

Bridge Square Improvement Project (2023-E16)

The following actions detail the proposed process track for local improvements.

Date¹	Project Step	Purpose of Step	Council Action	Staff Action
November 1, 2022	Approve Professional Services Agreement	Approve Professional Services Agreement for Design and Construction Services	Motion	
November 9, 2022	Archaeological Survey	Authorize professional service to begin		
March 1, 2023	60% Design Development Concept	More Detail concept plan and material boards (include lighting) prepared for public engagement		
March 14, 2023	Council 60% Design Development Update	Update Council on 60% design development plan		
April – July 1, 2023	Public Engagement & Board/Commission Input	Engage wit the public about the design development plan and board and commissions.		
July 1, 2023	Heritage Preservation Commission	Submit application and material to City for HPC/SHPO review		
August 2, 2023	Heritage Preservation Commission	HPC review and action on Certificate of Appropriateness		
August 15, 2023	Council approval of 60%/Final Plan to prepare for bidding	City Council to review the final plan that will be prepared for bidding	Motion	
January 16, 2024	Approve Plans and Order Advertisement for Bids	Final approval of plans for bidding	Resolution 2023-XXX	
January 24, 31, February 7, 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 News January 19, 2024
February 8, 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.		
February 20, 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	
May 2024	Property Owner Meetings	Individual meetings with property owners will be scheduled to go over the details of construction and document existing conditions.		
May – October, 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	

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.