

**Preliminary Day Resource Center Project Timeline\***

Project Phase	2015 (4th Qtr.)			2016			
	(10/1-10/31)	(11/1-11/30)	(12/1-12/31)	1st Qtr. (1/1-3/31)	2nd Qtr. (4/1-6/30)	3rd Qtr. (7/1-9/30)	4th Qtr. (10/1-12/31)
Architect/design firm selection	→						
Service provider selection	→						
Property acquisition process	→						
<b>PUBLIC INVOLVEMENT</b> Design and operations plan development			Architect & provider develop conceptual design and preliminary operations plan	Pre-app mtg with city staff; meet with TLNA to solicit input on draft plans min 30 days prior to CUP submission	Plan revision / finalization to address issues and comply with conditional approval		
Conditional Use Permit (CUP) process				Submit CUP application; Urban Design (UDC) & Plan Commission (PC) review	UDC & PC final actions		
Construction					→		

**Draft schedule**

October/November: Neighborhood meeting; county property acquisition process; architect/engineer and service provider selection

December: Architect and service provider meet to draft conceptual plans based on day resource center report and neighborhood feedback

January-March 2016: Pre-app meetings with city staff and neighborhood on conceptual plans; revise & update plans; submit CUP; UDC & PC review

April-June 2016: Madison UDC & PC complete reviews; pending approvals, revise & finalize plans; hire contractor & commence construction

July-September 2016: Construction continues; service provider preparations; ensure compliance with approved operations plan

October-December 2016: Construction concludes; final site and operations preparation

*\*Preliminary timeline based on assumptions regarding processes and variables subject to change*

*See opposite page for additional detail about project phases*

**Background:** The County has a purchase agreement to acquire the property at 1326 East Washington Ave to house a permanent Day Resource Center to serve individuals who are homeless, at risk of being homeless, or in need of services. A permanent day resource center is intended to be part of an overall system to link individuals to community resources and to move people as quickly as possible from homelessness or near homelessness to employment and permanent housing. The process to establish a day resource center will take place in several phases over the next 12-15 months.

The preliminary timeline on the opposite page provides an estimate of the timing of the different phases of the project, with a target of late 2016 for operations to begin at the center. Additional detail for each of the project phases is provided below, along with links to more information available online.

**Architect / Design Firm Selection:** A Request for Proposals (RFP) for professional architectural and engineering design services was issued on October 13<sup>th</sup>. Proposals are due to the county by November 3<sup>rd</sup>, and a contract for services is anticipated to be in place by December 15<sup>th</sup>. The selected firm, along with members of the county staff team, will represent the county throughout the city approval process and in engagement meetings with the neighborhood. Additional information about the scope of work for the architectural and engineering design services provider can be found in the RFP, available online here (see pages 8-10): <https://www.countyofdane.com/pwht/bid/bid.aspx?id=554>

**Service Provider Selection:** An RFP seeking a qualified nonprofit or religious organization to operate the day resource center was issued on October 23<sup>rd</sup>. Proposals are due by December 11<sup>th</sup>, and a contract with the selected operator is anticipated to be in place by January 2016. Additional information about the scope of operations can be found in the RFP, available online here (see pages 4-6): [https://danedocs.countyofdane.com/webdocs/pdf/purch/RFP\\_115116\\_Day\\_Resource\\_Center.pdf](https://danedocs.countyofdane.com/webdocs/pdf/purch/RFP_115116_Day_Resource_Center.pdf)

**Property Acquisition:** Resolution 248, 2015-16 authorizes purchase of the Messner property. Four county committees considered and ultimately recommended County Board approval of the resolution at public meetings held in mid-late October. The resolution was amended to detail the county's commitment to engage the neighborhood and address residents' concerns throughout the city review/approval process and future operations. Resolution 248, as amended, will be on the November 5<sup>th</sup> County Board agenda for consideration and action. The resolution is available online here: <https://dane.legistar.com/LegislationDetail.aspx?ID=2468927&GUID=AF5F107F-99F7-425E-8546-273525C90F50&Options=ID|Text|&Search=Res+248>

**Design and Operations Plan Development:** The development of design and operations plans will focus on the recommendations contained in a 2013 report of the county's Homeless Issues Committee for a permanent day resource center for the homeless: <http://www.forwardlookout.com/wp-content/uploads/2014/05/FINAL-REPORTtoHNN2-1-13.pdf>. In coordination with the county's staff team, the selected design firm and center operator will develop detailed preliminary plans for the design and operations of the center that address the recommendations of the report and neighborhood concerns. These preliminary plans will be shared with elected officials, city staff, and neighborhood stakeholders at a pre-application meeting to be held a minimum of 30 days prior to submittal of a formal Conditional Use Permit (CUP) application. Plans will be revised and updated as needed to address issues and concerns raised at the pre-application meeting, and / or during the city's CUP review process.

**Conditional Use Permit (CUP) Process:** Submittal of CUP application with the city is anticipated by mid-late February 2016. Urban Design Commission review and approval will likely be required prior to consideration by the city Plan Commission. A public hearing before the city Plan Commission is forecast for sometime in late March or early April 2016. Following action by the city commissions, the design and operations plans will be updated and finalized to reflect conditional approvals. Final approvals are anticipated by late April or early May 2016. Information about the city Conditional Use Permit process is available online, here: <https://www.cityofmadison.com/development-services-center/land-development/private-property/conditional-use>

**Construction:** Upon issuance of city approvals, the county will bid out and hire a contractor to obtain necessary city building permits and commence construction of the planned renovations. During the construction phase, the center operator will prepare for opening of center. Construction will continue throughout summer and early fall of 2016. Final site and operations preparations are anticipated to be complete in fall of 2016.