

Prairie Hills 1 and Hidden Valley Park Pond Dredging Project Process (STRM2022-K30)

Date ¹	Project Step	Purpose of Step	Council Action	Staff Action
August 17, 2021	City Council Request for Proposal Authorization	Seek authorization from City Council to Approve RFP	Motion 21-470	
September 3, 2021	Proposals Due	Proposals for Project Design are due to be submitted by 2:00 PM CST		
September 21, 2021	Award Proposal for Project Design	Seek authorization from City Council to Approve Proposal Award	Motion 2021-XXX	
September 27, 2021	Project Kick-off Meeting	Gather involved parties to discuss project process, schedule, and answer any preliminary questions.		
December 15, 2021	50% Design Plans and Cost Estimate Due	Review Plans at 50% Design Phase.		
January 12, 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. Comment period lasts for 2 weeks, no physical meeting to occur.		Mail notice by December 27 th
February 9, 2022	100% Design Plans and Cost Estimate Due	Review Final Plans		Schedule Meeting
March 1, 2022	Approve Plans and Specs and Order Advertisement for Bid	Present the final detailed plans and specifications to City Council. Seek authorization to A approve final plans and specifications.	Resolution 2022-XXX	
March 9, 16, 23, 2022	Publish Ad in Northfield News	A step in the bidding process. The project will also be advertised on the MnDOT e-Advert website.		
March 31, 2022	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.		
April 19, 2022	Accept Bids and Award Contract	Present bids to council and Award Contract	Resolution 2022-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

Fall/Winter 2022-2023	Construction	<p>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.</p> <p>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.</p>		
<i>June 20, 2023</i>	<i>Accept Improvements and Authorize Final Payment</i>	<i>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.</i>	<i>Resolution 2023-XXX</i>	