Woodley Street Reconstruction Project Process (2013STRT-A18)

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

Date[1]	Project Step	Purpose of Step	Council/Board Action[2]	Staff Action[3]
February 3, 2015	Scope Discussion	City Council meeting with County Administrator and County Engineer to discuss scope, process, and cost participation for completion of the project.		
February 10, 2015	Scope Discussion	County Board meeting to discuss scope, process, and cost participation for completion of the project.		
March 3, 2015	Approve Request for Proposals for Engineering Services	City Council meeting to approve the release of a request for proposals for engineering services for the design of Woodley Street.	Motion	
~~March 10, 2015~~	~~Approve Request for Proposals for Engineering Services~~	~~County Board meeting to approve the release of a request for proposals for engineering services for the design of Woodley Street.~~	~~Motion~~	
March 17, 2015	Approve Cost Participation Agreement	City Council meeting to discuss agreement regarding the cost participation between City and County	Resolution	
April 2015	Arborist Report – Update	A trained forester or arborist has evaluated the trees along the project corridor. Updated recommendations will be provided as the corridor layout is finalized. Recommendations include removals and trimming as appropriate as well as impacts to be caused by the reconstruction.		Contact Arborist February 2015
April 1, 2015	Engineering Proposals Due	Engineering proposals due to City of Northfield for evaluation and selection of designer		
April 7, 2015	Approve Cost Participation Agreement	City Council meeting to discuss agreement regarding the cost participation between City and County	Motion 15-115	
April 8, 2015	Selection of Engineering Consultant	Select engineering consultant for design of the project. Selection board consists of City and County staff.	Pass1234	
April 21, 2015	Award Engineering Consultant Contract	Awarding of the consultant contract allows staff to begin work with designer and coordinate efforts with Rice County	Motion15-132	
April 28, 2015	Approve Cost Participation Agreement	County Board approves agreement regarding the cost participation between City and County	County Motion	
May 5, 2015	Order Preparation of Feasibility Report	Ordering the Feasibility Report is a required step in the 429 process.	Resolution 2015-052	
September 1, 2015	Accept Feasibility Report and call for Improvement Hearing	The engineer will present the Feasibility Report, the proposed project, an initial cost estimate and potential assessments. As part of the meeting the City Council will also set the date and time for the Improvement Hearing as required by the 429 process.	Resolution 2015-088	
September 15, 2015	Improvement Hearing	The purpose of this hearing is for the City Council to discuss a specific local improvement before ordering it done. The Council considers all the information in the Feasibility Report and any other information necessary for Council deliberation. At the Improvement Hearing interested persons may voice their concerns, whether or not they are in the proposed assessment area. A reasonable estimate of the total amount to be assessed and a description of the methodology used to calculate individual assessments for affected parcels must be available at the hearing. If the Council rejects the project, it may not reconsider that same project unless another hearing is held following the required notice.	Public Hearing	Mail notice: September 2, 2015 Ad in paper: September 2 & 9, 2015
September 15, 2015	Order Improvement and Preparation of Plans and Specifications	The project may be ordered any time within 6 months after the Improvement Hearing. It is not advisable to change project parameters after ordering the improvement. Upon ordering the improvement construction drawings and specifications are prepared. Any changes to the project scope after this point will require redesign effort with additional cost and staff time as a result.	Resolution 2015 2015-098	

July 11, 2016

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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.

		This also has the potential to delay the project.		
October 1, 2015	Project Memorandum	Submittal of documentation for MnDOT in order that state/federal funding can be used for the project.		
October 30, 2015	50% Design Review	Review of design with City staff, County staff and designer.		
December 10 , 2015	75% Design & Spec Review	Review of design with City staff, County staff and designer.		
January 6, 2016	Neighborhood Meeting	Discuss the proposed improvements with the neighborhood. Also hold a more detailed discussion on what will happen during construction as well as a tentative timeline for events.		Mail notice: December 23, 2015
January 14, 2015	95% Design & Spec Review	Review of design with City staff, County staff and designer.		
Feb/Mar 2016	State Aid Review	Submit plans to MnDOT State Aid for review and approval.		
April 5, 2016	Approve Plans and Order Advertisement for Bids	This step is a requirement of the 429 process.	Resolution 2016-032	
April 13, April 20, & April 27, 2016	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, along with the City and County websites.		
May 5, 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.		
May 2016	State Aid Approval of Bids	MnDOT State Aid approval required prior to award of contract.		
May 10, 2016	County Approval of Bids	County concurrence regarding award of contract to bidder.		
May 17, 2016	Accept Bids and Award Contract	This step is a requirement of the 429 process and allows for the project to move forward with beginning the actual construction process.	Resolution 2016-049	
May 26, 2016	Preconstruction Conference	Meeting with City, County, Designer, and Contractor to discuss how the project will progress.		
May 2016	Neighborhood Tour	Prior to the start of construction a walking tour of the project corridor will be taken. Individual meetings with property owners will be scheduled to go over the details of construction and document existing conditions.		
June – November 2016	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 and County Highway Department 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.		
July 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.	Resolution	

The following actions detail the required 429 process track to assess benefitting property owners for local improvements.

July 11, 2016

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Date[1]	Project Step	Purpose of Step	Council Action[2]	Staff Action[3]
May 17, 2016	Declare Amount to be Assessed/Call for Assessment Hearing	The City Council will set the date and time for the Assessment Hearing as required by the 429 process.	Resolution 2016-051 Resolution 2016-050	
June 21, 2016	Assessment Hearing	The purpose of this hearing is to give property owners an opportunity to express concerns about the actual special assessment. At the Assessment Hearing the City Council shall hear and consider all objections to the proposed assessment, whether presented orally or in writing.	Public Hearing	Mail notice: May 20, 2016. Ad in paper: May 25, 2016.
July 5, 2016	Continued Assessment Hearing	The purpose of this hearing is to give property owners an opportunity to express concerns about the actual special assessment. At the Assessment Hearing the City Council shall hear and consider all objections to the proposed assessment, whether presented orally or in writing.	Public Hearing	Mail notice: June 29, 2016
July 19, 2016	**Adopt Assessments**	**The City Council has some flexibility before it adopts the assessment roll and may change, or amend, the proposed assessment as to any parcel. City Council must, by resolution, adopt the same as the special assessment against the lands named in the assessment roll. Once the assessment roll is adopted the assessments are set and become liens against the properties listed.**	**Resolution**	**Mail notice of adoption on July 20, 2016.**

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