as needed by the City***, with Beitler Real Estate Services and Stone House Development 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.