



ROSEBURG PUBLIC WORKS COMMISSION AGENDA
THURSDAY, DECEMBER 6, 2018

01/11-30-2018

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.

NOTE: DATE CHANGE

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. November 8, 2018

IV. DISCUSSION ITEMS

- A. Water Treatment Plant Chlorine Generation Project Engineering Contract Award Recommendation
- B. Urban Renewal Capital Improvement Projects
- C. 2019 Pavement Management Program - Verbal
- D. Project Update - Verbal

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: January 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
PUBLIC WORKS COMMISSION MEETING
NOVEMBER 8, 2018
MINUTES**

CALL TO ORDER: The meeting of the City of Roseburg Public Works Commission was called to order at 3:32 p.m. Thursday, November 8, 2018 in the Third Floor Conference Room at City Hall.

ROLL CALL: Present: Chair Steve Kaser, Commissioners Fred Dayton, John Seward, Nathan Reed Vern Munion (arrived 3:50), Ken Hoffine and Roger Whitcomb

Absent: Vern Munion, Noel Groshong, and Stuart Liebowitz

Others Present:

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

APPROVAL OF MINUTES: Dayton moved to approve the minutes of the September 13, 2018 Public Works Commission meeting with corrections. Motion was seconded by Whitcomb and carried unanimously.

DISCUSSION ITEMS:

Water Management and Conservation Plan Engineering Services Contract Award

Recommendation: Messenger informed that the City has three primary water rights on the North Umpqua River, two are certificated water rights and one is a permitted water right. The City originally applied for the permitted water right in 1979 in order to accommodate future growth. Messenger said the City has continued to apply for time extensions in order to keep the right in a permitted state with the most recent time extension being granted in September 2015 and extends the time the City has to complete construction and prove beneficial use to October 2050. Messenger stated that one of the conditions of the final order was that the City commission and submit a Water Management and Conservation Plan. Staff researched consulting firms that had recently completed similar plans and reached out directly to RH2 to negotiate a scope and fee for this project. Kaser questioned what the plan consist of. Staff said a couple things would be; it would track water loss and be a plan for if water gets curtailed. Whitcomb inquired how long it will take to complete the plan. Messenger stated about 6 months.

MOTION: Reed moved to recommend to the City Council the award of an engineering contract to RH2 Engineering Inc. to prepare and submit a Water Management Conservation Plan to the Oregon Water Resource Department for an amount not to exceed \$53,875. Motion was seconded by Seward and carried unanimously.

West Avenue Transmission Main Engineering Contract Award Recommendation: Maciariello informed there have been many improvements to the water lines on the top of reservoir hill including replacing the line that goes under the river. The Water System Master Plan recommends an extension of the 30-inch transmission main to the top of the hill. Maciariello explained that there are two major transmission mains that run from the water treatment plant (WTP) in Winchester to the main reservoir complex located on Bellview Court (Reservoir Hill). The 30-inch main terminates north of Reservoir Hill where it inter-tie's into the 24-inch main. The 24-inch then functions as a single supply main the remaining distance of approximately 1600 feet to the storage facilities at Reservoir Hill. Staff issued a Request for Qualifications (RFQ) for engineering services related to this project on September 10th; two statements of qualifications (SOQ) were received. Staff interviewed and ranked

both firms. Whitcomb asked what the time frame for them completing the design. Maciariello said the design will be done in winter and go out for bid in the spring.

MOTION: Seward moved to recommend to City Council the award of an engineering design contract for the West Avenue Water Main Extension to Murraysmith, for an amount not to exceed \$183,881. Motion was seconded by Reed and carried unanimously.

Asphalt Patch Truck Refurbishment: Messenger informed that staff had brought information regarding replacing the Asphalt Patch Truck to the Commission at both the September and November 2017 meetings. The Commission did not forward a recommendation to the Council to replace the equipment. Messenger stated at one of those meeting Seward had asked if staff had the truck diagnosed as to what all might be wrong with it. Staff had Southern Oregon Diesel evaluate the existing chassis and they recommended some immediate transmission maintenance, and said over the next 5 years there may be about \$20,000 worth of work needed. Messenger said the critical part of the vehicle that needs to be replaced is the asphalt patching box. The hydraulics are worn out, the box is no longer maintaining asphalt temperature as it should, it is also experiencing issues with the tack pump and tank. Staff would like to replace the box using the same chassis, which comes in at a cost of \$87,651. Whitcomb asked if the recommended transmission work was part of this cost. Messenger replied it was not that she will budget a little more money into the equipment maintenance line item to cover those costs. Seward asked if we could reuse the new box on a different chassis if end up needing to replace the chassis in few years. Jim Johnson, Street Superintendent, said yes it could be used on another chassis. Hoffine asked if that was the total cost for replacing the box. Messenger said yes that the company will come get the truck, take it, replace the box, then return the truck to us which is all included in the price they gave.

MOTION: Whitcomb moved to recommend the City Council authorize the purchase of a new asphalt patching box from Thermo-Lay Manufacturing LLC for \$89,651 utilizing HGAC pricing. Motion was seconded by Reed and carried unanimously.

AUDIENCE PARTICIPATION: None

INFORMATIONAL ITEMS: Messenger informed that multiple projects were wrapping up. The Downtown Improvement project, Garden Valley pavement project, and Stewart Parkway/Edenbower Signal project have some punch list items left to complete. Staff is still managing the Seismic upgrades to the fire stations along with the remodel at the Library. Messenger said the planting in the detention ponds for the Stewart Parkway realignment project will be happening between now and this spring. There is also a RFQ out for the Chlorine Generation at the Water Treatment Plant.

BUSINESS FROM THE COMMISSION: Seward asked when the Library would be opening. Messenger stated the Grand Opening will be January 10th, but there will be a soft opening in November. Seward also inquired as to what was happening at the Water Treatment Plant in the river. Messenger said there is a leak in the dam, so the homeowners association is having an emergency repair done.

NEXT MEETING DATE: December 6, 2018

ADJOURNMENT: Meeting adjourned at 3:59 p.m.

Chanelle Rogers

Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG
MEMORANDUM**



DATE: December 6, 2018

TO: Public Works Commission

FROM: Jim Maciariello, P.E.

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

**SUBJECT: Water Treatment Plant Chlorine Generation Project
Engineering Contract Award Recommendation, 19WA03**

ISSUE STATEMENT AND SUMMARY

Staff has completed the selection process and has negotiated a contract for study, design and bidding services related to the Water Treatment Plant (WTP) Chlorine Generation project. The issue for the Commission is whether to recommend the City Council award an engineering contract for this project.

BACKGROUND/ANALYSIS

In 2002, the City installed an on-site generation system for "mixed oxidant solution" (MOS) to replace a chlorine gas disinfection system. The system initially consisted of two units, each producing 100 pounds per day (ppd) of free available chlorine (FAC), for a total capacity of 200 ppd FAC. Due to reliability issues with the two units, in 2005 an additional unit was installed and the MOS capacity was increased from 200 ppd to 300 ppd. The system is now sixteen years old and suffers from frequent breakdowns and reliability issues.

In 2017 the City hired Murraysmith to provide engineering services to conduct an alternative analysis for the replacement of the existing MOS disinfection system. A technical memorandum was provided to the City that analyzed the existing system and reviewed the City's needs. Bulk sodium hypochlorite was recommended as the preferred alternative. This recommendation will be revisited before the beginning of design.

Staff issued a Request for Qualifications (RFQ) for engineering services related to this project on September 10th. The services requested as part of the RFQ may include the following:

- Alternatives analysis
- Preliminary design
- Permitting
- Final design
- Final Bid Documents
- Services During Bidding
- Bid analysis and recommendation
- Construction Management Services

Three statements of qualifications (SOQs) were received on October 20th. The three firms were then ranked by a review committee consisting of four Public Works staff members. The final rankings are as follows.

	Proposer	Average Score
1.	Murraysmith	79
2.	RH2 Engineering Inc.	91
3.	West Yost Associates	88

Based on the above rankings, RH2 Engineering was selected without interviews and a scope of work, fee, and schedule were negotiated.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The proposed not to exceed price for design services through bidding is \$139,745. The FY 2018-19 adopted Water Fund budget includes \$200,000 for this project. The Five Year Capital Improvement Plan includes \$800,000 in FY19-20 to construct the project.

TIMING ISSUES

If the Commission provides a recommendation to award the contract, it will be presented to the City Council at their December 10th meeting.

COMMISSION OPTIONS

The Public Works Commission has the following options:

1. Recommend the City Council award the contract for engineering services to RH2 Engineering, Inc. for \$139,745; or
2. Request additional information; or
3. Recommend not moving forward with the project at this time.

STAFF RECOMMENDATION

Money has been budgeted and is available to complete this design. Staff recommends that a contract be awarded to RH2 Engineering, Inc. for \$139,745.

SUGGESTED MOTION

I move to recommend the City Council award an engineering design contract for the WTP Chlorine Generation Project to RH2 Engineering, Inc., for an amount not to exceed \$139,745.

ATTACHMENTS None

**CITY OF ROSEBURG
MEMORANDUM**



DATE: December 6, 2018

TO: Public Works Commission

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

SUBJECT: Urban Renewal Capital Improvement Projects

ISSUE STATEMENT AND SUMMARY

Staff has been analyzing available resources for the North Roseburg Urban Renewal District. It appears that there may be additional resources available after the completion of this year's construction projects. Staff will be seeking a recommendation from the Commission on how to allocate any available resources.

BACKGROUND/ANALYSIS

The North Roseburg Urban Renewal District is set to expire in September of 2019. The district will cease to collect revenues at the end of June of 2019. The 2018 construction projects are wrapping up and this has allowed staff to do additional analysis regarding remaining resources. The current budget includes the following Urban Renewal capital projects:

350 URBAN RENEWAL	
Project Description	2018-2019
Airport Wetland Mitigation	150,000
Black Street Improvements	575,000
Downtown Façade Program (non-capital)	50,000
Downtown Improvements Phase 2	1,400,000
Edenbower/Stewart Parkway Left Turn	1,250,000
Garden Valley- Fairmount to Stephens	700,000
Traffic Signal Coordination/Conduit/Timing	200,000
URBAN RENEWAL TOTAL	\$4,325,000

With the exception of the traffic signal coordination project (currently in design), and airport wetland mitigation and/or grant match, the projects on the list are complete or nearing completion. Staff anticipates the capital spending in the current fiscal year will be approximately \$3.8 million. That, combined with a slightly higher than estimated revenue projection, should leave approximately \$650 – 750,000 available for projects between now and September.

Staff will bring additional information to the Commission meeting, including updated financial information and a short list of potential projects that could be accomplished with this funding.