

TH 246 East Side Trail Project (STRT2024-A79)

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

Date ¹	Project Step	Purpose of Step	Council Action	Staff Action
Jan 9, 2024	Approve Professional Services Agreement	Approve Professional Services Agreement for Design and Construction Services	Motion	
June 4 2024	Approve Plans and Order Advertisement for Bids	Final approval of plans for bidding	Resolution 2024-055	
June 12, 19, 26 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 NNews May 10, 2024
July 11, 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.		
July 16, 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 2024-081	
August - 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.