

Neighborhood Flooding Issues Project – Infrastructure Improvements (STRM2023-K40)

Date ¹	Project Step	Purpose of Step	Council Action	Staff Action
July 12, 2023	Proposals Due	Proposals for Project Design are due to be submitted by 2:00 PM CST		
Aug 22, 2023	Award Proposal for Project Design	Seek authorization from City Council to Approve Proposal Award	Motion 23-1392	
August 31, 2023	Project Kick-off Meeting	Gather involved parties to discuss project process, schedule, and answer any preliminary questions.		
November 15, 2023	50% Design Plans and Cost Estimate Due	Review Plans at 50% Design Phase.		
April 15, 2025	Easement Acquisition	Authorize payment and execute temporary and permanent easement agreements.	Motion 25-216	
July 22, 2025	Approve Plans and Specs and Order Advertisement for Bid	Present the final detailed plans and specifications to City Council. Seek authorization to Approve final plans and specifications.	Resolution 2025-070	Send Ad for Bid to NFLD News on July 25
July 30, Aug 6, 13, 2025	Publish Ad in Northfield News	A step in the bidding process. The project will also be advertised on the MnDOT e-Advert website.		
Aug 21, 2025	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.		
Sept 9, 2025	Accept Bids and Award Contract	Present bids to council and Award Contract	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

Sept 2025 to June 2026	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>		
Dec 2026	<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>	Resolution 2026-XXX	