

City Hall Safety and Separation project (FACL2021)

The following actions detail the required 471.345 process track for local improvements.

Date ¹	Project Step	Purpose of Step	Council Action ²	Staff Action ³
May 4, 2021	Authorized Preparation of Plans and Specifications	This step in the process is where City Council orders the final plans to prepared for the project	Resolution	
June 1, 2021	Approve Plans and Order Advertisement for Bids	The City Council Approves the plans and they are put out for bid for contractors.	Resolution	
June 9, 16, 23 2021	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 16, 2021	Pre-bid Meeting	Hold contractor prebid meeting at City Hall		
July 1, 2021	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 20, 2021	Accept Bids and Award Contract	After bids are received and tabulated, staff will make a recommendation for council to award the project and enter into a contract with the contractor	Resolution	
Nov 2021-Feb 2022	Construction	Once the project is awarded staff manages the day-to-day contract execution. Communications between the contractor and city and architect through construction.		
Feb 2022	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	