**Fill out this page (highlighted items) and email this to:**

**Laura Amundson at** [**lamundson@cityofmadison.com**](mailto:lamundson@cityofmadison.com) **Thank you!**

Please provide the following:

Title of Project:

Address:

Area: Select the following: Central – East – North – South – West

Aldermanic District of your project:

Contract Number:

Direct BPW contract link:

Project Start Date: (Month-Day-Year)

Project End Date: (Month-Day-Year)

Project Status: Please select one of the following: N/A, Planning, In Design, Bidding, Construction, Completed, Withdrawn

Contact Information: First Name, Last Name, Phone, Email

Agency Contact: Please provide if needed

**Latest Update (HEADING 3)**

This space is the latest on what’s going on with your project next/looking ahead. (I.E. upcoming public meetings, construction about to start, either design or construction project updates, etc.) This update is emailed out to the City Facilities Projects Update list and is used after a project page has been created for follow up updates.

**Project Overview (HEADING 3)**

This should be an explanation of what your project is. Once you write this, it shouldn’t need to be updated often, if ever. Only if there’s a change in plans. Updates that show project updates will be added to this section when a new “Latest update” is being added.

**Project Schedule (HEADING 3)**

City User Agency: <Agency>

A/E Consultant RFP Advertisement: <Date>

A/E Consultant RFP Due Date: <Date>

RFP documents can be found on [Vendor Net](https://vendornet.wi.gov/Bid.aspx?Id=64cc0d0a-6957-eb11-812a-0050568c7f0f&name) and [Demandstar](https://www.demandstar.com/app/limited/bids/382626/details)

Planning and Design: <Date Range>

Construction and Bid Doc Preparation: <Date Range>

1st Advertisement of Bid for Construction: <Date> and are available only on [Bid Express](https://www.bidexpress.com/)  
Pre-Bid Building/Site Contractor Meeting:  
      <Day>, <Date> @ x:00 am at <Project Location>

Bid Due Date: <Date>  
Construction Start Date: <Date>  
Expected Completion Date: <Date>

"All information regarding dates/times/locations are informational and should be verified with official bidding documents posted on Bid Express."

**Public Involvement (HEADING 3)**

This section includes PIMs and info on when it’ll go to BPW and CC or any other City Process Meetings such as UDC, etc.

There are a number of points of contact during this project where the public is encouraged to give feedback as part of public information meetings and public hearings. Dates, times and locations are indicated below:

**Public Information Meetings (HEADING 4)**

**Before each PIM, email Laura your final presentation to post on this page and any supporting documents and a link to the meeting registration, provided by Hannah. Example of what that will look like:**

There is a virtual public information meeting scheduled for XXX.

If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call (PROJECT MANAGE) of the Engineering Division at \_\_\_\_\_\_\_\_\_\_\_.  
  
Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese inmediatamente al número de teléfono que figura a continuación.  
  
Yog tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntaub ntawv ua lwm yam los sis lwm cov kev pab kom siv tau qhov kev pab, kev ua num los sis kev pab cuam no, thov hu rau tus xov tooj hauv qab no tam sim no.

**City Process Meetings (HEADING 4)**

[Common Council](https://madison.legistar.com/Calendar.aspx) (<Date> Include Legistar # and Title)

[Board of Public Works](https://madison.legistar.com/Calendar.aspx) (<Date> Include Legistar # and Title)

**In the News (HEADING 3)**

Email me links to your project “in the news” or City of Madison News Releases

**<Project> Photo(s) or a link to Flickr, depending on project size and interest.**