



ROSEBURG PUBLIC WORKS COMMISSION AGENDA  
THURSDAY, APRIL 14, 2022  
3:30 Regular Meeting

*Handwritten initials*

**Electronic Meeting**

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

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*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:**

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

**III. APPROVAL OF MINUTES**

A. March 10, 2022

**IV. DISCUSSION ITEMS**

- A. 2022 Pavement Management Overlay Project Bid Award Recommendation – 22PW01 Phase 1
- B. Task Order Award Recommendation 2022 Pavement Management Project – Overlays – 22PW01
- C. Fulton Shop Building Reroof Bid Award Recommendation – 22PW07
- D. State of Oregon Coronavirus State Fiscal Recovery Fund Grant Agreement

**AUDIENCE PARTICIPATION** – 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 14, 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: May 12, 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  
MARCH 10, 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, March 10, 2022 electronically via Zoom in Roseburg Oregon.

**ROLL CALL:** Present: Chair Bob Cotterell, Commissioners Fred Dayton, Tim Swenson, Stuart Liebowitz (left 3:59), Ken Hoffine, Noel Groshong, Pat Lewandowski, and Roger Whitcomb

Absent: John Seward

Others Present: None

Attending Staff: Public Works Director Brice Perkins, Design and Construction Manager Ryan Herinckx, City Civil Engineer Daryn Anderson, and Public Works Department Technician Chanelle Rogers

**APPROVAL OF MINUTES:** Commissioner Hoffine moved to approve the minutes of the December 9, 2021 Public Works Commission meeting. Motion was seconded by Commissioner Whitcomb and approved with the following vote: Chair Cotterell, Commissioners Dayton, Liebowitz, Hoffine, Groshong, Lewandowski, Whitcomb and Swenson voted yes. No one voted no.

**DISCUSSION ITEMS:**

**Safe Routes to School Grant Application Authorization:** Herinckx said the grant application for the 2023-24 funding cycle are due on March 18, 2021. This project has come to the commission previously most recently in August of 2020. The project is for improvements on Douglas Avenue east of Deer Creek, it would include widening the roadway, installing sidewalks, bike lanes, and a rapid flashing crossing at Eastwood Park. The project costs have gone up a little since the last time staff applied for the grant. The current estimate for this project is just short of \$4 million; of that \$2,872,000 is grant eligible, which means it fits under the Safe Routes to School criteria. The max amount available through the grant is \$2 million, with a 20% match by the City. Herinckx said we are planning to apply for the entire \$2 million and that would leave the City covering the remainder cost of the project. The additional cost includes replacing the water line in Douglas Ave, which is not grant eligible but needs to be done at same time as the rest of the project. Commissioner Swenson inquired if the City receives the grant what is the time frame for using the funds. Herinckx said we would not be notified until fall of 2022 if we receive the grant and believes we would have couple of years to use the funds. Commissioner Swenson also questioned if the City had the funds budgeted for the City portion if the grant application is selected. Perkins said the funds are available. Chair Cotterell asked if some of the match could be done by in house labor. Herinckx said it could possibly be part of the match but this size of project will be a contractor doing most of the work. Commissioner Whitcomb questioned if staff recalled what the price of the project was the last time the grant was applied for. Herinckx replied the price of the project has increased by almost \$1 million. Commissioner Liebowitz inquired as to if staff knows why we did not receive the grant the previous times it has been applied for. Herinckx said we missed the last round by about 6 points on a 400-point system; a lot of the scoring is based on school demographics.

**MOTION:** Commissioner Lewandowski moved to recommend that the City Council authorize submission of a grant application for the Safe Routes to School Program for improvements to Douglas Avenue. Motion was seconded by Commissioner Liebowitz and approved with the following vote: Chair Cotterell, Commissioners Dayton, Liebowitz, Hoffine, Groshong, Lewandowski, Whitcomb and Swenson voted yes. No one voted no.

**2022 ADA Ramp Replacement Project No. 22PW05 Construction Bid Recommendation**

**22PW05:** Perkins informed the City has an adopted ADA Transition Plan that identifies 1,554 sidewalk access ramps that need to be improved or replaced to satisfy ADA requirements. In September 2021, the City entered into a contract with i.e. Engineering, Inc. to provide engineering design for the replacement of 14 ADA ramps along SE Pine and SE Stephens Streets. The project was put out for bid in February; four bids were received with the low bidder being Freedom Builders, LLC with a bid of \$181,083.00. Commissioner Groshong feels the cost to do ADA sidewalks is becoming unreasonable, does staff see any end to the rising costs. Perkins agreed the cost is high but does not currently see an end to it and there is no way around doing the projects, as they are required to be done. Chair Cotterell questioned what would happen if they were not replaced. Perkins said could possibly have someone end up suing the City. Commissioner Swenson asked if the low bidder was prequalified by ODOT. Herinckx said that they were and they are also approved by ODOT to be an inspector although the City will have an inspector on site as well.

**MOTION:** Commissioner Liebowitz moved to forward a recommendation to the City Council to award the 2022 ADA Ramp Replacement Project to the low bidder, Freedom Builders, LLC, for \$181,083.00. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Chair Cotterell, Commissioners Dayton, Liebowitz, Hoffine, Groshong, Lewandowski, Whitcomb and Swenson voted yes. No one voted no.

**Broccoli Street Storm Improvements Construction Bid Recommendation 21PW16:**

Perkins informed the City has an adopted Storm Drainage Master Plan and it identifies Military Avenue as having very little drainage infrastructure. This project would consist of installing 800 linear feet of 12-inch HDPE storm drainpipe, and corresponding manholes and catch basins. The area the work will take place is within an undeveloped portion of Broccoli Street between Military Avenue and Lorraine Avenue. The project was advertised in February and seven bids were received with the low bidder being Knife River Materials with bid of \$98,374.00. Perkins feels the bid came in so low due to the work is in an open area and should be fairly simple job.

**MOTION:** Commissioner Swenson moved to recommend to the City Council the award of the Broccoli Street Storm Improvement Project to the low bidder, Knife River Materials for \$98,374.00. Motion was seconded by Commissioner Groshong and approved with the following vote: Chair Cotterell, Commissioners Dayton, Liebowitz, Hoffine, Groshong, Lewandowski, Whitcomb and Swenson voted yes. No one voted no.

**Award Recommendation – Design Services for Calkins/Troost/Harvard Storm Project**

**22PW08:** Perkins stated that staff has identified storm water drainage deficiencies in three separate areas, those include NW Troost St., section of NW Calkins Ave., and area of W Harvard Ave. The storm drainage system in these areas is undersized and fragmented in a system of pipes and open ditches. The project totals approximately 3,250 lineal feet of storm drainage improvements to capture and re-route storm water within the rights-of-way. Perkins informed that in January 2022 staff solicited informal proposals from five engineering firms for design through bidding services for this project. Two proposals were received with i.e. Engineering, Inc. being low proposal for \$90,030. Perkins said there are funds budgeted this fiscal year in the Storm Drainage budget, also the City of Roseburg received funding as part of the American Rescue Plan Act (ARPA) to help fund this project. Commissioner Groshong

questioned if there was a time line for the project. Herinckx said the project should bid in Fall/Winter 2022 and construction should happen in spring of 2023.

**MOTION:** Commissioner Lewandowski moved to recommend to City Council the award of a consulting services contract for the Calkins/Troost/Harvard Storm Replacement Project, to i.e. Engineering, Inc. for \$90,030.00. Motion was seconded by Commissioner Whitcomb and approved with the following vote: Chair Cotterell, Commissioners Dayton, Liebowitz, Hoffine, Groshong, Lewandowski, Whitcomb and Swenson voted yes. No one voted no

**Award Recommendation – Design Services for HWY 138 Water Line Replacement**

**22WA16:** Perkins informed that in 1996 the City installed an 18-inch water transmission main on Diamond Lake Blvd. from Fowler St. to Douglas Ave., where it connects into an 8-inch line. This project would replace approximately 3,300 LF of the existing 8-inch line. Perkins stated that in January 2022 staff solicited informal proposals from five engineering firms for design through bidding services for this project. Four proposals were received with Keller Associates, Inc. being low proposal for \$78,240. Commissioner Swenson recused himself from this discussion item, as he was sub-bidder for two of the proposals.

**MOTION:** Commissioner Hoffine moved to recommend to City Council the award of a consulting services contract for the Highway 138 Water Line Replacement Project, from Douglas Avenue to Sunshine Road, to Keller Associates, Inc. for \$78,240.00. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Chair Cotterell, Commissioners Dayton, Liebowitz, Hoffine, Groshong, Lewandowski, and Whitcomb voted yes. No one voted no.

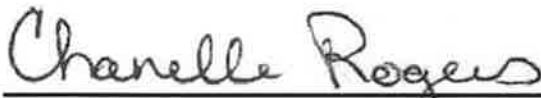
**AUDIENCE PARTICIPATION:** None

**INFORMATIONAL ITEMS:** Perkins is proud of the projects that the engineering staff have accomplished in the last year. Herinckx briefly went over a couple of the projects on the list of updates. Commissioner Hoffine inquired if staff felt the good bids received on the slurry project was a one-time opportunity or does staff think will see good prices again. Herinckx said we had a secondary list ready to go so added a few street from that list. This year will be bidding a little different, will do a base bid and a schedule B option.

**BUSINESS FROM THE COMMISSION:** Commissioner Lewandowski inquired what the schedule was for the Edenbower railroad-crossing repair. Perkins said the railroad had informed staff that the Mosher St. crossing would be done in this year's budget and they have Edenbower crossing scheduled to be done in the next budget. Perkins also mentioned City staff would be working with the railroad to include a pedestrian crossing at the Mosher St.

**NEXT MEETING DATE:** April 14, 2022

**ADJOURNMENT:** Meeting adjourned at 4:13 p.m.



Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG  
MEMORANDUM - REVISED**



**DATE:** April 14, 2022  
**TO:** Public Works Commission  
**FROM:** Ryan Herinckx  
**VIA:** Brice Perkins, PE, Public Works Director  
**SUBJECT:** 2022 Pavement Management Overlay Project  
Bid Award Recommendation - 22PW01 Phase I

**ISSUE STATEMENT AND SUMMARY**

Construction bids were received for Phase I 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 Diamond Lake Boulevard to Garden Valley Boulevard as the priority for 2022. The project consists of grinding and repaving 68 feet wide and roughly 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 I construction will begin this fiscal year and consist of removing and replacing the 24 ADA ramps. Phase II will bid later this spring for summer construction and will include a 3" grind and inlay. Phase I of this project was advertised for bid on March 18, 2022.

Three bids were received on April 7, 2022 and are summarized below:

<b>No.</b>	<b>Bidder</b>	<b>Schedule A</b>	<b>Schedule B</b>	<b>Total Bid</b>
1	Freedom Builders	\$ 274,368.00	\$ 62,724.00	\$ 337,092.00
2	Guido Construction	\$ 481,525.00	\$ 120,510.00	\$ 602,035.00
3	Brown Contracting	\$ 665,773.00	\$134,115.00	\$ 799,888.00
	<i>Engineer's Estimate</i>	\$ 395,105.00	\$ 94,665.00	\$ 489,770.00

**FINANCIAL CONSIDERATIONS**

The FY 21-22 Transportation Fund budget includes \$1,200,000 for design and construction of overlay projects. Total project costs are estimated below.

Construction	\$ 337,092.00
Construction Mgt. Support (Century West)	\$ 58,438.00
Contingency (5% of const.)	\$ 16,854.60

**Total Estimated Costs** **\$ 412,384.60**

**TIMING ISSUES**

The City has 45 days from bid opening to accept or reject all bids. The Commission's recommendation will be presented to the City Council at the April 25, 2022 meeting. If awarded, the Notice to Proceed would be issued in May. The contractor is allowed 103 calendar days to complete the project.

**COMMISSION OPTIONS**

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

1. Award Schedules A and B of the contract to the lowest responsive bidder, Freedom Builders, LLC for \$337,092.00; 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, LLC for \$337,092.00.

**SUGGESTED MOTION**

*I move to recommend the City Council award Phase I of the 2022 Pavement Management Program Overlay Project to the lowest responsible bidder, Freedom Builders, LLC for \$337,092.00.*

**ATTACHMENTS**

Engineer Award Recommendation



April , 2022

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

Re: Stephens Street Curb Ramp Improvements  
Project No. 22PW01 PH 1

Dear Rick:

On April 7th, 2022, three (3) bids were received to construct the above referenced project. Contractors submitting bids were Brown Contracting, Freedom Builders, and Guido Construction.

A summary of the bids and the Engineer's Estimate is provided below:

	<b>Brown Contracting</b>	<b>Freedom Builders</b>	<b>Guido Construction</b>	<b>Engineer's Estimate</b>
Schedule A - Base Bid	\$665,773.00	\$274,368.00	\$481,525.00*	\$396,255.00
Schedule B - Alternate	\$134,115.00	\$62,724.00	\$120,510.00	\$94,925.00
Base Bid + Alternate	\$799,888.00	\$337,092.00	\$602,035.00	\$491,180.00

\* Guido Construction calculated a base bid total of \$476,525.00, which was \$5,000 lower than the correct amount shown.

Guido Construction failed to submit a first-tier Subcontractors list within 2 hours of the Bid submission deadline, as required by ORS 279C.370. Therefore, their bid is considered non-responsive.

Freedom Builders of Azalea, Oregon was the lowest responsive bidder with a total Base Bid of \$274,368.00, which was 40.2% lower than the second lowest base bid. The bid was properly signed and executed, and the applicable addendums were acknowledged. 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 understanding of the available funds and review of the bids, Century West Engineering recommends that the City of Roseburg award the construction contract to **Freedom Builders** for the total Base Bid plus Alternate amount of \$337,092.00.

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,

Rawley Voorhies, PE  
Project Manager

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** April 14, 2022  
**TO:** Public Works Commission  
**FROM:** Ryan Herinckx  
**VIA:** Brice Perkins, P.E., Public Works Director  
**SUBJECT:** Task Order Award Recommendation  
2022 Pavement Management Project – Overlays – 22PW01

**ISSUE STATEMENT AND SUMMARY**

The Transportation Improvement Fund includes funding for pavement management projects. The issue for the Commission is whether to make a recommendation to approve a task order for construction management services under the master agreement.

**BACKGROUND/ANALYSIS**

On September 23, 2019, Council awarded a Five Year Pavement Management Program engineering contract to Century West Engineering with the understanding that each task order would be negotiated based on the work to be accomplished. On December 13, 2021, Council awarded a Task Order No. 8, for design through bidding services for the 2022 Pavement Management Project.

The 2022 Pavement Management Project includes rehabilitation of NE Stephens from 640 feet north of Diamond Lake Boulevard to Garden Valley Boulevard.

The scope of services for the current task order provides complete construction management services for Phase I of the 2022 Pavement Management Project.

**FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

The proposed cost of the task order is \$58,438.00. Funds are available in FY 21/22 budget to proceed with construction of the ADA curb ramps. Phase II, the grind and inlay is planned in FY 22/23.

**TIMING ISSUES**

If the Commission provides a recommendation to award the contract, it will be presented to the City Council at their April 25, 2022 meeting.

**COMMISSION OPTIONS**

The Public Works Commission has the following options:

- a. Recommend to the City Council the award of the task order to Century West Engineering for an amount not to exceed \$58,438.00; or
- b. Request additional information; or



- c. Recommend that the City Council not award the task order and not move forward with the project at this time.

**STAFF RECOMMENDATION**

Staff recommends that the Commission forward a recommendation to the City Council to authorize Task Order No. 9 with Century West Engineering.

**SUGGESTED MOTION**

*I move to recommend to City Council the authorize Task Order No. 9 with Century West Engineering for construction management services for Phase I of the 2022 Pavement Management Program project for an amount not to exceed \$58,438.00.*

**ATTACHMENT**

None

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** April 14, 2022  
**TO:** Public Works Commission  
**FROM:** Ryan Herinckx  
**VIA:** Brice Perkins, P.E., Public Works Director

**SUBJECT: Fulton Shop Building Reroof Bid Award Recommendation – 22PW07**

**ISSUE STATEMENT AND SUMMARY**

The City will be receiving construction bids for the Fulton Shop Building Reroof project. The issue for the Commission is whether to forward a recommendation to the City Council to award the construction contract.

**BACKGROUND/ANALYSIS**

The Public Works Shop Facility located at 425 NE Fulton Street was constructed in 1971. In 2007, DLR Group completed a facility condition assessment for City facilities. The roof on the Public Works Shop is the original, the facility assessment indicates the roof is at the end of its useful life and in need of replacement.

In December of 2021, the City negotiated a contract with Wilson Architecture Inc., for design and construction management services for this project.

The project was advertised on March 14, 2022 and bids will be received on April 12, 2022. Staff will analyze the bids and present the results at the Commission meeting.

**FINANCIAL CONSIDERATIONS**

The proposed FY 22-23 Water and Storm Capital Outlay budgets include a total of \$425,000 to complete this project. Staff will present additional financial information at the Commission meeting.

**TIMING ISSUES**

The Commission's recommendation will be presented to City Council at the April 25, 2022 meeting. If awarded, the Notice to Proceed would be issued in June.

**COMMISSION OPTIONS**

Commission options will be presented at the Commission meeting.

**STAFF RECOMMENDATION**

A staff recommendation will be made at the Commission meeting.

**SUGGESTED MOTION**

A suggested motion will be provided at the Commission meeting.

**ATTACHMENTS**

None

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** April 14, 2022

**TO:** Public Works Commission

**FROM:** Brice Perkins, P.E., Public Works Director

**SUBJECT: State of Oregon Coronavirus State Fiscal Recovery Fund Grant Agreement**

**ISSUE STATEMENT AND SUMMARY**

As identified in HB 5006 of the 2021 Oregon legislative session, the City of Roseburg was awarded an allocation of the American Rescue Plan Act (ARPA) funding for the Calkins-Troost-Harvard Storm Replacement Project. The issue for the Commission is whether or not to recommend council authorize the City Manager to sign the grant agreement.

**BACKGROUND/ANALYSIS**

Pursuant to Oregon Laws 2021, chapter 669, section 196, the Oregon Business Development Department (OBDD) is authorized to distribute grant funds from funds received by the State of Oregon under the federal American Rescue Plan Act Coronavirus State Fiscal Recovery Fund (ARPA SFRF).

HB 5006 allocated \$1,570,064 specifically to the City of Roseburg for the Calkins-Troost-Harvard Storm Replacement project. The allocation is being managed through the OBDD. The OBDD recently forwarded the Grant Agreement to the City for signatures.

**FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

Grant revenue of \$1,570,064, and the capital outlay expense of \$1,612,967 are identified in the proposed FY23 Storm Fund budget. Under the grant agreement, funds are disbursed on a reimbursement basis.

**TIMING ISSUES**

If the Commission provides a recommendation to authorize the City Manager to sign the grant agreement, this item will be presented to the City Council at the April 25, 2022 Council Meeting.

**COMMISSION OPTIONS**

The Public Works Commission has the following options:

- a. Recommend the City Council authorize the City Manager to sign the grant agreement; or
- b. Request additional information; or
- c. Recommend that the Council not authorize the City Manager to sign the grant agreement.

**STAFF RECOMMENDATION**

Staff recommends that the Commission forward a recommendation to the City Council to authorize the City Manager to sign the State of Oregon Coronavirus State Fiscal Recovery Fund Grant agreement in the amount of \$1,570,064.

**SUGGESTED MOTION**

I move to recommend the City Council authorize the City Manager to sign the State of Oregon Coronavirus State Fiscal Recovery Fund Grant in the amount of \$1,570,064.

**ATTACHMENTS**

None.