

Strategic Priority: Infrastructure: A Community Where Infrastructure Supports Its Objectives

Outcome: Resolution of major Facility Projects

Target: Built by January 1, 2019

Initiative: Coordinate decision process for Fire Station Expansion

Action	Measure of Success	Who's Responsible	Target Date
Approve building and site design resolution.	Approve by Council.	City Administrator Council	October 3 Complete 10-3
Draft JPA & Lease completed	Internal completion – City Attorney, Bond Attorney, Finance Director, NAFRS Reps.	City Administrator	October 6 Completed
Final pre-bid cost estimate completed & presented to NAFRS design committee & NAFRS Facility Committees	Review & support of final recommendations to NAFRS Board	City Administrator Construction Manager & Architect	October 11-18 Completed
NAFRS Board Action on Lease & JPA changes	Approve resolution for preliminary approval of lease & JPA changes and related recommendation to parties.	City Administrator NAFRS Board	October 19 Completed
Presentations to JPA Parties for Resolution of Support to Proceed: Rural Fire – to be determined Dundas – to be determined Northfield – November 13	Presentations by NAFRS Representatives. Includes design, cost, financing, project schedule, etc.	City Administrator	October 23- November 13 Completed
Northfield Council Review Communication Tower and Gateway Enhancements	Receive and discuss alternates and cost considerations	City Administrator Council	November 13 Completed
Approvals JPA Parties for Resolution of Support to Proceed: Rural Fire – to be determined Dundas – to be determined Northfield – November 20	Presentations by NAFRS Representatives.	City Administrator	October 23- November 20 Completed
Northfield approve calling for public hearing	Approve resolution calling for hearing	City Administrator Council	November 20 Completed

Northfield conduct public hearing on project CIP.	Complete public hearing and Authorization of Bonds	City Administrator	January 2 Completed Jan.2
Approve final plans and specifications and authorize for bids (30 days after hearing minimum)	Council approve resolutions approving plans and specifications and authorizing bids.	City Administrator Council	January 16
Advertise for bids	Publish and call for bids and post bid documents	City Administrator	January 31
Open bids	Bid opening conducted by CM, Architect, City Reps.	City Administrator CM/Architect	Feb 27 2:00 pm
Award Asbestos Remediation Bid	For work to be started in early March	City Administrator CM/Architect	March 6
Final JPA Amendment Approval and NAFRS Approval of Lease Agreement and Recommend Project. Rural Fire – to be determined Dundas – to be determined NAFRS – to be determined	NAFRS Approve Lease and Recommend Project. Rural Fire and Dundas approve lease and final agreements.	City Administrator NAFRS Reps. Dundas and Rural Fire Reps.	March 9- 19
City Award Construction Contracts, Approve JPA Amendment, Approve Lease Agreements	Final Council approvals.	City Administrator Council	March 20
Construction contracts approved by City	Final approval council and execution by all parties.	City Administrator	March 20
Northfield Council accepts offer for bonds	Council adopts resolution approving sale of bonds	City Administrator	April 3
Project commencement	Authorization by Construction Manager	City Administrator Construction Manager	April 6, 2018

Award bonds	Approve bonds	City Administrator Council	April 3, 2018
Project Completion	Certificate of occupancy.	City Administrator Construction Manager/Architect	January 2019

Updated 1-12-18

City Guiding Document References:

- Comprehensive Plan: