

2016 Well No. 6 Well House (2015WATR-K07)

Date ¹	Project Step	Purpose of Step	Council Action ²	Staff Action ³
August 2, 2016	Approve Plans and Order Advertisement for Bids	Solicit bids from perspective contractors	Motion 2016-XXX	
August 10, 17 & 24	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.		
September 1, 2016	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.		
September 20, 2016	Accept Bids and Award Contract	This step is a requirement of the project to move forward with beginning the actual construction process.	Res. 2016-XXX	
October – August 2017	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. 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.		
September 2017	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.	Res. 2016-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.

2 – Motions will be used for those items that are not necessary for the 429 process. Resolutions are required for those steps that are part of the 429 process.

3 – Staff actions to insure that proper timelines are followed in the 429 process.