

2018 Spring Creek Road Bridge Project Process (STRT2018-A39)

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

| Date ¹ | Project Step | Purpose of Step | Council Action ² | Staff Action ³ |
|---------------------|---|--|-----------------------------|---------------------------|
| January-March 2019 | Easement Acquisition | | | |
| April 2, 2019 | Approve Plans and Specs, Authorize for Bids | | Resolution 2019-028 | |
| April 10, 17, 24 | Publish Ad for Bid in Northfield News | A step in the bidding process. The project will also be bid on the MnDOT e-Advert website | | |
| May 2, 2019 | Bid Opening – 2:30 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 21, 2019 | Accept Bids and Award Contract | | Resolution 2019-XXX | |
| July – June 2020 | 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 | |