



**ROSEBURG PUBLIC WORKS COMMISSION AGENDA
THURSDAY, JUNE 9, 2022
3:30 Regular Meeting**

WJ

Electronic Meeting

Public Access: [www.Facebook.com/CityofRoseburg](https://www.facebook.com/CityofRoseburg)

NOTE: IT IS UP TO EACH OF YOU AS COMMISSIONERS TO CALL 541-492-6730 AND LET STAFF KNOW BEFORE THE DAY OF THE MEETING IF YOU WILL NOT BE ATTENDING. THANK YOU.

I. CALL TO ORDER

II. ROLL CALL:

<u>Chair:</u>	Bob Cotterell		
<u>Commissioners:</u>	Ken Hoffine	Stuart Liebowitz	Noel Groshong
	John Seward	Fred Dayton	Roger Whitcomb
	Pat Lewandowski	Tim Swenson	

III. APPROVAL OF MINUTES

A. May 12, 2022

IV. DISCUSSION ITEMS

- A. 2022 Pavement Management Overlay Project Bid Award Recommendation – 22PW01 Phase 2
- B. Equipment Purchase – Mini Excavator

AUDIENCE PARTICIPATION – Comments can be provided via email to the Commission at pwd@cityofroseburg.org or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg **prior to 12:00 pm on Thursday, June 9, 2022**. Comments must include the person's name and address for the record. The Commission reserves the right to delay any action requested until they are fully informed on the matter.

V. INFORMATIONAL

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: July 14, 2022

VIII. ADJOURNMENT

***** AMERICANS WITH DISABILITIES ACT NOTICE *****

Please contact the Office of the City Recorder, Roseburg City Hall, 900 SE Douglas Avenue, Roseburg, OR 97470-3397 (Phone 541-492-6700) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

**CITY OF ROSEBURG
PUBLIC WORKS COMMISSION MEETING
MAY 12, 2022
MINUTES**

CALL TO ORDER: The meeting of the City of Roseburg Public Works Commission was called to order at 3:30 p.m. Thursday, May 12, 2022 electronically via Zoom in Roseburg Oregon.

ROLL CALL: Present: Chair Bob Cotterell, Commissioners Fred Dayton, Tim Swenson, John Seward, Noel Groshong, Pat Lewandowski, Ken Hoffine and Roger Whitcomb

Absent: Stuart Liebowitz

Others Present: None

Attending Staff: Public Works Director Brice Perkins, Design and Construction Manager Ryan Herinckx, Public Works Staff Assistant Kandi Street, and Public Works Department Technician Chanelle Rogers

APPROVAL OF MINUTES: Commissioner Whitcomb moved to approve the minutes of the April 14, 2022 Public Works Commission meeting. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Chair Cotterell, Commissioners Dayton, Swenson, Seward, Groshong, Lewandowski, and Whitcomb voted yes. No one voted no.

DISCUSSION ITEMS:

2022 Pavement Management Program Slurry Seals – Bid Award Recommendation

22PW02: Perkins gave brief explanation of what Slurry Seals are and that it is used primarily as preventative maintenance to prolong the life of the paved surface. Perkins informed we received three bids for the 2022 Slurry Seal project; staff had split the project into two schedules. Schedule A consists of 13 street segments totaling approximately 43,000 square yards, Schedule B is an additional 9 street segments totaling approximately 11,500 square yards. The project was split into 2 schedules since staff knew the price might be higher than expected. Since the bids came in higher than the engineer estimate, staff is recommending just doing Schedule A this year. The low bidder overall and for Schedule A was Pave Northwest with a bid of \$147,798.26. Commissioner Whitcomb questioned why if there was left over funds why not do the Schedule B list also. Perkins said we don't want to spend all the funds we have as we are wanting to do some other options for pavement maintenance also so want to reserve some of the funds for possibly doing a chip seal project which is a treatment that the City doesn't normally do. Chair Cotterell asked if there was any data on how long a chip seal will last. Perkins said he believes a slurry seal will extend the life of the road by approximately 7 years and a chip seal is around 10 years. Staff has been working with Douglas County Public Works on an Intergovernmental Agreement to have them do the chip seals since they are more experienced with it. Commissioner Swenson inquired if at the end of the 7 years for the slurry seal if the paving has to be replaced or could it receive another slurry seal. Perkins said if done prior to the end of the life span you could do another slurry but cannot do that forever, eventually you will have to do an overlay. Commissioner Lewandowski questioned if all the streets were in the same area or all over town. Herinckx said about half of the area is on 3 streets the other half is a variety of streets around town. We try to keep the contractor in a smaller area so not having to mobilize in multiple areas. The condition of the road is what determines if it gets on the list. Commissioner Whitcomb questioned what will happen with the streets on Schedule B. Perkins said they will get pushed to next year, in the past the price came in good so we added streets. We attempted to do that again this year but it didn't work out that way. Chair Cotterell inquired if ARPA funds could be used for Schedule B.

Perkins stated he didn't feel that those funds should be spent on maintenance issues. Commissioner Seward asked if the proposed storm drain project will be an issue for the slurry seal. Herinckx said the slurry section is on a different section of the street than where the storm project is happening.

MOTION: Commissioner Hoffine moved to recommend that the City Council award the 2022 Pavement Management Program Slurry Seals Project to the lowest responsible bidder, Pave Northwest, Inc. for \$147,798.26. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Chair Cotterell, Commissioners Dayton, Swenson, Seward, Groshong, Lewandowski, and Whitcomb voted yes. No one voted no.

AUDIENCE PARTICIPATION: None

INFORMATIONAL ITEMS: Perkins informed the new Public Works Director has been selected; her name is Dawn Easley and will be starting June 1, 2022. She will be participating in the next commission meeting. Perkins said she is coming from the City of Medford where he worked with her for 12 years.

BUSINESS FROM THE COMMISSION: Chair Cotterell asked how the water stays fresh in the reservoirs since it doesn't get retreated after leaving the treatment plant. Perkins said the amount of chlorine is determined at the water treatment plant and there is residual in the water all the time. Herinckx said you may smell the chlorine more in the summer when more water is being used.

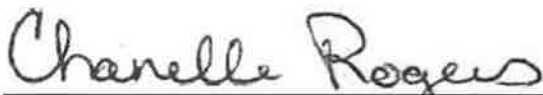
Commissioner Dayton questioned if the commission meetings will be going back to in person or still electronic. Chair Cotterell said he did not think the June meeting would be in person, but possibly one after that. Perkins said it is ultimately up to the commission on how they would like to meet. Commissioner Dayton feels you get more out of an in person meeting than during a Zoom meeting. Discussion ensued.

Commissioner Groshong inquired about the status of the water line project on NE Stephens; he thought it was scheduled to be completed in April. Herinckx said it has been extended a little due to material delay issues. Commissioner Groshong also questioned if the recent paving in that area has been approved. Herinckx replied that the work wasn't done yet, there will be a grind and inlay on the southbound lane later this year, then in 2024 the northbound lane will be done. Commissioner Groshong asked about the manholes on NE Stephens that are failing already, he questioned if anyone has looked at the standard and updating it. Herinckx said there was a change made last year to the standard as staff had noticed the failures happening in the last couple of years.

Commissioner Whitcomb asked if the updates could be a standard part of each meeting. Perkins and Herinckx said they had discussed doing it quarterly or semi-annual. Perkins said monthly might be a little too often as some of the projects take a while to complete. Chair Cotterell suggested waiting to see what the new Public Works Director may want to do.

NEXT MEETING DATE: June 9, 2022

ADJOURNMENT: Meeting adjourned at 4:03 p.m.



Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG
MEMORANDUM**



DATE: June 9, 2022
TO: Public Works Commission
FROM: Dawn Easley, Public Works Director
SUBJECT: 2022 Pavement Management Overlay Project
Bid Award Recommendation - 22PW01 Phase 2

ISSUE STATEMENT AND SUMMARY

Construction bids were received for Phase 2 of the 2022 Pavement Management Program (PMP) project. The issue for the Commission is whether to forward a recommendation to the City Council to award the construction contract.

BACKGROUND/ANALYSIS

As part of the City's annual pavement rehabilitation work, the City identified the rehabilitation of Stephens Street from approximately 600 feet north of Diamond Lake Boulevard to Garden Valley Boulevard as the priority for 2022. The project consists of grinding and repaving approximately 4,500 lineal feet of roadway and the replacement of 24 Americans with Disabilities (ADA) ramps.

To encourage competitive bidding, staff divided this year's PMP project into phases. Phase 1, the replacement of 24 ADA ramps, is under construction. Phase 2 of this project was advertised for bid on May 12, 2022.

One bid was received and is summarized below:

No.	Bidder	Total Bid Amount
1	Knife River Materials	\$1,033,788
	<i>Engineer's Estimate</i>	<i>\$1,117,085</i>

FINANCIAL CONSIDERATIONS

The proposed FY 22-23 Transportation Fund budget includes \$1,200,000.00 for design and construction of overlay projects. Total project costs are estimated below.

Construction	\$ 1,033,788
Contingency (10% of const.)	\$ 103,378
<u>CM Services (Century West Engr.)</u>	<u>\$ 26,588</u>
<i>Total Estimated Costs</i>	<i>\$ 1,163,754</i>

Additionally the FY 22-23 Streetlight/Sidewalk Fund budget includes \$227,500 for ADA Ramp Construction. This funding will need to be accessed for Phase I expenditures in FY 22-23.

TIMING ISSUES

If the Commission recommends award, the bid result will be presented to the City Council at their June 27, 2022 meeting. This project is budgeted in FY 22-23 and the Notice to Proceed (NTP) will be issued in July. The contractor is allowed 75 calendar days to complete the project.

COMMISSION OPTIONS

The Public Works Commission can provide its recommendation to the City Council to:

1. Award the contract to the lowest responsive bidder, Knife River Materials for \$1,033,788; or
2. Request additional information; or
3. Reject all bids.

STAFF RECOMMENDATION

The lowest bidder submitted all required documentation and is considered responsive. Funds have been budgeted for this project. Therefore, staff recommends awarding the project to the lowest responsible bidder, Knife River Materials for \$1,033,788.

SUGGESTED MOTION

I move to recommend to the City Council award of the Stephens Street Pavement Improvements Project to the lowest bidder, Knife River Materials for \$1,033,788.

ATTACHMENTS

Engineer's Recommendation



June 1, 2022

Rick Castle
City of Roseburg
900 SE Douglas
Roseburg, Oregon 97470

Re: Stephens Street Pavement Improvements
Project No. 22PW01 PH 2

Dear Rick:

On June 1st, 2022, one (1) bid was received to construct the above referenced project. Knife River submitted a bid for \$1,033,788.00, which is 7.5% lower than the Engineer's estimate of \$1,117,085.00.

The bid form was properly signed and executed, and the bid submission included a 1st Tier Subcontractor List, a Drug Testing Program Certification Form, a Bid Bond, and a Public Works Bond Pre-Bid Notice & Certification Form.

Based upon our review of the bid, Century West Engineering recommends that the City of Roseburg award the construction contract to:

Knife River Materials

This recommendation is pending final approval of the Public Works Commission, City Council and successful submittal of all required documents identified in the Contract Forms.

Sincerely,

A handwritten signature in black ink, appearing to read "Rawley", with a long horizontal stroke extending to the right.

Rawley Voorhies, PE
Project Manager

**CITY OF ROSEBURG
MEMORANDUM**



DATE: June 9, 2022
TO: Public Works Commission
FROM: Dawn Easley, Public Works Director
SUBJECT: Equipment Purchase – Mini Excavator

ISSUE STATEMENT AND SUMMARY

The Public Works Department is budgeted to purchase a Mini Excavator in FY 2023. The issue for the Commission is whether to recommend the City Council authorize the purchase.

BACKGRROUND/ANALYSIS

The Water, Street and Storm Drainage divisions are responsible for installation and maintenance of underground utility assets such as pipes, fire hydrants, valves, catch basins, curb inlets, culverts, ditches, streets, etc. The purchase of an additional mini excavator will ensure that appropriate size equipment is available when needed to maintain these assets.

Currently the City has one mini excavator that is shared by the Streets, Storm Drainage, and Water Divisions. Having only one machine of this type has been challenging at times due to the seasonal nature of the work. Often, more than one division needs the equipment at the same time, resulting in delays in completing the necessary maintenance tasks.

FINANCIAL CONSIDERATIONS

Acquisition of a Caterpillar Model 308 Mini Excavator can be made under the Sourcewell cooperative purchasing agreement that offers a twenty-six percent discount and a contract price of \$133,594.92. The FY 22-23 budget includes \$150,000 for purchase of the mini excavator. The cost will be split equally between two funds, the Storm Drainage Fund and the Water fund.

TIMING ISSUES

If the Commission recommends award, this item will be presented to the City Council at their June 27, 2022 meeting. The Sourcewell cooperative purchasing contract with Caterpillar expires May 13, 2023. Peterson CAT has this unit in stock and delivery time is approximately 30 days.

COMMISSION OPTIONS

The Public Works Commission can provide its recommendation to the City Council to:

1. Authorize the purchase of a CAT 308 mini excavator from Peterson CAT through the Sourcewell cooperative purchasing agreement; or
2. Request additional information; or
3. Not purchase the mini excavator at this time.

STAFF RECOMMENDATION

Funds have been budgeted and are available. Therefore, staff recommends the Commission make a recommendation to the City Council to authorize the purchase of a CAT 308 mini excavator from Peterson CAT through the Sourcewell cooperative purchasing agreement.

SUGGESTED MOTION

I move to recommend the City Council authorize the purchase of a CAT 308 mini excavator from Peterson CAT through the Sourcewell cooperative purchasing agreement for \$133,594.92.

ATTACHMENTS

None