

City Hall Safety and Security project (FACL2021 M26)

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-April 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. | | |
| April 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 | |