

2023 Reclamation and Overlay Project (STRT2023-A69)

The following actions detail the proposed process track for local improvements (does not include all prior related approved plans and policies that relate).

Date ¹	Project Step	Purpose of Step	Council Action	Staff Action
May 10, 2022	Evaluation of intersection and proposed design for project planning	Jefferson Parkway and Jefferson Road Intersection Control Evaluation Report Presentation.	N/A	
June 21, 2022	Order preparation of Feasibility Report	Ordering the Feasibility Report will allow Staff to create a Feasibility Report that will allow the Engineer to analyze the potential project, and estimate initial project costs.	Resolution 2022-068	
October 4, 2022	Approve Professional Services Agreement	Approve Professional Services Agreement for Design and Construction Services	Motion	
October 4, 2022	Approved Pedestrian and Bike Improvements Scope and Design in 5-Year CIP 2022-2026.	Resolution Accepting Capital Improvement Plan Pedestrian and Bikeway Recommendations Report. Directed staff approval forward in implementing the recommendations, and move into the next phase of intersection planning and detail related to improving crossings for walking and biking within the CIP 2023-2026.	Resolution 2022-098	
November 9, 2022	Neighborhood Meeting	The intent of this meeting is to inform the neighborhood of the upcoming project and seek input on the improvements, which will be summarized for City Council.		Mail Notice September 30, 2022
December 6, 2022	Council discussion of Draft Feasibility Report			
December 6, 2022	Approve 5-Year Capital Improvement Plan (CIP)	Approves the 5-year CIP for street and infrastructure projects. 2023 projects authorized to proceed within scope approved by City Council (streets, curb & gutter, sewer, water, pedestrian and bike facilities).	Resolution 2022-118	
January 3, 2023	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 2023-005	
March 1, 2023	2 nd 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.		Mail Notice February 17, 2023

Date¹	Project Step	Purpose of Step	Council Action	Staff Action
March 14, 2023	City Council Discussion of Final Plans			
April 4, 2023	Approve Plans and Order Advertisement for Bids	Final approval of plans for bidding	Resolution 2023-032	
April 5, 2023	Publish Street Recon Plan Hearing Ad in Northfield News	A step in the project financing process for bonding		Send Notice to NNews Mar 31, 2023
April 12, April 19, April 26, 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 website.		Send Ad to NNews April 7, 2023
May 4, 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.		
May 30, 2023	Discuss Accepting Bids and Award Contract	Discuss the project before the project is awarded		
June 6, 2023	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 2023-XXX	
June 2023	Property Owner Meetings	Individual meetings with property owners will be scheduled to go over the details of construction and document existing conditions.		
June – October, 2023	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 2024	Accept Improvements and Authorize Final Payment		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.