

Strategic Priority: Infrastructure: A Community Where Infrastructure Supports Its Objectives

Outcome: Resolution of major Facility Projects

Target: Certificate of Occupancy by January 1, 2019

Initiative: Coordinate Fire Station Project. Complete final expansion and renovation project of the Fire Station.

Action	Measure of Success	Who's Responsible	Target Date
Approve building and site design resolution.	Approve by Council.	City Administrator Council	October 3 ✓ Completed 10-3
Draft JPA & Lease completed	Internal completion – City Attorney, Bond Attorney, Finance Director, NAFRS Reps.	City Administrator	October 6 ✓ Completed
Final pre-bid cost estimate completed & presented to NAFRS design committee & NAFRS Facility Committees	Review & support of final recommendations to NAFRS Board	City Administrator Construction Manager & Architect	October 11-18 ✓ Completed
NAFRS Board Action on Lease & JPA changes	Approve resolution for preliminary approval of lease & JPA changes and related recommendation to parties.	City Administrator NAFRS Board	October 19 ✓ Completed
Presentations to JPA Parties for Resolution of Support to Proceed: Rural Fire – to be determined Dundas – to be determined Northfield – November 13	Presentations by NAFRS Representatives. Includes design, cost, financing, project schedule, etc.	City Administrator	October 23- November 13 ✓ Completed
Northfield Council Review Communication Tower and Gateway Enhancements	Receive and discuss alternates and cost considerations	City Administrator Council	November 13 ✓ Completed
Approvals JPA Parties for Resolution of Support to Proceed: Rural Fire – to be determined Dundas – to be determined Northfield – November 20	Presentations by NAFRS Representatives.	City Administrator	October 23- November 20 ✓ Completed
Northfield approve calling for public hearing	Approve resolution calling for hearing	City Administrator Council	November 20 ✓ Completed

Action	Measure of Success	Who's Responsible	Target Date
Northfield conduct public hearing on project CIP.	Complete public hearing and Authorization of Bonds	City Administrator	January 2 √ Completed Jan.2
Approve final plans and specifications and authorize for bids (30 days after hearing minimum)	Council approve resolutions approving plans and specifications and authorizing bids.	City Administrator Council	January 16 √ Completed January 16
Advertise for bids	Publish and call for bids and post bid documents	City Administrator	January 31 √ Completed January 31
CIP Bond Reverse Referendum Filing Period ends.	No reverse referendum petition received prior to the deadline.	City Administrator	February 2 √ Completed February 2
Pre-bid open house – Fire Station	Complete pre-bid meeting. Project	Architect/CM	February 20 10 am √ Completed February 20
Open bids Bids Due by 2 p.m. 2-27-18	Bid opening conducted by CM, Architect, City Reps. City Hall Council Chambers: 2 pm	City Administrator CM/Architect	February 27 2 pm √ Completed February 27
Notification to NAFRS and Council of bids received and under review for options moving forward	Complete email notification.	City Administrator	February 28 √ Completed
NAFRS Facility Meeting – review bids and options.	Motion to recommend to JPA to recommend Northfield council to reject bids and re-bid the project as a General Contractor contract.	NAFRS Facility Committee	March 8 √ Completed
NAFRS Board Consider Recommendation of Resolution to Reject Bids and Resolution to Accept Plans and Specifications and Authorize Bids under a General Contractor form.	Approval of recommendation of resolutions.	NAFRS Board	March 12
City Council – Consider Resolution to Reject Bids and Resolution to Accept Plans and Specifications	Approval of both resolutions.	City Council	March 13

and Authorize Bids under a General Contractor form.			
Action	Measure of Success	Who's Responsible	Target Date
Terminate CM Contract, Terminate Architect Contract, Approve New Contract	Approvals by Northfield City Council.	Northfield City Council	March 20
Advertise for bids	Publish and call for bids and post bid documents	City Administrator	March 21
Pre-bid open house – Fire Station. 2:00 pm April 3	Complete pre-bid meeting at Fire Station. 2:00 pm April 3	Architect	April 3
Open bids Bids Due by 2 p.m.	Bid opening conducted by Architect, City Reps. City Hall Council Chambers: 2 pm	City Administrator Architect	April 12
Summary of Project Costs Distributed and Pending Recommendation	Summarize bids and recommendations to NAFRS Board, Rural Fire, Dundas Council (, Northfield Council. Transmittal notice to include: • Cover letter requesting action (Northfield CA/NAFRS Chair) • Resolution approving: - Amendment to JPA Section 17a (NAFRS Resolution 2017-6) - Project. (Per Section 17c of JPA) • Informational - Lease Agreement with Preliminary Exhibit with Lease Schedule (Ehlers to provide).	City Administrator & NAFRS Chair Transmittal Request CM/Architect	April 13
Final JPA Amendment and Project Approvals Rural Fire	Rural Fire Resolution Approving: • Amendment to JPA Section 17a (NAFRS Resolution 2017-6) • Project. (Per Section 17c of JPA)	City Administrator prepare resolution with NAFRS Chair Transmittal Request Rural Fire Service Action	April 18

Action	Measure of Success	Who's Responsible	Target Date
NAFRS Approval of Lease Agreement (final Appendix A payment schedule will be approved as a preliminary with final approval after final bond process completed), Recommend Project. [see Section 11.2 of Lease Agreement for Reference] and authorize 2018 bond interest payment.	NAFRS Resolution Approving: - Project & recommend NCC approval per Section 11.2 of lease agreement; - Revised Lease Agreement with NCC; and - Interest Payment 2018 from cash reserves.	City Administrator prepare resolution NAFRS Board	April 19
Final JPA Amendment Approvals Dundas	Dundas City Council Resolution Approving: - Amendment to JPA Section 17a (NAFRS Resolution 2017-6) - Project. (Per Section 17c of JPA)	City Administrator prepare resolution with NAFRS Chair Transmittal Request City of Dundas	April 19
City Award Construction Contracts, Approve JPA Amendment, Approve Lease Agreements	Resolution Approving: - Approve project per section 17c of the JPA and section 11.2 of the lease agreement. - Approve amendment to JPA Section 17a; NAFRS Resolution 2017-6 - Approve Revised Lease Agreement with NAFRS. Resolution Awarding Contracts Resolution Providing for Sale of Bonds on May 15.	City Administrator Northfield Council	May 1
Project commencement	Authorization by Construction Manager after contracts and verification of all required documents (insurance, etc.)	City Administrator Construction Manager	May 7, 2018
Northfield Council accepts offer for bonds	Council adopts resolution approving sale of bonds and resolution approving Amended Lease Agreement – payment schedule Exhibit.	City Administrator Northfield Council	May 15
Approve Amended Lease NAFRS following final bond amounts.	Approve Revised Lease Agreement – payment schedule Exhibit.	City Administrator prepare resolution NAFRS Board	May 17, 2018

Action	Measure of Success	Who's Responsible	Target Date
Closing date of bond par cash proceeds for project construction fund – City of Northfield	Wire transfer of bond proceeds.	Finance Director	June 7, 2018
Complete all exterior site work necessary for certificate of occupancy (parking lot, landscaping, drainage, etc).	Complete all exterior site work necessary for certificate of occupancy (parking lot, landscaping, drainage, etc).	General Contractor (GC) Architect Owners Rep	Nov.1, 2018
Project “Substantial Completion/Beneficial Occupancy”	Temporary Certificate of Occupancy and Final “punch list.”	GC/Architect Architect Owners Rep verify Building Official	March 15, 2019
Issuance of Certificate of Occupancy	Certificate of Occupancy.	City Administrator Construction Manager/Architect	April 1, 2019
Closure of Project Fund	City Finance Department closes construction fund with year-end financial work.	City Administrator Finance Director	For 2019 Audit by June 2020

Updated 3-8-18

City Guiding Document References:

- Comprehensive Plan: