

Skateboard Park Project Process (PARK2013-E02)

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

Date ¹	Project Step	Purpose of Step	Council Action	Staff Action
January 14, 2014	Request for Proposals for Design	Advertising for proposals to perform design services related to the construction of the project.		
June 17, 2014	Award Design Contract	City Council approves contract for design services related to the Skateboard Park construction.	M2014-123	
July 28, 2014	Consultant Site Visit	Design consultant arrives on site to review project status; inspect Old Memorial Park; and meet with Skateboard Coalition, neighbors, and public.		
September 18, 2014	Conceptual Design Review	Park and Recreation Advisory Board (PRAB) reviews the draft conceptual design and location for the project.		
October 2014	Topographic Survey	Survey to allow the design consultant to complete the conceptual design.		
January 7, 2015	PRAB approval	Park and Recreation Advisory Board (PRAB) approves a resolution detailing the location, conceptual design, and budget for the project.	PRAB Resolution	
January 20, 2015	Council approval - Order Preparation of Plans and Specifications	City Council approval of a resolution detailing the location, conceptual design, and budget for the project.	Resolution	
January – February 2015	Design – Construction Documents	Design consultant will complete design work for the project. Final design will be presented to City Council for approval and request authorization to bid.		
January 28, 2015	Neighborhood Meeting	This meeting will provide an update to the neighborhood on the design direction provided by City Council as well as an update on the project process.		Mail notice January 16, 2015
March 3, 2015	Approve Plans and Order Advertisement for Bids	City Council approves the design and directs that the project be advertised for bids.	Resolution	
March 7, 14 & 21, 2015	Publish Ad for Bid in Northfield News	A step in the bidding process.		
March 18, 2015	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 March 6, 2015
March 30, 2015	Bid Opening – 10:00 A.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.		
April 7, 2015	Accept Bids and Award Contract	This step is a requirement of the contracting process and allows for the project to move forward with beginning the actual construction process.	Resolution	
May – August 2015	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 2015	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	

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.