

PROJECT SCHEDULE UPDATE & STATUS
2022 INGLEWOOD DRIVE RAILWAY CROSSING AND ASSOCIATED ROADWAY IMPROVEMENTS PROJECT
BAXTER, MN
Thursday, June 30, 2022

MAJOR TASKS AND MILESTONES	DATES	REMARKS	NOTES	TOTAL PROJECT
Proposals Due	Friday, January 24, 2020			
Award of Consultant Contract	Tuesday, February 18, 2020	City Council Meeting		
Project Construction delayed to 2022	Tuesday, June 2, 2020	Delay to coordinate improvements with TH 210 Study Recommendations		
Receive Preliminary TH 210 Recommendations	Thursday, February 18, 2021			
Staff Review of Updated Project Layout	Tuesday, March 2, 2021			
Review Update Project Layout	Tuesday, April 6, 2021	City Council Workshop		
Project Update	Wednesday, June 2, 2021	Utilities Commission Meeting		
Railroad Diagnostic Meeting	Tuesday, June 29, 2021	Scheduled in coordination with BNSF and Benesch		
ICE Report - TH 210 and Inglewood Drive	Thursday, July 1, 2021			
Project Update	Wednesday, July 7, 2021	Utilities Commission Meeting		
Public Engagement Meeting	Thursday, July 8, 2021			
Receive Public Input (See Public Engagement Plan)	Friday, July 9, 2021	Project Website and InputID		
Project Update	Monday, August 9, 2021	Utilities Commission Meeting		
ICE Report - Isle Drive and Glory Road	Friday, September 3, 2021			
Review Updated Feasibility Study	Wednesday, September 8, 2021	Utilities Commission Meeting		
Review Updated Feasibility Study	Tuesday, September 21, 2021	City Council Meeting		
Accept Feasibility Report and Order Improvement Hearing	Tuesday, September 21, 2021	City Council Meeting		
First Published Notice for Improvement Hearing	Sunday, September 26, 2021	Twice in local newspaper, one week apart, last notice must be at least three days prior to hearing.		
City Mailed Notice for Improvement Hearing	Monday, September 27, 2021	One notice at least 10 days prior to hearing.		
Second Published Notice for Improvement Hearing	Sunday, October 3, 2021	Must be at least three days prior to hearing.		
Improvement Hearing Conducted	Thursday, October 7, 2021	Special City Council Meeting		
Resolution Ordering Improvement and Preparation of Plans and Specifications	Tuesday, October 19, 2021	City Council Meeting		
First Submittal Project Memorandum	Friday, October 29, 2021	Required for Federal Aid Process		
Signed/Approved Project Memorandum	Wednesday, March 9, 2022	Required for Federal Aid Process	Delayed due to funding splits between agencies and Independent Utility	
Draft Ageement - BNSF - Construction & Maintenance	Friday, March 11, 2022	Accelerates approval to have City review		
State Aid Mileage and Revision Request & Pre-Approval	Monday, March 14, 2022	Step one of revising State Aid Route	Needed City Council Resolution	
Agreement - BNSF - Obtain Easements	Tuesday, March 15, 2022	3 Areas, 4 Easements (1 P/E, 3 T/E), \$57,065	Check Request for March 15 City Council, Not into affect until C&M is signed	
Estimate - BNSF - Signal Estimate	Tuesday, March 22, 2022	Signal estimate for RR Crossing		
BNSF Maintenance Negotiation Meeting	Tuesday, March 29, 2022			
BNSF/City Maintenance Negotiation Period	3/23/22 thru 4/25/22	City to accept or counteroffer		
Obtain State Aid Number (SP) for Plan Set	Monday, April 11, 2022	Need number to be able to insert into plan set	For advancement and use of SA funds	
Construction Private Utility Meeting	Monday, April 18, 2022	Meeting to finalize utility relocations and timelines		
Resolution to Approved Lump Sum Payment of BNSF Maintenance	Tuesday, April 19, 2022	7:00 p.m. at Baxter City Hall	\$645,910 was the agreed amount	
Construction & Maintenance Agreement - BNSF - Roadway Crossing	Tuesday, May 3, 2022		City Approval of the Agreement	
State Aid Advancement of Funding Approval	Tuesday, May 3, 2022	City Council Meeting		
Agreement - BNSF - License for Electrical Supply Line	Tuesday, May 17, 2022		Not into affect until C&M is signed	
Agreement - BNSF - License for Sidewalk	Tuesday, May 17, 2022		Not into affect until C&M is signed	
Agreement - BNSF - Grade Crossing Construction and Maintenance Agreement	Tuesday, May 17, 2022	City Requesting Lump Sum Payment		
BSNF to Order Railroad Xing Signal	Tuesday, June 7, 2022	Need to order to quarentee product by Spring 2023	Lead times are up to 180 days	
Construction Amendment #5 - CMT, CA, FP, etc.	Tuesday, June 21, 2022	Fees to Complete Construction Administration, Testing, Observation	Presented at June 8, 2022 Utilities Commission Meeting first	
Construction Amendment #6 - CA, FP, Communications, etc.	Tuesday, August 16, 2022	Fees to Complete Construction Administration and Observation, Other costs between both projects	To be presentated at the August 3, 2022 Utilities Commission Meeting first (Need to confirm with MnDOT Rail)	
MnDOT Commissioner's Orders on Railroad Crossing	Thursday, September 1, 2022			Project 1: Foley Road Improvements
Final Plans, Specifications, and Estimate	Wednesday, December 1, 2021	Internal Design Deadline		
Approve Plans and Specifications and Authorize Advertisement for Bid	Wednesday, December 8, 2021	Utilities Commission Meeting		
Approve Plans and Specifications and Authorize Advertisement for Bid	Tuesday, December 21, 2021	City Council Meeting		
Bidding Publication	Wednesday, December 22, 2021	Publication must be made at least three weeks before last day to submit bids, at least once in official newspaper and once in trade paper or First Class city newspaper.		
Project Update	Wednesday, January 5, 2022	Utilities Commission Meeting		
Bid Opening	Thursday, January 20, 2022	By default bid remains subject to acceptance for 60 days after the Bid opening.	RL Larson was the Low Bidder	
Resolution Ordering Preparing Assessments and Setting Hearing	Wednesday, February 2, 2022	City Council Meeting		
Bid review with Utilities Commission	Thursday, February 3, 2022	Utilities Commission Meeting		
Mailed Notice for Assessment Hearing	Tuesday, February 8, 2022	One notice at least two weeks prior to hearing		
Published Notice for Assessment Hearing	Wednesday, February 9, 2022	Once in local newspaper at least two weeks prior to hearing.		
Assessment Hearing	Thursday, February 24, 2022	Special City Council Meeting		
Resolution Adopting Assessment Rolls	Tuesday, March 1, 2022	City Council Meeting		
Appraisals Completed	Tuesday, March 29, 2022	All private and commercial properties	Bill Ludunia Completing	
Offer Letters, W-9, Summary Cover Sheet, RCA	Tuesday, March 29, 2022	For Council Packet	Due at Noon, Bolton & Menk and Brad Person	
End of Assessment Appeal Period	Thursday, March 31, 2022	Appeals to district court must be made within 30 days after adoption of the assessment roll.		
Resolution Awarding Construction Contract	Tuesday, April 5, 2022	City Council Meeting	Original Schedule date	
Approve Offers to Property Owners	Tuesday, April 5, 2022	City Council Meeting	Property Owners have 60 days to accept	
Notice of Award	Wednesday, April 6, 2022	Contractor has 15 days to deliver signed agreement, bonds, and insurance certificates.		
Certified Mail Offer Letters to Property Owners	Wednesday, April 6, 2022	Tracking Record of Offer		
Pre-Construction Meeting	Thursday, May 19, 2022	10:00 am at Baxter City Hall		
Public Construction Informational Meeting	Thursday, June 2, 2022		RL Larson to be present and discuss construction schedule	
Begin Construction	Monday, June 6, 2022	22 Weeks of Full Time Construction		
Offers Expire - File for Condemnation (if needed)	Tuesday, June 7, 2022	If no condemnation, full property acquisition.	If full aquisiton obtained, 7 days off specifications in contract.	
Title and Posession per Condemnation (if needed)	Tuesday, September 6, 2022	Full property acquisition	This would be 97 days off specifications in contract if scenario	
Construction Complete	Monday, November 14, 2022	Construction Substantially Complete		
MnDOT Layout Approval	Wednesday, September 22, 2021			Project 2: TH 210 Improvements (State/Federal/State Aid Funded)
100% Final Plans, Specifications, and Estimate	Monday, January 10, 2022	Internal Design Deadline	Accelerated 3 months from previous due to Cooperative Agreement Timeline	
MnDOT D3 District Approval/CO Submittal/Funding Splits Determined	Monday, March 14, 2022	Additional State Documents required and submitted: QMP, Utility Certificate, Resolution		
Approve Plans and Specifications through MnDOT CO	Friday, April 29, 2022	Need to maintain Federal Aid and Coop processes		
Resolution to Hold Hearing on Knollwood Closure	Tuesday, May 3, 2022	City Council Meeting	Required per BNSF C&M	
Resolution to Enter into Federal Aid Agreements	Tuesday, May 3, 2022	City Council Meeting	Required per Federal Aid Process	
Resolution for No Parking on Foley/Inglewood	Tuesday, May 3, 2022	City Council Meeting	Required per Federal Aid Process	
Approve Plans and Specifications and Authorize Advertisement for Bid	Wednesday, May 4, 2022	Utilities Commission Meeting		
Approve Plans and Specifications and Authorize Advertisement for Bid	Tuesday, May 17, 2022	City Council Meeting		
State Funds Encumbered	Wednesday, May 25, 2022		Final Deadline is June 30, 2022	
Public Hearing and Resolution for Knollwood Closure	Tuesday, June 7, 2022	City Council Meeting	Required per BNSF C&M Exhibit B	
Federal Funds Encumbered	Wednesday, June 8, 2022		Final Deadline is July 1, 2022	
Obtain DBE Goal for the Project at FA	Thursday, June 16, 2022	Required for Federal Aid Process		
MnDOT CO and Federal Aid Authorization, Cooperative Agreement Signed and Completed	Tuesday, July 5, 2022	Additional Federal Documents required: R/W Certificate, Force Account, PIF, DCP Forms	Key Date	
Bidding Publication	Wednesday, July 6, 2022	Publication must be made at least three weeks before last day to submit bids, at least once in official newspaper and once in trade paper or First Class city newspaper.		
Bid Opening	Monday, August 1, 2022	By default bid remains subject to acceptance for 90 days after the Bid opening.		
Resolution Ordering/Preparing Assessments and Setting Hearing	Tuesday, August 2, 2022			
Bid review with Utilities Commission	Wednesday, August 3, 2022	Special Utilities Commission Meeting		
Mailed Notice for Assessment Hearing	Thursday, August 4, 2022			
Published Notice for Assessment Hearing	Friday, August 5, 2022			
Assessment Hearing	Thursday, August 11, 2022	Special City Council Meeting		
Resolution Adopting Assessment Rolls	Tuesday, August 16, 2022	Special City Council Meeting		
MnDOT Bid Review and Approval	Monday, August 29, 2022	Assume 5 weeks for MnDOT bid review and authorization		
Resolution Awarding Construction Contract	Tuesday, September 6, 2022	City Council Meeting		
Notice of Award	Tuesday, September 6, 2022	Contractor has 15 days to deliver signed agreement, bonds, and insurance certificates.		
End of Assessment Appeal Period	Monday, September 12, 2022	Appeals to district court must be made within 30 days after adoption of the assessment roll.		
Pre-Construction Meeting	Thursday, September 15, 2022	10:00 am at Baxter City Hall		
Begin Construction	Monday, September 26, 2022	Contractor can wait in 2022	Some work expected this year but most in 2023	
Submit Pay Request for 2022	Tuesday, November 1, 2022	Billing to meet Federal Requirements	Pay contractor for Materials at least	
Substantial Completion	Wednesday, August 16, 2023	Substantial Completion		
Construction Complete	Wednesday, August 30, 2023	Final Completion		

- NOTES
- 1 City Council Meetings held on 1st and 3rd Tuesdays @ 7:00 p.m.
 - 2 Utilities Commission Meetings held on 1st Wednesday @ 5:30 p.m.
 - 3 All dates are subject to change, this is a living document. Dates may change based on coordination with other 2021 & 2022 projects and external agencies and their timelines.