

NCRC Senior Center Roof Replacement Reconstruction Project Process (FACL2017-M10)

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
February 13, 2018	Budget Amendment	Authorized budget amendment for NCRC Senior Center Roof Repair Project	Resolution 2018-011	
June 5, 2018	Approve Plans and Order Advertisement for Bids		Resolution 2018	
June 13, 2018	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.		
June 19, 2018	Pre-bid Meeting	Hold contractor prebid meeting at NCRC		
June 27, 2018	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 3, 2018	Accept Bids and Award Contract		Resolution 2018	
August 2018	Construction	Once the project is awarded staff manages the day-to-day contract execution. Communications between the contractor and city and architect through construction.		
Oct 2018	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 2018	