



**ROSEBURG PUBLIC WORKS COMMISSION AGENDA**  
**THURSDAY, APRIL 11, 2024**  
**3:30 Regular Meeting**

*U*  
*4-4-2024*

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. March 14, 2024

**IV. DISCUSSION ITEMS**

A. Bradford Avenue ADA Ramp Replacement Bid Award Recommendation – 24PW07

**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, April 11, 2024**. 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: May 9, 2024**

**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  
MARCH 14, 2024  
MINUTES**

**CALL TO ORDER:** The meeting of the City of Roseburg Public Works Commission was called to order at 3:31 p.m. Thursday, March 14, 2024 in the City Hall Council Chambers, Roseburg, Oregon.

**ROLL CALL:** Present: Chair Ellen Porter, Commissioners John Seward, Fred Dayton, Roger Whitcomb, Pat Lewandowski, Ken Hoffine, and Brandon Pearsall

**Absent:** Tim Swenson and Stuart Liebowitz

**Others Present:** None

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

**APPROVAL OF MINUTES:** Commissioner Lewandowski moved to approve the minutes of the January 11, 2024 Public Works Commission meeting. Motion was seconded by Commissioner Whitcomb and approved with the following vote: Chair Porter, Commissioners Seward, Dayton, Whitcomb, Lewandowski, Hoffine and Pearsall. No one voted no.

**DISCUSSION ITEMS:**

**Douglas Ave. Deer Creek Bridge Project – Intergovernmental Agreement – Change Order No. 1:** Easley informed there has been a change order for this project due to the estimated construction project cost has increased since the 2018 scoping due to inflation and additional Right-of-Way needs. The updated estimate for the total project construction cost is \$12,638,119 and the increase to the required City matching funds is \$166,902.29. Commissioner Whitcomb questioned what additional right of way do they need. Easley replied that it was not listed in the change order request. Herinckx said it might have to do with some storm facilities in the area.

**MOTION:** Commissioner Seward moved to recommend to the City Council to authorize the execution of the Douglas Avenue Deer Creek Bridge Project Change Order No. 1 to the Oregon Department of Transportation Intergovernmental Agreement. Motion was seconded by Commissioner Dayton and approved with the following vote: Chair Porter, Commissioners Seward, Dayton, Whitcomb, Lewandowski, Hoffine and Pearsall. No one voted no.

**AUDIENCE PARTICIPATION:** None


**INFORMATIONAL ITEMS:** Herinckx went over project updates. Commissioner Seward questioned if the ARPA funds were money received during COVID. Herinckx replied that it was. Chair Porter questioned when the funds expire. Easley stated the projects have to be identified and planned by the end of 2024. Herinckx also mentioned that a taxiway extension project at the airport will be bidding soon, but that will go to Airport Commission not this commission.

**BUSINESS FROM THE COMMISSION:** Commissioner Dayton questioned if there was a target date for updating the Water Master Plan. Easley replied there was not a date yet but she did program funds for the budget and if that is approved then will set up a meeting. Commissioner Lewandowski inquired if there was a street issue in the Rocky Ridge and Rose Village area. Herinckx said he has that on his list of items to look into with Easley. Commissioner Lewandowski asked for update on the Edenbower Railroad crossing issue. Herinckx said as far as he know it is still scheduled for this Spring.

Commissioner Lewandowski feels the Stewart Parkway and Airport Rd railroad crossing is starting to have issues also. Herinckx stated that one has been worked on a couple years ago. Commissioner Pearsall asked how often the curbs are painted. Herinckx stated that typically happens in the summer when the street crew does striping at night.

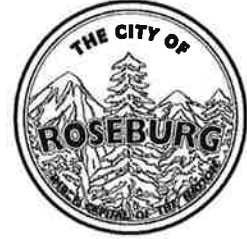
**NEXT MEETING DATE: April 11, 2024**

**ADJOURNMENT:** Meeting adjourned at 3:53 pm.



Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** April 11, 2024  
**TO:** Public Works Commission  
**FROM:** Ryan Herinckx  
**VIA:** Dawn Easley, Public Works Director  
**SUBJECT: Bradford Avenue ADA Ramp Replacement  
Bid Award Recommendation – 24PW07**

**ISSUE STATEMENT AND SUMMARY**

Construction bids were received for the Bradford Avenue ADA Ramp Replacement 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 15 curb ramps in Schedule A and 4 curb ramps in Schedule B. The curb ramps are located on W Bradford Avenue and W Broccoli Street near Fullerton Elementary. The construction bid documents were advertised for bid on March 14, 2024 and bids were opened on April 2, 2024.

Four bids were received and are summarized below:

No.	Bidder	Schedule A	Schedule B	Total Bid
1	Freedom Builder	\$177,855.00	\$30,817.00	\$208,672.00
2	Guido Construction	\$193,610.00	\$33,905.00	\$227,515.00
3	Pacific Excavation	\$204,195.00	\$27,925.00	\$232,120.00
4	Brown Contracting	\$210,921.00	\$38,531.00	\$249,452.00

*Engineer's Estimate*                      \$195,351.00      \$25,531.00      \$220,882.00

**FINANCIAL CONSIDERATIONS**

The FY 23-24 Sidewalk Fund has funds available for the construction of this ADA ramp replacement project. Total project costs are estimated below.

Construction	\$ 208,672.00
Contingency (5% of const.)	\$ 10,433.00
<b>Total Estimated Costs</b>	<b>\$ 219,105.00</b>

**TIMING ISSUES**

If the Commission recommends award, the bid result will be presented to the City Council at their April 22, 2024 meeting. Funds are available in the FY 23-24 budget, if awarded the Notice to Proceed (NTP) would be issued in June. The contractor is allowed 80 calendar days to complete both Schedule A and Schedule B.

**COMMISSION OPTIONS**

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

1. Award the contract to the lowest responsive bidder, Freedom Builders for \$ 208,672.00; 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, Freedom Builders for \$ 208,672.00.

**SUGGESTED MOTION**

*I move to recommend the City Council award Bradford Avenue ADA Ramp Replacement Project to the lowest responsible bidder, Freedom Builders for \$208,672.00.*

**ATTACHMENTS**

None