11/2/18

ROSEBURG PUBLIC WORKS COMMISSION AGENDA
THURSDAY, NOVEMBER 8, 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. September 13, 2018

IV. DISCUSSION ITEMS

A. Water Management and Conservation Plan Engineering Services Contract Award Recommendation

B. West Avenue Transmission Main Engineering Contract Award Recommendation

C. Asphalt Patch Truck Refurbishment

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: DECEMBER 6, 2018 – Change of Date

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
SEPTEMBER 13, 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, September 13, 2018 in the Third Floor Conference Room at City Hall.

ROLL CALL: Present: Chair Steve Kaser, Commissioners Fred Dayton, Stuart Liebowitz, Vern Munion (arrived 3:50), Ken Hoffine and Roger Whitcomb

Absent: Nathan Reed, Noel Groshong, and John Seward

Others Present: Kirk Blaine, Blue Zones Project

Attending Staff: City Manager Lance Colley, Public Works Director Nikki Messenger, and Department Technician Chanelle Rogers

APPROVAL OF MINUTES: Hoffine moved to approve the minutes of the August 9, 2018 Public Works Commission meeting with corrections. Motion was seconded by Whitcomb and carried unanimously.

DISCUSSION ITEMS:

Safe Routes to School Grant Application Authorization: Messenger informed that ODOT is currently accepting grant applications for infrastructure projects intended to reduce barriers for students walking and biking to schools. If the proposed project serves a Title 1 school, the matching fund requirement is reduced from 40 percent to 20 percent. Messenger stated that a Title 1 School is a school in which children from low income families make up at least 40% of enrollment and Eastwood Elementary School is at 68.1%. Messenger said staff is proposing to submit an application for improvements along Douglas Avenue east of Deer Creek, to provide a safe pedestrian route to the multi-use path that runs along the eastside of Eastwood Park to a pedestrian bridge that crosses Deer Creek and connects to the elementary school. Messenger informed that the Blue Zones Project is supporting this project and has offered to fund a consultant to prepare a Safe Routes to School (SRTS) Action Plan and to assist in putting the grant application together. Whitcomb said he walks on Douglas all the time and feels this would be a good project.

MOTION: Dayton 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 Whitcomb and carried unanimously.

Project Updates: Messenger briefly gave status update of current projects. Whitcomb questioned if the Downtown project was on time. Messenger replied for the most part yes, the schedule was adjusted some due to the extra water line work. Kaser asked if there had been many complaints from the businesses. Messenger said in the beginning there were some due to the water shut downs but not many since then. Hoffine made comments regarding the logs used as part of the bank stabilization projects. Hoffine inquired about the Stewart Parkway and Harvey intersection in regards to the pedestrian's safety issue. Messenger informed that there have been some changes to the traffic signals and there is also a protected phase when the pedestrian signal is activated. Discussion ensued.

AUDIENCE PARTICIPATION: None

INFORMATIONAL ITEMS: None

BUSINESS FROM THE COMMISSION: None

NEXT MEETING DATE: October 11, 2018

ADJOURNMENT: Meeting adjourned at 4:11 p.m.

Chanelle Rogers

Chanelle Rogers, Public Works Department Technician

CITY OF ROSEBURG
MEMORANDUM

DATE: November 8, 2018

TO: Public Works Commission

FROM: Daryn Anderson, P.E.

VIA: Nikki Messenger, P.E.

SUBJECT: **Water Management and Conservation Plan**
Engineering Services Contract Award Recommendation
Project 19WA05

ISSUE STATEMENT AND SUMMARY

The City is required to complete a Water Management and Conservation Plan (WMCP). Staff has negotiated a scope of work and fee proposal to complete this plan. The issue for the Commission is whether to recommend the City Council award a contract to complete the WMCP.

BACKGROUND/ANALYSIS

In Oregon, water rights are managed by the Oregon Water Resources Department. Obtaining a water right is basically a four step process. 1. Apply for a permit. 2. Build capacity to use the amount of water shown in the permit. 3. Prove beneficial use without waste. If all of these steps are accomplished, a water right certificate is issued (step 4).

The City has three primary water rights on the North Umpqua River totaling 31.0 cubic feet per second (cfs), or 20 million gallons per day (mgd). This includes two certificated water rights totaling 25 cfs (16 mgd), and one permitted water right totaling 6.0 cfs (3.9 mgd). The City originally applied for the permitted water right in 1979 in order to accommodate future growth. To date, the City has not expanded the plant and cannot show beneficial use for this right. As such, the City has continued to apply for time extensions in order to keep the right in a permitted status. The most recent time extension was granted on September 29, 2015 and extends the time the City has to complete construction and prove beneficial use to October 1st, 2050. One of the conditions of the final order was that the City commission and submit a Water Management and Conservation Plan.

Per the OWRD's website, "*The purpose of a Water Management and Conservation Plan (WMCP) is to be a guide to the development and implementation of water management and conservation programs and policies to ensure sustainable use of water resources for municipal and agricultural water users. A WMCP provides a description of the water system, identifies the sources of water used by the community or district, and explains how the water supplier will manage and conserve supplies to meet future needs. Preparation of a WMCP is intended to represent a proactive evaluation of the management and conservation measures that suppliers can undertake.*"

The OWRD recently sent a letter to the City reminding staff of this requirement. In order to accomplish this work in a timely manner, 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.

FINANCIAL/RESOURCE IMPACTS
Staff has negotiated a proposed scope and fee with RH2 Engineering Inc. for an amount not to exceed $53,875 to prepare and submit a WMCP to the OWRD. The FY 2018-19 Water Capital Improvement Fund includes $2.46 million for capital projects. While this project was not specifically identified, funding is available to complete the plan.

TIMING ISSUES
If the Commission provides a recommendation to award the contract, it will be presented to the City Council at their November 26 meeting.

COMMISSION OPTIONS
Commission has the following options:

1. Recommend that City Council award an engineering contract to RH2; or
2. Request additional information.

STAFF RECOMMENDATION
Submitting the WCMP is a requirement in order to keep the permitted status of the currently unused water right. As such, Staff recommends that the Commission provide a recommendation to the City Council to approve a contract with RH2 Engineering Inc. to complete this plan.

SUGGESTED MOTION
I move 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.

ATTACHMENTS
None

CITY OF ROSEBURG
MEMORANDUM

DATE: November 8, 2018

TO: Public Works Commission

FROM: Jim Maciariello, P.E.

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

SUBJECT: **West Avenue Transmission Main**
Engineering Contract Award Recommendation
Project 19WA04

ISSUE STATEMENT AND SUMMARY

Staff has completed the selection process and is negotiating a contract for design services related to the extension of the 30-inch transmission main from West Avenue to Reservoir Hill. The issue for the Commission is whether to recommend the City Council award an engineering contract for this project.

BACKGROUND/ANALYSIS

There are two major transmission mains between the water treatment plant in Winchester and the City's main reservoir complex located on Bellview Court (Reservoir Hill). The mains were installed in phases between 1934 and 2013. The existing transmission mains vary in size from 20-inch to 30-inch and consist of various materials. The 30-inch transmission main terminates north of Reservoir Hill at West Avenue where it inter-tie's back into the 24-inch transmission main. The 24-inch main then functions as a single supply transmission main the remaining distance of approximately 1600 feet to the storage facilities at Reservoir Hill. The adopted Water System Master Plan recommends an extension of the 30-inch transmission main between West Avenue and Reservoir #7 in order to provide system redundancy to the reservoirs.

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:

- Route Analysis and recommendation
- Evaluation of Pipe Size & Material
- Surveying
- Easements & Legal Descriptions
- Corrosion Protection
- Preliminary and final design
- Final Bid Documents
- Services During Bidding
- Bid analysis and recommendation
- Construction Management Services

Two statements of qualifications (SOQs) were received on October 4th. Interviews with both firms were held on October 19th. The two firms were then ranked by a review committee consisting of three Public Works staff members. The final rankings were as follows.

	Proposer	Average Score
1.	Murrraysmith	87
2.	RH2 Engineering Inc.	80

FINANCIAL AND/OR RESOURCE CONSIDERATIONS
The FY 2018-19 adopted Water Fund budget includes $250,000 for design of this project. Staff is in the process of finalizing the proposed scope and fee and will present that information at the Commission meeting.

TIMING ISSUES
If the Commission provides a recommendation to award the contract, it will be presented to the City Council at their November 26th meeting.

COMMISSION OPTIONS
Commission options will be presented at the meeting.

STAFF RECOMMENDATION
Staff is in the process of negotiating the final scope and fee with the highest ranked proposer. Staff intends to bring a recommendation to the Commission meeting.

SUGGESTED MOTION
A suggested motion will be presented at the Commission meeting.

ATTACHMENTS
None.

CITY OF ROSEBURG
MEMORANDUM

DATE: November 8, 2018

TO: Public Works Commission

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

SUBJECT: **Asphalt Patch Truck Refurbishment**

ISSUE STATEMENT AND SUMMARY

The FY 2018-19 Equipment Replacement Fund Budget includes the replacement of the asphalt patch truck. Instead of replacing the truck, staff is seeking to refurbish the asphalt box. The issue for Commission is whether to recommend that the City Council authorize refurbishing the existing vehicle.

BACKGROUND/ANALYSIS

At the Commission's September and November 2017 meetings, staff brought information regarding replacing this piece of equipment. The Commission did not forward a recommendation to the Council to replace the equipment. The Commission requested additional information at the September meeting and chose to forgo the purchase at the November meeting.

Southern Oregon Diesel has evaluated the existing chassis and recommended some immediate transmission maintenance estimated at about $2,000. Additional transmission work may or may not be needed in the future and items like tires will need to be replaced within the next three to four years. Overall, these maintenance items may total as much as $20,000. This money could be budgeted in future fiscal years and only be used if necessary. The cost associated with replacing the chassis ranges from $67,000 to $80,000.

The critical part of the vehicle that needs to be replaced is the asphalt patching box. The hydraulics on the existing box are worn out and at the end of their useful life. The box is heated with coils in the bed that cannot be accessed or serviced. Due to the age of the coils, the box is no longer maintaining asphalt temperature as it should and the asphalt is losing up to 35 degrees during transport. The box is also experiencing issues with the tack pump and tank.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The FY 2018-19 budget includes $225,000 to replace this piece of equipment. If the existing chassis is reused, the cost of replacing the box and related appurtenances is $89,651. The cost of replacing the chassis and box ranges from $154,404 to $166,453 depending on the chassis used. All of the above listed prices are based on the Houston-Galveston Area Coalition (HGAC) contract pricing. The City is a member of HGAC and eligible to use this pricing structure (which is lower than that offered through ORPIN).

TIMING ISSUES
If the Commission makes a recommendation to purchase a new box, it will be presented to the City Council at their November 26th meeting.

COMMISSION OPTIONS
The Commission has the following options:

1. Recommend the City Council authorize the purchase of a new asphalt patching box from Thermo-Lay Manufacturing LLC for $89,651 utilizing HGAC pricing; or
2. Request additional information; or
3. Not recommend refurbishing the existing equipment.

STAFF RECOMMENDATION
This is an important piece of equipment that is used extensively for maintaining the City's street system. Having City staff make repairs that had previously been accomplished by contractors as part of the overlay program has saved significant resources. Staff recommends proceeding with refurbishing the truck by purchasing a new asphalt patching box for installation on the existing chassis.

SUGGESTED MOTION
I move 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.

ATTACHMENTS
None