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**ROSEBURG PUBLIC WORKS COMMISSION AGENDA
THURSDAY, APRIL 12, 2018**

**3:30 Regular Meeting City Hall Third Floor Conference Room
900 SE Douglas Avenue, Roseburg, Oregon 97470**

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: Steve Kaser
Commissioners: Nathan Reed Stuart Liebowitz Noel Groshong
 John Seward Vern Munion Fred Dayton
 Ken Hoffine Roger Whitcomb

III. APPROVAL OF MINUTES

A. Special Meeting March 22, 2018

IV. DISCUSSION ITEMS

- A. Resident Observation Master Contract Award
- B. Black Avenue Improvements – Construction Bids
- C. Downtown Roseburg Corridor Improvements Phase 2 – Construction Bids
- D. Award Recommendation – Construction Managements Services for Downtown Roseburg Corridor Improvements Phase 2
- E. Edenbower/Stewart Parkway Left Turn Lane – Construction Bids
- F. Award Recommendation – CM Services for Edenbower/Stewart Parkway Left Turn Lane
- G. Garden Valley Boulevard Pavement Rehabilitation Project – Construction Bids
- H. Award Recommendation – CM Services for Garden Valley Boulevard Pavement Rehabilitation Project

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. The Commission reserves the right to delay any action, if required, until such time when they are fully informed on the matter.

V. INFORMATIONAL

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: May 10, 2018

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
SPECIAL PUBLIC WORKS COMMISSION MEETING
MARCH 22, 2018
MINUTES**

CALL TO ORDER: The meeting of the City of Roseburg Special Public Works Commission was called to order at 3:30 p.m. Thursday, March 22, 2018 in the Third Floor Conference Room at City Hall.

ROLL CALL: Present: Chair Steve Kaser, Commissioners Nathan Reed, John Seward, Stuart Liebowitz, Fred Dayton, Noel Groshong, Ken Hoffine, and Roger Whitcomb

Absent: None

Others Present: None

Attending Staff: City Manager Lance Colley, Public Works Director Nikki Messenger, Finance Director Ron Harker, Engineer Manager Jim Maciariello, and Department Technician Chanelle Rogers

APPROVAL OF MINUTES: Liebowitz moved to approve the minutes of the March 8, 2018 Public Works Commission meeting. Motion was seconded by Dayton and carried unanimously.

DISCUSSION ITEMS:

Phase 2 – Water System SCADA Improvements Construction Service Task Order

Authorization: Colley asked that Maciariello give brief overview of what SCADA is for the new commission members. Maciariello stated that Task Order No. 7 with RH2 Engineering would include:

- Project management services,
- Software development to control and monitor equipment at the sites
- Startup, testing, commissioning, and training of each new control system
- FCC frequency licensing
- Services during construction

Groshong questioned if the SCADA system was interconnected with the City's regular software systems. Harker stated that it was on the same backbone as other city systems. Messenger said staff other than the operators at the treatment plant will be able to see the data but not be able to control anything. Maciariello briefly went over questions that Commissioner Whitcomb had emailed to staff regarding the SCADA system.

MOTION: Groshong moved to recommend the City Council authorize a task order for construction related services for Phase 2 of the Water system SCADA Improvements with RH2 Engineering, Inc. for an amount not to exceed \$171,171 Motion was seconded by Seward and carried unanimously.

Phase 3 – Water System SCADA Improvements Engineering Design Task Order Authorization:

Maciariello informed that Task Order No. 8 is for Phase 3 design and bidding services, which is the design of the control system integration at the City's Winchester Water Treatment Plant. Maciariello stated that this is the last phase at the Water Treatment Plant. Groshong questioned if this was for the design only. Maciariello replied that yes it was just for design.

MOTION: Dayton moved to recommend the City Council authorize a task order with RH2 Engineering, Inc. for design of the Phase 3 – Water System SCADA Improvements for an amount not to exceed \$59,351. Motion was seconded by Seward and carried unanimously.

AUDIENCE PARTICIPATION: None

INFORMATIONAL ITEMS:

Urban Renewal 101 – Verbal: Colley stated that at the last Public Works Commission meeting some members had questions about the Urban Renewal Agency. Therefore he asked Finance Director, Ron Harker to give a presentation. Harker gave brief presentation showing how the current urban renewal area has been impacted and he explained that Urban Renewal is an additional revenue stream called tax increment financing, which allows the county assessor to redistribute the taxes that are already collected and allocate taxes on growth in the area to the urban renewal agency. Those funds can only be used on projects and programs in the specifically designated urban renewal areas. Urban Renewal is a way for encouraging local economic development and addressing infrastructure deficiencies and underdevelopment in a community. Colley said if the infrastructure gets installed then it could spur development in that area. Discussion ensued in regards to how urban renewal aided in both Lowes and Home Depot coming to Roseburg.

BUSINESS FROM THE COMMISSION: Seward asked if an L.I.D be explained. Colley informed a Local Improvement District (L.I.D) is a method in which a group of property owners share in the cost of infrastructure improvements.

NEXT MEETING DATE: April 12, 2018

ADJOURNMENT: Meeting adjourned at 4:53 p.m.

Chanelle Rogers

Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG
MEMORANDUM**



DATE: April 12, 2018

TO: Public Works Commission

FROM: Jim Maciariello, P.E.

VIA: Nikki Messenger, P.E., Public Works Director

SUBJECT: Resident Observation Master Contract Award

ISSUE STATEMENT AND SUMMARY

The issue for the Commission is whether to recommend to the City Council and Urban Renewal Board the award of a master contract for resident observation services.

BACKGROUND/ANALYSIS

The Commission has requested that staff consider options for procuring resident observation (inspection) services for capital projects. This year, the City has an opportunity to work with the inspector that performed services for the South Stewart Parkway project and to utilize his skill set on multiple projects. This individual worked through Century West Engineering last year and will be working through i.e. Engineering, Inc. this construction season.

Staff's intent is to execute a master contract with i.e. Engineering, Inc. for resident observation services. Each task order under the master contract would be individually negotiated, based on an agreed upon scope of work. Work that would be accomplished under this contract is field inspection services for construction projects.

At this time, staff intends to utilize this contract for inspection services on the Black Avenue Improvements, Garden Valley – Fairmount to Stephens, and 2018 Overlay projects. Staff has determined that entering into a contract with i.e. Engineering is the most cost effective and timely method to provide field inspection services required to successfully complete these projects.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

It is staff's intent to enter into a master contract and negotiate task orders as required on a project by project basis. A new task order will be negotiated for each project and the cost for these services will be included in the overall project cost. Any task orders over \$50,000 will require approval from the City Council or Urban Renewal Board after recommendation by the Public Works Commission. The combined value of all task orders will not exceed \$100,000.

TIMING ISSUES

If the Commission provides a recommendation to award the master contract, it will be presented to the Council at their April 23rd meeting.

COMMISSION OPTIONS

The Public Works Commission has the following options:

1. Recommend to the City Council the award of a master contract for resident observation services to i.e. Engineering, Inc.; or
2. Request additional information; or
3. Recommend not moving forward with the master contract at this time.

STAFF RECOMMENDATION

Staff recommends entering into a master contract with i.e. Engineering, Inc. for resident observation services for various projects to be defined by individual task orders.

SUGGESTED MOTION

I move to recommend to the City Council the award of a master engineering contract for resident observation services to i.e. Engineering, Inc. for an amount not to exceed \$100,000.

**CITY OF ROSEBURG
MEMORANDUM**



DATE: April 12, 2018
TO: Public Works Commission
FROM: Jim Maciariello, P.E.
VIA: Nikki Messenger, P.E., Public Works Director
SUBJECT: **Black Avenue Improvements
Project 17UR01, Construction Bids**

ISSUE STATEMENT AND SUMMARY

The City received construction bids for the Black Avenue Improvements project. The issue for the Commission is whether to forward a recommendation to the City Council and the Urban Renewal Board to award the construction contract.

BACKGROUND/ANALYSIS

Black Avenue is a local street that parallels Garden Valley Boulevard west of Interstate 5. In the fall of 2016, the City went through a qualifications based selection process to select an engineer for what was originally the Black Avenue Extension Project. In December 2016, the Urban Renewal Board authorized a master contract with 3J Consulting, Inc.

In January of 2017, the City authorized a task order to study and analyze the existing and future traffic movements and provide design alternatives for the Black Avenue project. The report was presented at the April 19th Commission meeting. The Commission recommended that the Black Avenue Project include the reconstruction of Black Avenue between the Garden Valley Mall and Estelle Street. This recommendation was presented and approved at the May 8th Urban Renewal Board meeting.

In July of 2017, the Urban Renewal Board awarded a task order to 3J Consulting, Inc. for the design phase of this project. The project was advertised for bid on March 1st. Bids were opened on March 29th. Four bids were received. They are summarized below.

	Bidder	Bid Amount
1	Cradar Enterprises	\$ 642,259.00
2	Knife River Materials	\$ 777,777.00
3	KSH Construction	\$ 778,778.00
4	JRT Construction	\$ 799,980.50
	Engineer's Estimate	\$ 658,115.00

FINANCIAL CONSIDERATIONS

The engineering fee for the alternative analysis was \$49,700. The engineering fee for the project design was \$85,450. The remaining project costs are estimated below.

Construction	\$ 642,259
Construction Mgt. Support	\$ 35,000
Resident Observer	\$ 25,000
Contingency (10% of Const.)	\$ 64,226
Total	\$ 766,485

The FY 18-19 draft budget includes project funding as outlined below.

Urban Renewal	\$ 575,000
Storm Drainage	\$ 100,000
RUSA Contribution (Est.)	\$ 92,000
Total Project FY 18-19	\$ 767,000

TIMING ISSUES

The Commission's recommendation will be presented to City Council and Urban Renewal Board at their April 23rd meeting. If awarded, the Notice to Proceed would be given in May after execution of the construction contract. The contractor has 120 days to complete the project.

COMMISSION OPTIONS

The Commission has the following options:

- 1) Award the contract to the lowest responsive bidder, Cradar Enterprises, Inc.; 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. Money has been budgeted and is available to proceed with the project. 3J Consulting has reviewed the bids and recommends award to the lowest bidder, Cradar Enterprises. Staff concurs with this recommendation.

RECOMMENDED MOTION

I move to recommend to the City Council and Urban Renewal Board the award of the Black Avenue Improvement Project to the lowest responsible bidder Cradar Enterprises, Inc., for \$642,259.00

ATTACHMENTS

Engineer's letter of recommendation

3J CONSULTING

5075 SW GRIFFITH DRIVE, SUITE 150
BEAVERTON, OREGON 97005
PH: (503) 946.9365
WWW.3J-CONSULTING.COM

MEMORANDUM

To: Ryan Herinckx
Project Manager

From: Gregg Weston, PE
Project Manager

Date: April 5, 2018

Project Name: Black Avenue Extension
Project No: 16373 (17UR01)
RE: Bid Summary

Ryan, we have had the opportunity to review the bid results from the March 29th, 2018 bids associated with the Black Avenue Extension project.

Based on the bid information provided and discussions with you and the City of Roseburg Public Works Director (Nikki Messenger), 3J Consulting has determined ***Cradar Enterprises, Inc.*** is the apparent low responsive bidder with the total base bid amount of **\$642,259.00**. 3J Consulting recommends that the City award the Black Avenue Extension project to ***Cradar Enterprises, Inc.***

If you should have any questions or concerns or require additional information please do not hesitate to contact me.

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**CITY OF ROSEBURG
MEMORANDUM**



DATE: April 12, 2018

TO: Public Works Commission

FROM: Jim Maciariello, P.E.

VIA: Nikki Messenger, P.E., Public Works Director

SUBJECT: **Downtown Roseburg Corridor Improvements Phase 2
Project 17UR04, Construction Bids**

ISSUE STATEMENT AND SUMMARY

The City received construction bids for the Downtown Roseburg Corridor Improvements Phase 2 project. The issue for the Commission is whether to forward a recommendation to the City Council and Urban Renewal Agency to award the construction contract.

BACKGROUND

In 2000, the City adopted the Downtown Master Plan. Since that time, many of the improvements listed in that plan have been accomplished. In 2005, the Urban Renewal Agency adopted the Second Amendment to the North Roseburg Urban Renewal Plan. This amendment included the downtown in the Urban Renewal Area in order to facilitate additional improvements to the downtown area. In 2015, the first phase of the downtown improvements was constructed. These included improvements on Jackson, Main, Rose and Kane between Oak and Washington. The intent of the second phase is to carry similar improvements south from Oak to Lane Avenue.

Construction documents were completed in March 2018 and the project was advertised for bid. The project was bid with three schedules. The base bid (Schedule A) included the intersection work on Jackson and Main at Cass and Lane and all of the related amenities including streetlighting. Schedule B included the intersection work on Rose at Cass and Lane Avenues. Schedule C included additional waterline work on Lane Avenue between Jackson and Main Street. Four bids were received on April 5, 2018. They are summarized below.

#	Bidder	Base Bid Schedule "A"	Additive Alternate Schedule 'B'	Additive Alternate Schedule 'C'	Total Bid Schedules A, B, C,
1	Brown Contracting, Inc.	\$ 1,455,895.00	\$ 272,500.00	\$ 70,500.00	\$ 1,798,895.00
2	Suulutaaq, Inc.	\$ 1,672,166.00	\$ 390,193.00	\$ 75,355.00	\$ 2,137,714.00
3	Knife River Materials	\$ 1,794,400.00	\$ 370,022.00	\$ 68,425.00	\$ 2,232,847.00
4	KSH Construction, Inc.	\$ 1,794,794.50	\$ 368,368.50	\$ 97,097.00	\$ 2,260,260.00
	Engineer's Estimate	\$ 1,389,290.00	\$ 289,780.00	\$ 67,525.00	\$ 1,746,595.00

FINANCIAL CONSIDERATIONS

To date, the Urban Renewal Agency has spent approximately \$104,000 on engineering and other miscellaneous fees, which included Phase 2 design and bidding services. The FY 18-19 draft budget includes the following amounts in each of the identified funds.

FY 18-19	Budgeted
Urban Renewal	\$ 1,400,000
Storm Drainage	\$ 200,000
Water	\$ 175,000
Sidewalk (ADA)	\$ 200,000
RUSA (Estimated)	<u>\$ 172,000</u>
Total Project FY 18-19	\$ 2,147,000

The estimated remaining project costs are shown below;

Construction	\$ 1,798,895
Other Costs (Kiosks, boulders, etc.)	\$ 50,000
Construction Mgt. Support	\$ 98,864
Contingency (10% of Const.)	<u>\$ 179,890</u>
Total	\$ 2,127,649

TIMING ISSUES

The Commission's recommendation will be presented to City Council and the Urban Renewal Agency at their April 23rd meeting. If awarded, the Notice to Proceed would be given in May after execution of the construction contract. The contractor has 150 days to complete the project.

COMMISSION OPTIONS

The Commission has the following options:

- 1) Award the contract to the lowest responsible bidder, Brown Contracting, Inc.; or
- 2) Request additional information; or
- 3) Reject all bids.

STAFF RECOMMENDATION

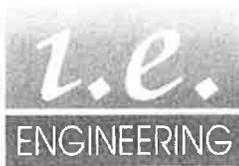
The lowest bidder submitted all required documentation and is considered both responsive and responsible. Money has been budgeted and is available to proceed with all three schedules of the project. i.e. Engineering, Inc. has reviewed the bids and recommends award to the lowest bidder, Brown Contracting, Inc. Staff concurs with this recommendation.

RECOMMENDED MOTION

I move to recommend to the City Council and Urban Renewal Agency the award of the Downtown Corridor Improvements Phase 2 Project to the lowest responsible bidder Brown Contracting, Inc. for \$1,798,895.00.

ATTACHMENTS

Engineer's letter of recommendation



809 SE PINE STREET
POST OFFICE BOX 1271
ROSEBURG, OR 97470

(541) 673-0166
FAX: (541) 440-9392

April 5, 2018

City of Roseburg Public Works Department
Attn: Jim Maciariello
900 SE Douglas Ave.
Roseburg, OR 97470

Re: **Downtown Roseburg Corridor Improvements - Phase II**
Project Number 17UR04

Dear Mr. Maciariello,

Please find the enclosed bid summary for the Downtown Roseburg Corridor Improvements – Phase 2 project that opened at 2:00 pm on Thursday, April 5, 2018. Four bids were received. I have reviewed bids, and they appear to be have been completed fairly and in conformance to the conditions outlined in the contract documents. The engineer's estimate for the project was:

Schedule A:	\$1,393,790.00
Schedule B:	\$289,780.00
<u>Schedule C:</u>	<u>\$67,525.00</u>
Total:	\$1,751,095.00

We recommend the City consider **Brown Contracting, Inc.**, with their low bid of as listed below for Schedules A, B & C as the General Contractor for the Downtown Roseburg Corridor Improvements, Phase II.

Schedule A:	\$1,455,895.00
Schedule B:	\$272,500.00
<u>Schedule C:</u>	<u>\$70,500.00</u>
Total:	\$1,798,895.00

Again, we recommend awarding all three schedules to Brown Contracting, Inc. We look forward to working with you until the project's completion. Please call me at (541) 673-0166 if you have any questions or when we can be of any further assistance. Thank you.

Sincerely,

Alex M. Palm, P.E.

Enc: Bid Tabulation Summary

**CITY OF ROSEBURG
MEMORANDUM**



DATE: April 12, 2018

TO: Public Works Commission

FROM: Jim Maciariello, P.E.

VIA: Nikki Messenger, P.E., Public Works Director

**SUBJECT: Award Recommendation – Construction Management Services for
Downtown Roseburg Corridor Improvements Phase 2, Project 17UR04**

ISSUE STATEMENT AND SUMMARY

Staff recently negotiated a proposed scope and budget for construction management services for the Downtown Roseburg Corridor Improvements Phase 2 Project. The issue for the Commission is whether to make a recommendation to the Urban Renewal Board and City Council to approve the construction management (CM) services contract.

BACKGROUND/ANALYSIS

In November 2017, the Urban Renewal Agency contracted with i.e. Engineering Inc. for design services for the Downtown Roseburg Corridor Improvements Phase 2 for \$99,100. The design was completed in March 2018 and construction bids were opened on April 5, 2018.

Considering their role as the design engineer, their previous CM experience with the City on several projects, including the Oak & Washington Avenue Improvements project, and their qualifications and availability, staff negotiated directly with i.e. Engineering for the construction management services required for this project. The proposed scope of work includes contract administration, pre-construction services, request for information support, proposal request and change order preparation, submittal review, preparation of pay requests, inspection services, construction progress meetings, agency and utility consultation, testing and start up, preparation of record drawings, and other miscellaneous services.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The proposed cost of the construction management contract with i.e. Engineering, Inc. is \$98,864. Total estimated project costs are included in the construction award memo for this project, included in this same agenda.

TIMING ISSUES

If the Commission provides a recommendation to award the contract, it will be presented to the City Council and Urban Renewal Agency at their April 23rd meeting. If awarded, the Notice to Proceed will be issued in early May. The contractor has 150 days to complete the project.

COMMISSION OPTIONS

The Public Works Commission has the following options:

1. Recommend the City Council and Urban Renewal Agency award the contract for construction management services to i.e Engineering, Inc. for an amount not to exceed \$98,864; or
2. Request additional information; or
3. Recommend not moving forward with the contract, which will require another solution for construction management and may delay the project.

STAFF RECOMMENDATION

Money has been budgeted and is available to construct this project. Staff recommends that the Commission forward a recommendation to the City Council and Urban Renewal Board to contract with i.e. Engineering, Inc. for construction management services for this project.

SUGGESTED MOTION

I move to recommend to the City Council and Urban Renewal Agency the award of a construction management contract for the Downtown Roseburg Corridor Improvements Phase 2 project to i.e. Engineering, Inc. for an amount not to exceed \$98,864.

ATTACHMENTS

None

**CITY OF ROSEBURG
MEMORANDUM**



DATE: April 12, 2018
TO: Public Works Commission
FROM: Jim Maciariello, P.E.
VIA: Nikki Messenger, P.E., Public Works Director
SUBJECT: **Edenbower/Stewart Parkway Left Turn Lane
Project 15UR08, Construction Bids**

ISSUE STATEMENT AND SUMMARY

The City will receive construction bids for the Edenbower/Stewart Parkway Left Turn project on April 6th. The issue for the Commission will be whether to forward a recommendation to the Urban Renewal Board to award the construction contract.

BACKGROUND/ANALYSIS

The intersection of Edenbower Boulevard and Stewart Parkway experiences congestion, particularly during peak hours. In 2011, the City contracted with i.e. Engineering, Inc. to perform a study to analyze the intersection of Edenbower Boulevard and Stewart Parkway Drive. The purpose of this study was to determine the needed long term improvements to allow this intersection to function at both an acceptable volume to capacity (V/C) ratio and level of service (LOS) for the foreseeable future. The 2011 study recommended a two-phase approach for intersection improvements. The phasing recommendation was due to the construction costs of the project and the available funding for those improvements. Phase 1 of the project included a new southbound right turn lane on Edenbower and various signal component improvements including new cameras at the intersection. Phase 1 was completed in 2012 for a cost of approximately \$400,000.

In June 2016, the Urban Renewal Agency contracted with i.e. Engineering Inc. for design services for the Edenbower/Stewart Parkway Left Turn project for \$91,125. The design was completed in March 2017 but the project was not advertised for bid due to complications in obtaining the right of way required to construct the project. Negotiations with all impacted property owners have been ongoing over the past year and all necessary right-of-way has been obtained or will be obtained within the next week. The project was slightly modified to reflect changes requested by impacted property owners and it was advertised for bid in March. The bids will be opened on April 6th and results will be brought to the Commission meeting.

FINANCIAL CONSIDERATIONS

For budgeting purposes, staff assumed that \$250,000 in construction related expenses will occur in the current fiscal year. The FY 18-19 draft Urban Renewal Fund budget includes \$1,250,000 for this project in the upcoming fiscal year. Additional financial considerations will be presented at Commission meeting.

TIMING ISSUES

The Commission's recommendation will be presented to the Urban Renewal Board at the April 23rd meeting. If awarded, the Notice to Proceed would be given immediately after execution of the construction contract. The contractor is allowed 120 days from Notice to Proceed to complete the project.

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 12, 2018

TO: Public Works Commission

FROM: Jim Maciariello, P.E.

VIA: Nikki Messenger, P.E., Public Works Director

SUBJECT: Award Recommendation – CM Services for Edenbower/Stewart Parkway Left Turn Lane, Project 15UR08

ISSUE STATEMENT AND SUMMARY

Staff recently negotiated a proposed scope and budget for construction management services for the Edenbower/Stewart Parkway Left Turn project. The issue for the Commission is whether to make a recommendation to the Urban Renewal Agency to approve the construction management (CM) services contract.

BACKGROUND/ANALYSIS

In June 2016, the Urban Renewal Agency contracted with i.e. Engineering, Inc. for design services for the Edenbower/Stewart Parkway Left Turn project for \$91,125. The design was completed in March 2017 but the project was not advertised for bid due to complications in obtaining the right of way required to construct the project. Negotiations with all impacted property owners have been ongoing over the past year and all necessary right-of-way has been obtained or will be obtained within the next week.

Considering their role as the design engineer, their previous CM experience with the City on several projects, and their qualifications and availability, staff negotiated directly with i.e. Engineering for the construction management services required for this project.

The proposed scope of work includes contract administration, pre-construction services, request for information support, proposal request and change order preparation, submittal review, preparation of pay requests, inspection services, construction progress meetings, agency and utility consultation, testing and start up, preparation of record drawings, and other miscellaneous services.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The proposed cost of the construction management contract with i.e. Engineering, Inc. is \$81,424. Total estimated project costs will be presented at the Commission meeting.

TIMING ISSUES

If the Commission provides a recommendation to award the contract, it will be presented to the Urban Renewal Agency at their April 23rd meeting. Construction would begin in May and the contractor has 120 days to complete the project.

COMMISSION OPTIONS

The Public Works Commission has the following options:

- a. Recommend the Urban Renewal Agency award the contract for construction management services to i.e Engineering, Inc. for an amount not to exceed \$81,424;
or
- b. Request additional information; or
- c. Recommend not moving forward with the contract, which will require another solution for construction management and may delay the project.

STAFF RECOMMENDATION

Money has been budgeted and is available to construct this project. If the Commission recommends award of the construction contract then staff recommends that the commission forward a recommendation to the Urban Renewal Board to contract with i.e. Engineering, Inc. for construction management services.

SUGGESTED MOTION

I move to recommend to the Urban Renewal Board the award of a construction management contract for the Edenbower/Stewart Parkway Left Turn project to i.e. Engineering, Inc. for an amount not to exceed \$81,424.

ATTACHMENTS

None

**CITY OF ROSEBURG
MEMORANDUM**



DATE: April 12, 2018

TO: Public Works Commission

FROM: Jim Maciariello, P.E.

VIA: Nikki Messenger, P.E., Public Works Director

SUBJECT: **Garden Valley Boulevard Pavement Rehabilitation Project
Project No.17UR03, Construction Bids**

ISSUE STATEMENT AND SUMMARY

The City will receive construction bids for the Garden Valley Boulevard Pavement Rehabilitation Project on April 10, 2018. The issue for the Commission will be whether to forward a recommendation to the Urban Renewal Board to award the construction contract.

BACKGROUND/ANALYSIS

In March 2017, Murraysmith, Inc. (MS) was awarded a task order to provide study and design services required to prepare biddable construction documents for this project. The design was completed in May 2017 and bids were opened on June 1, 2017. The Engineer's Estimate for the project was \$560,000 and the City received one bid for \$831,696 from Knife River Materials. Due to lack of funding the bids were rejected and staff was directed to rebid the project in 2018.

In January 2018, Murraysmith, Inc. (MS) was awarded a task order to update the construction documents for the rebid of the project. Multiple conversations and meetings were held with Knife River to implement cost effective changes to the project. The design was completed in March 2018 and the project was advertised on March 7, 2018 and will be opened on April 10, 2018. The results of the bid opening will be presented at the Public Works Commission meeting.

FINANCIAL CONSIDERATIONS

The FY 2018-19 draft Urban Renewal Budget includes \$700,000 for this project. Additional funding is available in the Transportation Fund if necessary to fund the project. Additional financial considerations will be presented at Commission meeting.

TIMING ISSUES

The Commission's recommendation will be presented to the Urban Renewal Board at the April 23rd meeting. If awarded, the Notice to Proceed would be given immediately after execution of the construction contract. The contractor is allowed 120 days from Notice to Proceed to complete the project.

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 12, 2018

TO: Public Works Commission

FROM: Jim Maciariello, P.E.

VIA: Nikki Messenger, P.E., Public Works Director

SUBJECT: Award Recommendation – CM Services for Garden Valley Boulevard Pavement Rehabilitation Project, Project No. 17UR03

ISSUE STATEMENT AND SUMMARY

Staff recently negotiated a proposed scope and budget for limited construction management services for the Garden Valley Boulevard Pavement Rehabilitation Project with Murraysmith, Inc. The issue for the Commission is whether to make a recommendation to approve the construction management (CM) contract.

BACKGROUND/ANALYSIS

In January 2018, Murraysmith, Inc. (MS) was awarded a task order to provide study and design services required to prepare biddable construction documents for the re-bid of Garden Valley Boulevard pavement rehabilitation project. The design was completed in March 2018. The construction bids were advertised on March 7, 2018 and will open on April 10, 2018.

Considering their role as the design engineer, previous CM experience with the City, qualifications, and availability, staff negotiated directly with MS for the construction management services required for this project. The proposed scope of work includes pre-construction services, request for information support, proposal request and change order preparation, submittal review, preparation of pay requests, limited inspection services, testing and start up, preparation of record drawings, and other miscellaneous services. A memo regarding additional resident observation services to be provided by i.e. Engineering through a master resident observation contract is also on this month's agenda. The intent is to utilize the i.e. Engineering, Inc. for inspection of daytime work including the removal and replacement of ADA ramps and storm drainage work. MS would provide inspection during the nighttime paving work.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The proposed cost of the construction management contract with MS is \$59,368. The design contract totaled \$40,377. Estimated cost for additional RO services through i.e. Engineering, Inc. is \$25,000. Total estimated project costs will be presented at the Commission meeting.

TIMING ISSUES

If the Commission provides a recommendation to award the contract, it will be presented to the Urban Renewal Board at their April 23rd meeting. Construction would begin in May and the contractor has 120 days to complete the project.

COMMISSION OPTIONS

The Public Works Commission has the following options:

1. Recommend to the Urban Renewal Board the award of the construction management contract to Murraysmith for an amount not to exceed \$59,368 or
2. Request additional information; or
3. Recommend not moving forward with the contract, which will require another solution for construction management and may delay the project.

STAFF RECOMMENDATION

Staff recommends that if the Commission recommends awarding the construction contract, that they also recommend awarding the CM contract to MS for \$59,638.

SUGGESTED MOTION

I move to recommend to the Urban Renewal Agency the award of a construction management contract for the Garden Valley Boulevard – Fairmount to Stephens Street Project to Murraysmith, Inc. for an amount not to exceed \$59,368.

ATTACHMENTS

None