

2024 Jefferson Parkway West Mill and Overlay and Pedestrian Improvements (STRT2024-A78)

The following actions detail the proposed process track for local improvements (does not include all prior related approved plans and policies that relate).

| Date ¹ | Project Step | Purpose of Step | Council Action | Staff Action |
|--------------------------------|---|--|----------------------------|---|
| May 10, 2022 | Evaluation of intersection and proposed design for project planning | Jefferson Parkway and Jefferson Road Intersection Control Evaluation Report Presentation. | N/A | |
| October 4, 2022 | Approved Pedestrian and Bike Improvements Scope and Design in 5-Year CIP 2022-2026. | Resolution Accepting Capital Improvement Plan Pedestrian and Bikeway Recommendations Report. Directed staff approval forward in implementing the recommendations, and move into the next phase of intersection planning and detail related to improving crossings for walking and biking within the CIP 2023-2026. | Resolution 2022-098 | |
| December 6, 2022 | Approve 5-Year Capital Improvement Plan (CIP) | Approves the 5-year CIP for street and infrastructure projects. 2023 projects authorized to proceed within scope approved by City Council (streets, curb & gutter, sewer, water, pedestrian and bike facilities). | Resolution 2022-118 | |
| May 16, 2023 | Order preparation of Feasibility Report | Ordering the Feasibility Report will allow Staff to create a Feasibility Report that will allow the Engineer to analyze the potential project, and estimate initial project costs. Gives further design direction of scoping of project as authorized by the 5-Year CIP. | Resolution 2023-XXX | |
| June 20, 2023 | Approve Professional Services Agreement | Approve Professional Services Agreement for Design and Construction Services | Motion | |
| August 16, 2023 | Neighborhood Meeting | The intent of this meeting is to inform the neighborhood of the upcoming project and seek input on the improvements, which will be summarized for City Council. | | Mail Notice August 3, 2023 |
| September 12, 2023 | Council discussion of Draft Feasibility Report | | | |
| October 3, 2023 | Accept Feasibility Report and Authorize Preparation of Plans and Specifications | The engineer will present the Feasibility Report, the proposed project, and an initial cost estimate. | Resolution 2023-XXX | |
| November 22, 2023 | Publish Street Recon Plan Hearing Ad in Northfield News | A step in the project financing process for bonding | | Send Ad to NNews Nov 17, 2023 |
| December 5, 2023 | Public Hearing – 5-Year Street Reconstruction Plan and adoption of plan | Authorization of bonds requires a public hearing and adoption of a 5-year street reconstruction plan. Plan must be approved by two-thirds of the governing body members present, publish at least 10-day before hearing but no more than 28-days. Once plan and preliminary authorization of bonds is adopted, the public has a 30-day period where a petition signed by at least 5% of the votes cast in the last election can require that the bonding be subject to a referendum. 2/3 of majority of governing body present at the meeting for approval | Resolution 2023-XXX | Ad in NNews at least 10-day prior but know more than 28 Publish ad Nov 29, 2023 |
| February 20, 2024 | Approve Plans and Order Advertisement for Bids | Final approval of plans for bidding | Resolution 2024-XXX | |
| February 28, March 6, 13, 2024 | Publish Ad for Bid in Northfield News | A step in the bidding process. The project will also be advertised on the MnDOT e-Advert website. | | Send Ad to NNews February 23, 2023 |
| March 21, 2024 | Bid Opening – 2:00 P.M. | Final step in the bidding process. Bids are opened by staff and tabulated. From here staff will make a recommendation to the City Council for award. | | |
| April 2, 2024 | Accept Bids and Award Contract | This step follows the uniform municipal contracting law, 471.345, the City's purchase policy and allows for the project to move forward with beginning the actual construction process. | Resolution 2024-XXX | |

1 – Dates in grey text indicate actions that have taken place. Dates in **bold** text indicate the next planned step. Dates in *italics* denote tentatively scheduled future actions.

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|------------------------|---|---|---------------------|--|
| May 2024 | Property Owner Meetings | Individual meetings with property owners will be scheduled to go over the details of construction and document existing conditions. | | |
| June – September, 2024 | Construction | The City Engineer recommends to City Council when the final payment should be made to the Contractor. The City Council may accept the work by resolution; however, if the city fails to pay the amount due within 30 days of a monthly estimate, or 90 days after the final estimate, the city must pay interest on the past due amount as prescribed by law. | | |
| July 2025 | Accept Improvements and Authorize Final Payment | | Resolution 2025-XXX | |

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