Project Schedule and Schedule of Deliverables

Task 1. Mtg 1 – Kickoff	
a. Participation by (2) two planning/design professionals in an up to two-hour project kick off meeting.	Completed 7/2/2019
b. Written memorandum summarizing what was heard by the planning/design team at the meeting including the assignment of action items or next steps.	Completed and sent 7/11/2019
Task 2. Key Stakeholder Interviews	
c. Participation by (1) one planning/design professional to conduct up to (8) eight (1-1.5) one to one and half-hour personal interviews in Stoughton with various entities as described in the task. When necessary, to meet participant's time schedules, phone interviews may be conducted.	Completed 8/9/2019
Task 3. Base Data Assembly	
d. Assembly of digital base mapping and data for the project study area in a CAD or GIS-based format.	Completed and sent 8/30/2019
Task 4. Background Review of Market Conditions	
e. Review of existing market conditions in downtown Stoughton.	Completed 9/27/2019
f. Assembly and combining of data provided by the City, RDA, county or national demographic databases.	Completed 10/30/2019
g. Preliminary written description of downtown Stoughton's likely markets and existing conditions.	**Pending discussion on 11/5/2019**
Task 5. Mtg 2 – Public Input Meeting 1	
h. Coordination with the RDA and City to identify and secure PIM #1 location.	Completed 10/1/2019
i. Preparation of materials to be used in PIM #1 (boards, maps of existing conditions, feedback forms or presentation based on identified strategy).	Completed and sent 8/30/2019
j. Participation by (2) two planning/design professionals in an up to (4) four-hour Public Input Meeting.	Completed 10/1/2019
Task 6. Business Owner Focus Group	
k. Participation by (1) one planning/design professional to facilitate a (1.5-2) one and half to two-hour focus group session with up to 8-12 downtown business owners to review key downtown issues.	Completed 8/9/2019
Task 7. Report of Findings	
l. Summary written report of the findings resulting from Tasks 1-6. These findings will be used to inform the development of concepts.	**Draft Sent 10/30/2019; final to be completed by 11/19/2019, based on conversation on 11/5/2019.**
m. Meet with the RDA to review the summary report.	**Scheduled 11/5/2019**
Task 8. Concept Alternatives	
n. (2) two scaled, color-rendered, plan-view concept drawings illustrating possible development, redevelopment or recommended.	**Draft to be sent 12/3/2019**
Task 9. Residential/Customer Survey	
o. Creation of a web-based survey instrument.	Completed 7/2/2019

p. Posting of instrument in a web-format and creation of link for distribution.	Completed 8/7/2019
q. Management of survey instrument.	Completed 10/7/2019
r. Assembly and analysis of responses.	Completed 10/30/2019
s. Report of responses.	**Draft 10/30/2019; Final sent 11/19/2019**
Task 10. Mtg 3 – Review of Alternative Concepts	
t. Participate by (1) one planning/design professional in an up to (2) two-hour concept review meeting with the RDA.	**December 2019**
Task 11. Best Practices Assessment	
u. Comparative study of Stoughton with (4) four precedent communities. Study will evaluate downtown-related management, growth, programming, or initiatives.	**December 2019**
v. Written summary of comparing Stoughton with precedent communities.	**December 2019**
Task 12. Preferred Concept	
w. (1) one scaled, color-rendered, plan-view concept drawing illustrating possible development, redevelopment or recommended improvements within the project/study area in a pdf or jpeg format. Concept will be based on feedback received in Task 10 and supported by market findings in Tasks 9 and 11. Concept will be prepared at 24”x36” size and may include supporting precedent imagery or sketches.	**January/February 2020**
Task 13. Mtg 4 – Public Input Meeting 2	
x. Coordination with the RDA and City to identify and secure PIM #1 location.	**December 2019 /January 2020**
y. Preparation of presentation materials to be used in PIM #2.	**December 2019 /January 2020**
z. Participation by (2) two planning/design professionals in an up to (4) four-hour Public Input Meeting.	**January 2020**
Task 14. Draft Final Report	
aa. Layout and assembly of draft final report in a digital format (pdf). Final report will be a written summary of the project, findings, planning and design objectives and outcomes. It will be supported with images from the project including concepts or precedent images as well as appropriate photos captured during the project process. The report is expected to include recommended next steps and proposed next step timeline, as well as possible funding for future projects.	**February/March 2020**
Task 15. Mtg 5 – Final Report Presentation	
bb. Participation by (2) two planning/design professionals in an up to (2) two-hour meeting and presentation of the final report and recommendations.	**March/April 2020**
Task 16. Final Report	

cc. Preparation of final edits to the report based on the presentation in Task 15.	**March 2020**
dd. Final report in a digital format (pdf).	**March/April 2020**