

4th Street Reconstruction Project Process

Date ¹	Project Step	Purpose of step	Council Action ²
July 6, 2009	Approve initiation of project (This step will be used until CIP is a complete developed document) and Authorize staff to request proposals for engineering services.	Notifies staff that project should move forward to the feasibility stage. This includes preparing a request for proposals for engineering services, evaluation of the submitted proposals for best value of services, and preparing a contract for council consideration. Note that professional services contracts are not required to go through the bidding process.	Motion
August 2009	Meet with Streetscape Task Force #1		
Sept. 15, 2009	RFP		
Sept. 28, 2009	Engineering Proposals Due		
Oct. 5, 2009	Order Preparation of Feasibility Report and award engineering services contract	Ordering of the feasibility report is a required step of 429 process. Staff intends to use an outside consultant to supplement current staffing levels.	Resolution (429)
Oct. 13, 2009	Forester Report	A trained forester or arborist will evaluate the trees along the project corridor and give recommendations for project considerations.	
Oct. 22, 2009	Hold First Neighborhood Meeting	The intent of this meeting will be to inform the neighborhood of the upcoming project and seek input on improvements. Input will be summarized and given to council.	
Oct. 22, 2009	Meet with Carleton		
October 2009	Draft Feasibility Report		
Nov. 5, 2009	Second Neighborhood Meeting	Present a draft of the feasibility report to the neighborhood for input prior to action by council.	
Nov. 16, 2009	Accept feasibility and call for Public Hearing	The engineer will present the proposed project including a cost estimate and potential assessments	Resolution (429)
Nov. 19 2009	Meet with Streetscape Task Force #2		
Dec. 21, 2009	Public Hearing on Improvements	<p>The purpose of the first hearing is for the council to discuss a specific local improvement before ordering it done. The council considers all the information in the feasibility report and any other information necessary for council deliberation.</p> <p>At the improvement hearing, interested persons may voice their concerns, whether or not they are in the proposed assessment area. A reasonable estimate of the total amount to be assessed and a description of the methodology used to calculate individual assessments for affected parcels must be available at the hearing. If the council rejects the project, it may not reconsider that same project unless another hearing is held following the required notice.</p>	Public Hearing (429)
Jan. 4, 2009	Order Improvement and Preparation of Plans and Specifications	The project may be ordered any time within 6 months after the improvement hearing. It is not advised to change project parameters after ordering the improvement. Upon ordering the improvement construction drawings and specifications are prepared. Any changes to the project parameters after this point will cause a redesign costing additional money for engineering services and staff time and causing a delay of the project.	Resolution (429)
Feb.1, 2009	State Aid Review	Submit Plans to State Aid for review and approval.	
Feb. 2010	Third Neighborhood Meeting	Present the detailed plans and specifications to the neighborhood for input prior to council action.	
Mar. 15, 2010	Approve Plans and order advertisement for bids (Pending State Aid Approval)	This step is a requirement of the 429 process.	Resolution (429)

Apr. 19, 2010	Accept bids and award contract	This step is a requirement of the 429 process and allows staff to move forward with the construction process.	Resolution (429)
April/May 2010	Neighborhood Tour	Prior to the start of construction a walking tour of the project corridor will be taken meeting one on one with individuals to go over the details of construction, try to address concerns, and document existing conditions as necessary.	
Substantial May-Nov. 2010 Final June 2011	PROJECT CONSTRUCTION	Once the project is awarded staff manages the day-to-day operations. 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 limited to the Engineer and Resident Project Representative. Significant changes would be brought to council for approval prior to the work being completed. Minor change orders and field directives are authorized by the Engineer to maintain project construction and schedules. All changes to the contract must be approved by council. Minor changes which occurs during project final acceptance.	
June 2011	Accept Improvements and Authorize Final Payment	The city engineer recommends to the council when 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 (429)

The following actions are also required by the 429 process to access benefiting property owners for the cost of the local improvement. These actions may be taken concurrently with the actions above.

Date ¹	Project Step	Purpose of step	Council Action ²
November 2009	Appraisal Report	Based on the City's new assessment policy, an appraisal of the project will be completed to determine the assessment rates.	
Nov. 16, 2009	Set date and time of Assessment Hearing	Best practice suggests cities pass a resolution setting the date and time of the assessment hearing and directing that the city clerk publish and mail notice about the assessment hearing.	Resolution (429)
Dec. 21, 2009	Assessment Hearing	The purpose of the second hearing, commonly known as the assessment hearing, is to give property owners an opportunity to express concerns about the actual special assessment. At the assessment hearing the council shall hear and consider all objections to the proposed assessment, whether presented orally or in writing.	Resolution (429)
April 19, 2010	Adopt Assessment	The council has some flexibility before it adopts the assessment roll and may change, or amend, the proposed assessment as to any parcel. Council must, by resolution, adopt the same as the special assessment against the lands named in the assessment roll. Once the assessment roll is adopted the assessments are set and become liens against the properties listed.	Resolution (429)

1 – Dates in bold text denote actions or events that have taken place. Dates in italics denote tentatively scheduled actions or events.

2 – A motion will be used for those items that are not necessary for the 429 assessment process. Resolutions are required for those steps that are part of the 429 process.