

2019 Historic Depot and Transit Hub Project Process (DEVP2015-Z05)

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
June 4, 2019	Approve Plans and Specs, Authorize for Bids		Resolution 2019-XXX	
June 12, 19, 26	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		
July 11, 2019	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.		
July 23, 2019	Accept Bids and Award Contract		Resolution 2019-XXX	
Aug – Nov 2019	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.		
June 2020	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 2020	