



## PROJECT FILE MEMORANDUM

Sweet Home Community & Economic Development Dept.  
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**TO:** RAY TOWRY,  
**FROM:** JOE GRAYBILL  
**SUBJECT:** TIME LINE FOR NEW CITY HALL (NCH)  
**PERMIT:** NA  
**DATE:** AUGUST 22, 2018  
**PROPERTY FILE:** 13S 01E 33B 00101

### 1. Project Schedule

The work schedule below includes bidding, a pre-bid meeting, Council approval to proceed with construction, and project completion dates.

Current Date through Completion	
City Council NCH Approval to Proceed with Bidding.	<u>Aug 28<sup>th</sup></u>
Construction advertisement on	<u>Sep 5<sup>th</sup></u> to
Pre-Bid Walk Thru at NCH	<u>Sep 12<sup>th</sup></u>
Architects Questions closed on	<u>Sep 19<sup>th</sup></u>
Construction bids due	<u>Sep 26<sup>th</sup></u>
Construction bid review by City	<u>Sep 26<sup>th</sup></u> to <u>Oct 3<sup>rd</sup></u>
Construction RCA to City Council	<u>Oct 3<sup>rd</sup></u>
Construction bid acceptance by City Council	<u>Oct 9<sup>th</sup></u>
Construction bid award	<u>Oct 10<sup>th</sup></u>
Construction startup meetings	<u>Oct 10<sup>th</sup></u> to <u>Oct 19<sup>th</sup></u>
Construction start	<u>Oct 22<sup>nd</sup></u>
Construction is to be substantially completed, Certificate of Occupancy.	<u>Feb 14<sup>th</sup></u>
Construction completed.	<u>Feb 28<sup>th</sup></u>
Construction Liquidated Damages	<u>Mar 1<sup>st</sup></u> <u>Mar 15<sup>th</sup></u>
Construction Liquidated Damages Rate Increase	<u>Mar 16<sup>th</sup></u> to <u>Mar 29<sup>th</sup></u>
Construction Liquidated Damages Rate Increase	<u>April 1<sup>st</sup></u> to <u>Cert of O.</u>