



**ROSEBURG PUBLIC WORKS COMMISSION AGENDA  
THURSDAY, JUNE 8, 2023  
3:30 Regular Meeting**

*W  
6-2-2023*

In Person at Roseburg City Hall, Council Chambers  
**Public Access: Facebook Live at [www.Facebook.com/CityofRoseburg](http://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>	Ellen Porter		
<u>Commissioners:</u>	Ken Hoffine	Stuart Liebowitz	Roger Whitcomb
	John Seward	Fred Dayton	Brandon Pearsall
	Pat Lewandowski	Tim Swenson	

**III. APPROVAL OF MINUTES**

A. May 11, 2023

**IV. DISCUSSION ITEMS**

- A. 2023 Pavement Management Overlay Project Bid Award Recommendation – 23PW01
- B. 2023 Pavement Management Slurry Seals Bid Award Recommendation – 23PW02
- C. Kline Street ADA Ramps Bid Award Recommendation – 23PW13

**AUDIENCE PARTICIPATION** – At this time, anyone wishing to address the Commission concerning items of interest not included in the agenda may do so. The person addressing the Commission shall, when recognized, give his/her name for the record. All remarks shall be directed to the whole Commission. Comments can be provided via email to the Commission at [pwd@cityofroseburg.org](mailto:pwd@cityofroseburg.org) or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg **prior to 12:00 pm on Thursday, June 8, 2023**. 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 13, 2023**

**VIII. ADJOURNMENT**

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

Please contact the City Administration Office at least 48 hours prior to the scheduled meeting time if you need accommodations in accordance with the Americans with Disabilities Act. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

**CITY OF ROSEBURG  
PUBLIC WORKS COMMISSION MEETING  
MAY 11, 2023  
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 11, 2023 in the City Hall Council Chambers, Roseburg, Oregon.

**ROLL CALL:** Present: Chair Ellen Porter, Commissioners Fred Dayton, Roger Whitcomb, Tim Swenson, and Brandon Pearsall

Absent: Ken Hoffine, John Seward, Stuart Liebowitz, and Pat Lewandowski

Others Present: None

Attending Staff: City Manager Nikki Messenger, Public Works Director Dawn Easley, Design and Construction Manager Ryan Herinckx, City Civil Engineer Daryn Anderson, and Public Works Department Technician Chanelle Rogers

**APPROVAL OF MINUTES:** Commissioner Dayton moved to approve the minutes of the April 13, 2023 Public Works Commission meeting. Motion was seconded by Commissioner Whitcomb and approved with the following vote: Chair Porter, Commissioners Dayton, Whitcomb, Swenson, and Pearsall. No one voted no.

**DISCUSSION ITEMS:**

**Douglas Ave. Deer Creek Bridge Intergovernmental Agreement for Right-of-Way Services with Oregon Department of Transportation:** Easley informed staff recently received the draft Intergovernmental Agreement (IGA) for the Douglas Avenue Deer Creek Bridge for Right-of-Way Services from the Oregon Department of Transportation (ODOT). Easley stated in March 2019, the City was awarded a grant through the ODOT Local Bridge Program for design and replacement of the bridge on Douglas Avenue over Deer Creek. In December 2020, City Council authorized an IGA with ODOT to deliver the federal project on behalf of the City. Easley said the City is not a certified local agency and is not qualified to deliver the project according to FHWA rules. Since ODOT is delivering the project, it makes sense for them to perform the right-of-way acquisition services as well. Any right-of-way acquired as part of the project will be under the jurisdiction of the City. Commissioner Whitcomb questioned why the City is not considered a certified agency. Messenger discussed the criteria required to qualify. Commissioner Whitcomb asked if we know how many properties might be affected. Herinckx stated we were early in the design so not positive yet. Messenger said she thought it was maybe four or six. Discussion ensued regarding how the right-of-way is determined.

**MOTION:** Commissioner Whitcomb moved to recommend to the City Council the authorization to execute the Douglas Avenue Deer Creek Bridge Right-of-Way Services Intergovernmental Agreement. Motion was seconded by Commissioner Pearsall and approved with the following vote: Chair Porter, Commissioners Dayton, Whitcomb, Swenson, and Pearsall. No one voted no.

**Flexible Service Maintenance Agreement Oregon Department of Transportation:** Easley informed the City and Oregon Department of Transportation (ODOT) currently has an agreement, that is expiring soon, that allows both entities to provide the other with certain maintenance services. For instance, the state pays the City to sweep ODOT's roadways within the City and

the City purchases deicer from ODOT and picks it up at their maintenance facility in Green. If either entity needs paint and the other has it, then they can get it from them and then replace it. Easley stated the new agreement proposed a maximum amount of \$600,000 over ten years. Any "project" over \$100,000 would still require a separate approval by the City Council, or any project over \$150,000 for the state would require additional approvals. Commissioner Pearsall questioned what the current amount is in the agreement. Easley mostly found where we are billing ODOT for the sweeping. Discussion ensued regarding the current spending amount and the proposed amount.

**MOTION:** Commissioner Swenson moved to recommend to the City Council the authorization to execute a Flexible Services Maintenance Agreement with ODOT. Motion was seconded by Commissioner Dayton and approved with the following vote: Chair Porter, Commissioners Dayton, Whitcomb, Swenson, and Pearsall. No one voted no.

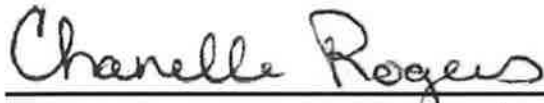
**AUDIENCE PARTICIPATION:** None

**INFORMATIONAL ITEMS:** None

**BUSINESS FROM THE COMMISSION:** None

**NEXT MEETING DATE:** June 8, 2023

**ADJOURNMENT:** Meeting adjourned at 3:47 pm.



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Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** June 8, 2023  
**TO:** Public Works Commission  
**FROM:** Dawn Easley, Public Works Director  
**SUBJECT:** 2023 Pavement Management Overlay Project  
Bid Award Recommendation - 23PW01

**ISSUE STATEMENT AND SUMMARY**

Construction bids were received for the 2023 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 Stewart Parkway from Airport Road to Stephens Street. Rehabilitation work on NE Stewart Parkway will involve a 4-inch asphalt grind and inlay. This project also includes road base repairs and a 2-inch asphalt grind and inlay on SE Stephens from SE Rice Street south approximately 950 feet.

The construction bid documents were advertised for bid on May 2, 2023 and bids were opened on May 23, 2023.

One bid was received and is summarized below:

<b>No.</b>	<b>Bidder</b>	<b>Total Bid Amount</b>
1	Knife River Materials	\$ 598,895.00
	<i>Engineer's Estimate</i>	<i>\$ 582,863.00</i>

**FINANCIAL CONSIDERATIONS**

The proposed FY 23-24 Transportation Fund budget includes \$750,000 for construction and inspection of this project. Total project costs are estimated below.

Construction	\$ 598,895.00
Contingency (10% of const.)	\$ 59,889.00
<u>CM Services (Century West Engr.)</u>	<u>\$ 25,000.00</u>
<i>Total Estimated Costs</i>	<i>\$ 683,784.00</i>

## **TIMING ISSUES**

If the Commission recommends award, the bid result will be presented to the City Council at their June 26, 2023 meeting. This project is budgeted in FY 23-24, if awarded the Notice to Proceed (NTP) would be issued in July. The contractor is allowed 60 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 \$598,895; or
2. Request additional information; or
3. Reject all bids.

## **STAFF RECOMMENDATION**

The lowest bidder submitted all required documentation and is considered both responsive and responsible. Funds have been budgeted and are available for this project. Therefore, staff recommends awarding the project to the lowest responsible bidder, Knife River Materials for \$598,895.

## **SUGGESTED MOTION**

***I move to recommend to the City Council award of the Stewart Parkway and Pine Street Pavement Improvement Project to the lowest bidder, Knife River Materials for \$598,895.***

## **ATTACHMENTS**

Engineer's Recommendation



May 24, 2023

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

Re: Stewart Parkway & Pine Street Pavement Improvements  
Project No. 23PW01

Dear Rick:

On May 23, 2023, one (1) bid was received to construct the above referenced project. Knife River submitted a bid for \$598,895.00 which is 2.7% greater than the Engineer's estimate of \$582,863.00.

The bid form was properly signed and executed, and the bid submission included a 1<sup>st</sup> 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 blue ink, appearing to read "Rawley Voorhies", with a long horizontal stroke extending to the right.

Rawley Voorhies, PE  
Project Manager

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** June 8, 2023  
**TO:** Public Works Commission  
**FROM:** Ryan Herinckx  
**VIA:** Dawn Easley, Public Works Director  
**SUBJECT: Pavement Management Program Slurry Seals 2023 -  
Bid Award Recommendation - 23PW02**

**ISSUE STATEMENT AND SUMMARY**

The City received bids for the Pavement Management Program Slurry Seals 2023 project on May 23, 2023. The issue for the Commission is whether to forward a recommendation to the City Council to award the construction contract.

**BACKGROUND/ANALYSIS**

A slurry seal is a very thin layer of aggregate with an asphalt emulsifier applied to an existing pavement. Slurry seals are used primarily as preventative maintenance to prolong the life of the paved surface.

The construction bid documents were advertised for bid on April 13, 2023 and bids were opened on May 23, 2023.

Four bids were received and are summarized below:

<b>No.</b>	<b>Bidder</b>	<b>Bid Amount</b>
1	Pave Northwest, Inc.	\$ 101,706.80
2	Doolittle Construction, LLC	\$ 136,360.43
3	One Way Trigger, LLC	\$ 147,081.32
4	VSS International, Inc.	\$ 174,325.00
	<i>Engineer's Estimate</i>	\$ 112,576.00

The project consists of 14 street segments at various locations totaling approximately 30,000 square yards.

**FINANCIAL CONSIDERATIONS**

The draft FY 23-24 Transportation Fund Materials & Services budget includes funding to complete this project. Total project costs are estimated below.

Construction	\$ 101,706.80
Contingency (5% of const.)	\$ 5,085.34
<b>Total Estimated Costs</b>	<b>\$ 106,762.14</b>

## **TIMING ISSUES**

If the Commission recommends award, the bid results will be presented to the City Council at the June 26, 2023 meeting. This project is budgeted in FY 23-24, if awarded the Notice to Proceed (NTP) would be issued in July. The contractor is allowed 60 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, Pave Northwest, Inc. for \$101,706.80; or
2. Request additional information; or
3. Reject all bids.

## **STAFF RECOMMENDATION**

The lowest bidder submitted all required documentation and is considered both responsive and responsible. Funds have been budgeted for this project. Therefore, staff recommends awarding the project to the lowest responsible bidder, Pave Northwest, Inc. for \$101,706.80.

## **SUGGESTED MOTION**

***I move to recommend the City Council award the Pavement Management Program Slurry Seals 2023 Project to the lowest responsible bidder, Pave Northwest, Inc. for \$101,706.80.***

## **ATTACHMENTS**

None



**CITY OF ROSEBURG  
MEMORANDUM - REVISED**



**DATE:** June 8, 2023  
**TO:** Public Works Commission  
**FROM:** Ryan Herinckx  
**VIA:** Dawn Easley, Public Works Director  
**SUBJECT:** **Kline Street ADA Ramps  
Bid Award Recommendation – 23PW13**

**ISSUE STATEMENT AND SUMMARY**

Construction bids were received for the Kline Street ADA Ramps project. The issue for the Commission is whether to forward a recommendation to the City Council to award the construction contract.

**BACKGROUND/ANALYSIS**

The City's adopted ADA Transition Plan prioritizes and guides local efforts to complete accessibility upgrades and charts a course for the City to achieve compliance with current ADA standards. The ADA Transition Plan identified 1,554 sidewalk access ramps that need to be improved or replaced to satisfy ADA requirements.

The City incorporates ADA ramp upgrades into pavement management and other improvement projects as required. Replacement of many of the substandard ramps will be accomplished in conjunction with an overlay project or other planned improvements.

This project was designed by City staff and includes the replacement of 16 curb ramps on NW Kline Street from NW Calkins Avenue to NW Moore Avenue.

The construction bid documents were advertised for bid on May 9, 2023 and bids were opened on May 31, 2023.

Two bids were received and are summarized below:

<b>No.</b>	<b>Bidder</b>	<b>Total Bid</b>
1	Guido Construction	\$ 212,899.50
2	Brown Contracting	\$ 377,445.00
	<i>Engineer's Estimate</i>	\$ 186,760.00

## **FINANCIAL CONSIDERATIONS**

The FY 23-24 Transportation Fund budget includes funds for the construction of this ADA ramp replacement project. Total project costs are estimated below.

Construction	\$ 212,899.50
Contingency (5% of const.)	\$ 10,644.98
<b>Total Estimated Costs</b>	<b>\$ 223,544.48</b>

## **TIMING ISSUES**

If the Commission recommends award, the bid result will be presented to the City Council at their June 26, 2023 meeting. This project is budgeted in the FY 23-24, if awarded the Notice to Proceed (NTP) would be issued in July. The contractor is allowed 60 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, Guido Construction, Inc. for \$212,899.50; or
2. Request additional information; or
3. Reject all bids.

## **STAFF RECOMMENDATION**

The lowest bidder submitted all required documentation and is considered both responsive and responsible. Funds have been budgeted and are available. Therefore, staff recommends awarding the project to the lowest responsible bidder, Guido Construction, Inc. for \$212,899.50.

## **SUGGESTED MOTION**

***I move to recommend the City Council award Kline Street ADA Ramps Project to the lowest responsible bidder, Guido Construction, Inc. for \$212,899.50.***

## **ATTACHMENTS**

None