

## 2018 Spring Creek Road Reconstruction Project Process (STRT2018-A38)

The following actions detail the required 429 process track for local improvements.

Date <sup>1</sup>	Project Step	Purpose of Step	Council Action <sup>2</sup>	Staff Action <sup>3</sup>
August 22, 2017	Order Preparation of Feasibility Report	Ordering the Feasibility Report is a required step in the 429 process.	Resolution 2017-065	
December 12, 2017	Discussion of Feasibility			
January 2, 2018	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 2018-005	
May 23, 2018	Neighborhood Meeting	Present the final detailed plans and specifications to the neighborhood. Also, hold a more detailed discussion on what will happen during construction as well as a tentative timeline for events.		
July 10, 2018	City Council Provide Direction on Design			
August 21, 2018	Approve Plans and Specs, Authorize for Bids		Resolution 2018-073	
September 20, 2018	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.		
November 13, 2018	Approve Annexation at Township Board Meeting			
November 13, 2018	Approve Easement Acquisition and Annexation at City Council		Resolution 2018-113	
<b>November 20, 2018</b>	<b>Accept Bids and Award Contract</b>		<b>Resolution 2018-XXX</b>	
May 2019	Property Owner Meetings	Individual meetings with property owners will be scheduled to go over the details of construction and document existing conditions.		
May – September 2019	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.		
December 2019	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 2019	