

2023 Reclamation and Overlay Project (STRT2023-A69)

The following actions detail the proposed process track for local improvements (does not include all prior related approved plans and policies that relate).

| Date ¹ | Project Step | Purpose of Step | Council Action | Staff Action |
|-------------------|---|--|----------------------------|--------------------------------|
| May 10, 2022 | Evaluation of intersection and proposed design for project planning | Jefferson Parkway and Jefferson Road Intersection Control Evaluation Report Presentation. | N/A | |
| June 21, 2022 | Order preparation of Feasibility Report | Ordering the Feasibility Report will allow Staff to create a Feasibility Report that will allow the Engineer to analyze the potential project, and estimate initial project costs. | Resolution 2022-068 | |
| October 4, 2022 | Approve Professional Services Agreement | Approve Professional Services Agreement for Design and Construction Services | Motion | |
| October 4, 2022 | Approved Pedestrian and Bike Improvements Scope and Design in 5-Year CIP 2022-2026. | Resolution Accepting Capital Improvement Plan Pedestrian and Bikeway Recommendations Report. Directed staff approval forward in implementing the recommendations, and move into the next phase of intersection planning and detail related to improving crossings for walking and biking within the CIP 2023-2026. | Resolution 2022-098 | |
| November 9, 2022 | Neighborhood Meeting | The intent of this meeting is to inform the neighborhood of the upcoming project and seek input on the improvements, which will be summarized for City Council. | | Mail Notice September 30, 2022 |
| December 6, 2022 | Council discussion of Draft Feasibility Report | | | |
| December 6, 2022 | Approve 5-Year Capital Improvement Plan (CIP) | Approves the 5-year CIP for street and infrastructure projects. 2023 projects authorized to proceed within scope approved by City Council (streets, curb & gutter, sewer, water, pedestrian and bike facilities). | Resolution 2022-118 | |
| January 3, 2023 | Accept Feasibility Report and Authorize Preparation of Plans and Specifications | The engineer will present the Feasibility Report, the proposed project, and an initial cost estimate. | Resolution 2023-005 | |
| March 1, 2023 | 2 nd Neighborhood Meeting | Present the final detailed plans and specifications to the neighborhood. Also hold a more detailed discussion on what will happen during construction as well as a tentative timeline for events. | | Mail Notice February 17, 2023 |

| Date¹ | Project Step | Purpose of Step | Council Action | Staff Action |
|------------------------------------|---|---|-----------------------|-----------------------------------|
| March 14, 2023 | City Council Discussion of Final Plans | | | |
| April 4, 2023 | Approve Plans and Order Advertisement for Bids | Final approval of plans for bidding | Resolution 2023-032 | |
| April 5, 2023 | Publish Street Recon Plan Hearing Ad in Northfield News | A step in the project financing process for bonding | | Send Notice to NNews Mar 31, 2023 |
| April 12, April 19, April 26, 2023 | 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. | | Send Ad to NNews April 7, 2023 |
| May 4, 2023 | 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 30, 2023 | Discuss Accepting Bids and Award Contract | Discuss the project before the project is awarded | | |
| June 6, 2023 | Accept Bids and Award Contract | This step follows the uniform municipal contracting law, 471.345, the City's purchase policy and allows for the project to move forward with beginning the actual construction process. | Resolution 2023-XXX | |
| June 2023 | Property Owner Meetings | Individual meetings with property owners will be scheduled to go over the details of construction and document existing conditions. | | |
| June – October, 2023 | Construction | 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. | | |
| July 2024 | Accept Improvements and Authorize Final Payment | | Resolution 2024-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.