

Northfield Regional Transit Hub Project (FACL2021-M24)

Date ¹	Project Step	Purpose of Step	Council Action ²	Staff Action ³
October 18, 2022	Approve Professional Service Agreement	Council to hire and Architect to meeting prepare the plans for the building	Motion – 22-665	
April 5, 2023	HPC Comment Letter	The Heritage Preservation Commission will provide a comment letter on the compatibility of the Transit adjacent to the Historic Northfield Depot		Comment Letter Completed
May 2, 2023	Approve Building Exterior and Authorize Final Design	Council will approve the building renderings and authorized final plan design.	Motion 2023-xxx	
August 8, 2023	Approve Plans and Order Advertisement for Bids	Council will approve final plans, and authorize the project to be advertised for bid.	Resolution 2023-XXX	
Aug 16, 23, 30, 2023	Publish Ad for Bid in Northfield News	A step in the bidding process. The project will also be advertised on the MnDOT e-Advert and City of Northfield website.		Send Ad to NNews Aug 11, 2023
Sept 7, 2023	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.		
Sept 19, 2023	Accept Bids and Award Contract	This step allows for the project to move forward with beginning the actual construction process.	Resolution 2023-XXX	
Oct 2023 – July 2024	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.		
October 2024	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 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.