

Ultra Violet Disinfection Project Process (WSTR2016-J07)

Date ¹	Project Step	Purpose of Step	Council Action	Staff Action
June 7, 2016	Award Professional Services Contract and Preparation of Plans and Specifications	Awarding contract to consultant and ordering the preparation of plans and specifications, the City Council is moving this project forward to the next phase prior to construction.	Resolution 2016-057	
August 2, 2016	Approve Plans and Order Advertisement for Bids	This is a step in the project process that insures that Council is informed of what is to be constructed and that they authorize the work.	Resolution 2016-XXX	
August 10, 17, 24, 2016	Publish Ad for Bid in Northfield News	Receive bids for the construction of the project.		Place ad in Northfield News.
August 25, 2016	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.		
September 6, 2016	Accept Bids and Award Contract	This step allows for the project to move forward with beginning the actual construction process.	Resolution 2016-XXX	
November 2016 – March 2017	Construction	Once the project is awarded staff manages the day-to-day contract execution. Typically a Resident Project Representative is on-site to make sure the project is constructed in accordance to the plans and specifications. Communications between the contractor and city is primarily through the City Engineer, Project Manager and Resident Project Representative. Significant changes will be brought to the City Council for approval prior to the work being executed. Minor changes and field directives are authorized by the City Engineer in advance to maintain the project schedule. All contract changes must be approved by the City Council. Adjustments to estimated quantities occur during the final acceptance of the improvements.		
March 2018	Accept Improvements and Authorize Final Payment	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.	Resolution 2018-XXX	

Note: It takes roughly 8-16 weeks for the UV parts to be built and ready for installation.

UV is off from November 1 – March 31

¹ – Dates in grey text indicate actions that have taken place. Dates in **bold** text indicate the next planned step.