



**CITY OF ROSEBURG  
PUBLIC WORKS COMMISSION MEETING  
FEBRUARY 11, 2021  
MINUTES**

**CALL TO ORDER:** The meeting of the City of Roseburg Public Works Commission was called to order at 3:30 p.m. Thursday, February 11, 2021 electronically via Zoom in Roseburg Oregon.

**ROLL CALL:** Present: Chari Bob Cotterell, Commissioners Roger Whitcomb, Pat Lewandowski, Noel Groshong, Fred Dayton, John Seward, Stuart Liebowitz, and Ken Hoffine

Absent: Vern Munion

Others Present:

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

**APPROVAL OF MINUTES:** Commissioner Dayton moved to approve the minutes of the January 14, 2021 Public Works Commission meeting. Motion was seconded by Commissioner Seward and approved with the following vote: Chair Cotterell, Commissioners Whitcomb, Lewandowski, Groshong Liebowitz, Dayton, Seward, Liebowitz, and Hoffine voted yes. No one voted no.

**DISCUSSION ITEMS:**

**Purpose and Responsibilities of the Public Works Commission:** Chair Cotterell inquired if the members of the commission had read the information that was provided in the agenda packet in regards to what the purpose and responsibilities are for the commission. Commissioner Dayton said he wanted to confirm that the commission was accomplishing the duties that they are supposed to be. Chair Cotterell questioned what Commissioner Dayton felt might not be being accomplished. Commissioner Dayton replied he had been confused on the recent water variance that came to commission as they weren't allowed to set conditions that he feels has been allowed in the past. Commissioner Lewandowski understood part of the commissions duties were to be involved in long range planning but he didn't feel the commission has been involved much since he has been on the commission. Messenger informed long range planning is the master plans which haven't had one in last couple years since they are done for 10-20 year periods. Commissioner Lewandowski asked if the commission wanted to make changes to the duties of the commission how would they go about doing that. Messenger said the commission would need to propose the changes but it would ultimately be up to City Council on making any changes. Chair Cotterell said if the commission has proposed changes they need to submit them to Perkins or himself to add as an agenda item.

**Five-Year Capital Improvement Plan Update:** Perkins informed staff is in the process of drafting an update to the City's Five-Year Capital Improvement Plan (CIP). Perkins said the CIP is separated into several different funds, the Public Works Commission is responsible for advising on the Transportation, Sidewalk/Streetlight, Storm Drainage, Urban Renewal Capital Projects Fund, and the Water Fund. Perkins went over the funds and the projects projected for each fund. Commissioner Groshong said he doesn't feel the sidewalk rehabilitation program is good project as doesn't seem get cooperation from property owners so then the work doesn't get done. Chair Cotterell questioned how the program works. Staff replied that coordinates with a contractor and pays for the project then the property owner reimburses the City for the cost of the concrete. Chair Cotterell asked if there was a

program like that for the commercial areas. Messenger said there is not a program for the commercial areas as there isn't a funding source. Chair Cotterell feels staff needs to look for funding source for a commercial sidewalk rehabilitation program. Commissioner Lewandowski agrees this needs to be looked into finding a funding source. Discussion ensued. Messenger said staff could bring this topic back at a future meeting. Perkins informed the City is waiting on the Garden Valley corridor study from ODOT to see what options might be for a way to reduce traffic congestion. Messenger stated there is undeveloped property on Mullholland and the intersection with Garden Valley doesn't have the capacity for additional volume of traffic, so those properties can't develop. Chair Cotterell questioned what the lifetime is of the CIPP. Staff said around 50 years.

**MOTION:** Commissioner Groshong moved to recommend to City Council the adoption of the Transportation, Sidewalk/Streetlight, Storm Drainage, Urban Renewal, and Water Fund components of the 2021-26 Capital Improvement Plan. Motion was seconded by Commissioner Dayton and approved with the following vote: Chair Cotterell, Commissioners Whitcomb, Lewandowski, Groshong Liebowitz, Dayton, Seward, Liebowitz, and Hoffine voted yes. No one voted no.

**Surface Transportation Block Grant Intergovernmental Agreements:** Perkins informed in March 2019 the City was awarded two grants through the ODOT Local Bridge Program. The grants are for the design of a replacement bridge on Douglas Avenue over Deer Creek and the other was for the rehabilitation of the Stewart Park Drive Bridge over the South Umpqua River. Both grants require matching funds from the City. Staff would like to utilize the Surface Transportation Block Grant (STBG) funds. To access the STBG fund the City needs Intergovernmental Agreements with ODOT.

**MOTION:** Commissioner Lewandowski moved to recommend to the City Council to authorize the City Manager to execute the Surface Transportation block Grant Funding Intergovernmental Agreements for the Douglas Ave Bridge Design and the Stewart Park Drive Bridge Rehabilitation matching funds. Motion was seconded by Commissioner Hoffine and approved with the following vote: Chair Cotterell, Commissioners Whitcomb, Lewandowski, Groshong Liebowitz, Dayton, Seward, Liebowitz, and Hoffine voted yes. No one voted no.

**AUDIENCE PARTICIPATION:** None

**INFORMATIONAL ITEMS:** None

**BUSINESS FROM THE COMMISSION:** Chair Cotterell inquired how the hole that was dug in the side of the hill below the reservoirs was going to be repaired. Perkins said staff is getting quote from a local company that has a conveyer truck that can possibly get soil to the location to be able to fill the hole. Commissioner Lewandowski asked for an update for the railroad crossing at Edenbower Blvd. Perkins informed staff spoke with the railroad recently they will be getting back to staff with a date that the crossing should be repaired. Commissioner Seward inquired if the railing along Stewart Parkway by the entrance to Walmart that was damaged from a vehicle accident would be getting repaired. Herinckx said staff is getting a quote for the repair.

**NEXT MEETING DATE:** March 11, 2021

**ADJOURNMENT:** Meeting adjourned at 4:38 p.m.



Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG  
MEMORANDUM**



DATE: February 11, 2021

TO: Public Works Commission

FROM: Daryn Anderson, P.E.

VIA: Brice Perkins, P.E., Public Works Director

SUBJECT: **West Avenue Water Main Extension  
Project 19WA04, Construction Bids**

**ISSUE STATEMENT AND SUMMARY**

The City received bids for the West Avenue Water Main Extension. The issue for the Commission is whether to forward a recommendation to the City Council to award the construction contract.

**BACKGROUND/ANALYSIS**

On November 8, 2018 City Council awarded the West Avenue Transmission Main project design contract to Murraysmith. Construction documents were completed in December 2020 and the project was advertised for bid on February 2, 2021. Construction bids were received on March 2, 2021.

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.

Murraysmith's design calculations determined that a 24-inch pipeline extension was adequate for current and future capacity of the Water Treatment Plant.

Five bids were received. They are summarized below.

#	Bidder	Total Bid Amount
1	Trench Line Excavation, Inc.	\$1,225,000.00
2	Black Pearl Paving & Excavation	\$1,101,944.00
3	Cradar Enterprise, Inc.	\$1,277,280.00

4	Laskey-Clifton Corp.	\$1,405,895.00
5	Emery & Sons Construction Group LLC	\$1,228,533.00
	<i>Engineer's Estimate</i>	<i>\$ 1,457,027.00</i>

**FINANCIAL CONSIDERATIONS**

The FY 2020-21 Water Fund budget includes \$2,000,000 for this project. The total project costs are estimated below:

Design	\$ 240,805.00
Construction	\$ 1,101,944.00
Construction Mgt. Support (Murraysmith)	\$ 61,004.00
Construction Mgt. Support (i.e. Engineering)	\$ 34,560.00
Contingency (7.5%)	\$ 82,645.80
<b>Total</b>	<b>\$ 1,520,958.80</b>

**TIMING ISSUES**

The Commission's recommendation will be presented to City Council at the March 22, 2021 meeting. If awarded, the Notice to Proceed would be issued in May after execution of the construction contract. The contractor is allowed 120 calendar days to complete the project.

**COMMISSION OPTIONS**

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

- a. Award the contract to the lowest responsive bidder, Black Pearl Paving & Excavation; or
- b. Reject all bids.

**STAFF RECOMMENDATION**

The lowest bidder submitted all required documentation and is considered responsive. Funds are budgeted for the project. Murraysmith has reviewed the bids and recommended award to the lowest bidder, Black Pearl Paving & Excavation for \$1,101,944.00. Staff concurs with this recommendation.

**SUGGESTED MOTION**

***I move to forward a recommendation to the City Council to award the West Avenue Main Extension Project to the low bidder, Black Pearl Paving & Excavation for \$1,101,944.00.***

**ATTACHMENTS**

Engineer's letter of recommendation



18-2368.1001  
March 5, 2021

Mr. Daryn M. Anderson, P.E.  
City of Roseburg  
900 SE Douglas Avenue  
Roseburg, Oregon 97470

Re: Project No. 19WA04  
West Avenue Water Main Extension  
Recommendation of Award

Dear Daryn:

On March 4, 2021, the City received bids on the above-referenced project. A bid tabulation for each of the five (5) accepted proposals is attached. We have reviewed the bid tabulation and recommend award of the contract to the lowest responsive bidder: Black Pearl Paving and Excavation; Roseburg, Oregon. A Summary of bid results is as follows:

Contractor	Total Cost
Black Pearl Paving & Excavation	\$ 1,101,944.00
Trench Line Excavation	\$ 1,225,000.00
Emery and Sons Construction Group LLC	\$ 1,228,533.00
Cradar Enterprises Inc.	\$ 1,277,280.00
Laskey-Clifton Corp.	\$ 1,405,895.00

If you have any questions or need any further information, please do not hesitate to let us know.

Sincerely,

Justin R Luce Date: 2021.03.04 22:20:44 -0800

MURRAYSMITH  
Justin R. Luce, PE  
Civil Engineer

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** February 11, 2021  
**TO:** Public Works Commission  
**FROM:** Daryn Anderson, P.E.  
**VIA:** Brice Perkins, P.E., Public Works Director  
**SUBJECT:** **Award Recommendation – CM Services for West Avenue Main Extension, 19WA04**

**ISSUE STATEMENT AND SUMMARY**

Staff recently negotiated a proposed scope and budget for limited construction management services for the West Avenue Main Extension. The issue for the Commission is whether to make a recommendation to City Council to award the construction management contract.

**BACKGROUND/ANALYSIS**

On November 8, 2018 City Council awarded the West Avenue Transmission Main project design contract to Murraysmith (MSA). Construction documents were completed in December 2020 and construction bids were opened on March 2, 2021.

Considering their role as the design engineer staff negotiated directly with MSA for the construction management services required for this project.

The proposed scope of work includes project management and coordination, pre-construction services, clarifications and interpretations, submittal review, request for information support, weekly progress meetings, monthly site visits, and preparation of record drawings, and other miscellaneous services. Additionally, the scope of work also includes geotechnical and cathodic protection system support during construction.

**FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

The FY 20-21 Water Capital budget includes \$2,000,000 for this project. The cost of the proposed construction management contract with MSA is \$61,004.00. Total project costs are estimated below:

Design	\$ 240,805.00
Construction	\$ 1,101,944.00
Construction Mgt. Support	\$ 61,004.00
Contingency (7.5%)	<u>\$ 82,645.80</u>
<b>Total</b>	<b>\$ 1,486,398.80</b>

## **TIMING ISSUES**

If the Commission provides a recommendation to award the contract, it will be presented to the City Council at their March 22, 2021 meeting.

## **COMMISSION OPTIONS**

The Public Works Commission has the following options:

- a. Recommend to the City Council the award of the contract for construction management services to Murraysmith for an amount not to exceed \$61,004.00; or
- b. Request additional information; or
- c. Recommend that staff issue a Request for Proposals for the construction management services. This is not required for contracts under \$100,000.00.

## **STAFF RECOMMENDATION**

Funds have been budgeted and are available to construct this project. Staff recommends that a contract be awarded to the Murraysmith for construction management services.

## **SUGGESTED MOTION**

***I move to recommend to City Council the award of a construction management contract for the West Avenue Main Extension project to Murraysmith for an amount not to exceed \$61,004.00.***



CITY OF ROSEBURG  
MEMORANDUM



DATE: February 23, 2021  
TO: Public Works Commission  
FROM: Daryn Anderson, P.E.  
VIA: Brice Perkins, P.E., Public Works Director  
SUBJECT: **Harrison – Harvard Street Storm Drain Improvements  
Project 20PW21, Construction Bids**

**ISSUE STATEMENT AND SUMMARY**

Construction bids were received for the Harrison-Harvard Street Storm Drain Improvements Project. The issue for the Commission is whether to forward a recommendation to the City Council to award the construction contract.

**BACKGROUND/ANALYSIS**

The project consists of replacing approximately 325 LF of undersized 8-inch concrete storm sewer pipe in Harrison Street where it crosses Harvard Avenue. Harrison Street has a large flat low area with poor drainage with a history of standing water. The 2011 Roseburg Storm Water Master Plan identifies the area west of I-5 and east of Keady Court as being a problem area where the storm system is under capacity. In 2013, i.e. Engineering Inc. created a hydraulic model of this area which was followed up by a study providing recommended phases and upgrades. One of the recommendations was to replace the 8-inch storm sewer on Harrison Street with larger capacity 12-inch storm sewer.

Due to their familiarity with the storm system in this area, staff negotiated directly with i.e. Engineering, Inc. to provide civil design services to develop construction drawings for this project. Staff assembled the bid documents and special provisions. The project was advertised for bid on February 2, 2021. Construction management will be provided by staff..

One bid was received on February 23, 2021 and is summarized below.

#	Bidder	Total Bid Amount
1	Black Pearl Paving & Excavation	\$ 205,604.00
	<i>Engineer's Estimate</i>	\$ 185,295.00

## **FINANCIAL CONSIDERATIONS**

Funds are available in the fiscal year 2021 Storm Drain Fund. The total project costs are estimated below:

Design	\$ 16,410.00
Construction	\$ 205,604.00
Contingency (7.5%)	\$ 15,420.00
<b>Total</b>	<b>\$ 237,434.00</b>

## **TIMING ISSUES**

The City has 45 days from bid opening to accept or reject all bids. The Commission's recommendation will be presented to City Council at the March 22, 2021 meeting. If awarded, the Notice to Proceed would be issued in April after execution of the construction contract. The contractor is allowed 60 calendar days to complete the project.

## **COMMISSION OPTIONS**

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

- a. Recommend the City Council award the contract to the lowest responsible bidder, Black Pearl Paving & Excavation; or
- b. Request additional information; or
- c. Recommend that the City Council reject all bids.

## **STAFF RECOMMENDATION**

The lowest bidder submitted all required documentation and is considered responsive. Funds have been budgeted and are available. Staff has reviewed the bids and recommends award to the lowest bidder, Black Pearl Paving & Excavation, for \$205,604.00.

## **SUGGESTED MOTION**

***I move to forward a recommendation to the City Council to award the Harrison – Harvard Street Storm Drain Improvements to the low bidder, Black Pearl Paving & Excavation, for \$205,604.00.***

## **ATTACHMENTS**

None

**CITY OF ROSEBURG  
MEMORANDUM - REVISED**



**DATE:** March 1, 2021  
**TO:** Public Works Commission  
**FROM:** Ryan Herinckx  
**VIA:** Brice Perkins, PE, Public Works Director  
**SUBJECT:** **2021 Pavement Management Overlay Project  
Bid Award Recommendation - 20PW01 Phase I**

**ISSUE STATEMENT AND SUMMARY**

Construction bids were received for Phase I of the 2021 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 Lincoln Street from Sunset Street to Malheur Avenue as the priority for 2021. The project consists of utility trench restoration, grinding and repaving 37 feet wide and roughly 3,300 lineal feet of roadway and the replacement of 12 Americans with Disabilities (ADA) ramps.

To encourage competitive bidding, staff divided this year's PMP project into phases. Phase I will be constructed this fiscal year and consists of removing and replacing the 12 ADA ramps. Phase II will bid later this spring for summer construction and will include utility trench restoration and 2" grind and inlay. Phase I of this project was advertised for bid on February 11, 2021.

Three bids were received on March 4, 2021 and are summarized below:

<b>No.</b>	<b>Bidder</b>	<b>Total Bid Amount</b>
1	Guido Construction, Inc.	\$185,897.00
2	Pacific Excavation	\$201,691.00
3	Brown Construction	\$248,386.00
	<i>Engineer's Estimate</i>	<i>\$172,760.00</i>

**FINANCIAL CONSIDERATIONS**

The FY 20-21 Transportation Fund budget includes \$1,175,000 for design and construction of overlay projects. Total project costs are estimated below.

Construction	\$ 185,897.00
Construction Mgt. Support (Century West)	\$ 16,391.00
Construction Mgt. Support (i.e. Engineering)	\$ 18,720.00
Contingency (5% of const.)	\$ 9,294.85

*Total Estimated Costs*                      \$ 230,302.85

**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 March 22, 2021 meeting. If awarded, the Notice to Proceed would be issued in April. The contractor is allowed 90 calendar days to complete the project.

**COMMISSION OPTIONS**

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

1. Award the contract to the lowest responsive bidder, Guido Construction, Inc. for \$185,897.00; 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, Guido Construction, Inc. for \$185,897.00

**SUGGESTED MOTION**

***I move to recommend the City Council award Phase I of the 2021 Pavement Management Program Overlay Project to the lowest responsible bidder, Guido Construction, Inc. for \$185,897.00***

**ATTACHMENTS**

None



March 5, 2021

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

Re: Lincoln Street Curb Ramp Improvements  
Project No. 20PW01 PH 1

Dear Rick:

On March 4, 2021, three (3) bids were received to construct the above referenced project. The bids ranged from \$185,897.00 to \$248,386.00, with the Engineer's estimate of probable construction cost identified as \$172,760.00.

Guido Construction of Roseburg, Oregon submitted a total bid for \$185,897.00, which was 7.8% below the 2<sup>nd</sup> lowest bid.

Based upon the following:

- The bids were within 10% of each other;
- 1<sup>st</sup> Tier Subcontractor List submitted with the bid;
- Drug Testing Program Certification Form submitted with the bid;
- Bid Bond submitted with the bid;
- Public Works Bond Pre-Bid Notice & Certification Form submitted with the bid;
- Applicable addendums were acknowledged;

Therefore, Century West Engineering recommends that the contract for construction of the Lincoln Street Curb Ramp Improvements be awarded to:

**Guido Construction**

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,

A handwritten signature in black ink, appearing to read 'Rawley', with a long horizontal stroke extending to the right.

Rawley Voorhies, PE  
Project Manager

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** March 3, 2021

**TO:** Public Works Commission

**FROM:** Ryan Herinckx

**VIA:** Brice Perkins, 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 the award of a master contract for resident observation services.

**BACKGROUND/ANALYSIS**

Staff's intent is to execute a master contract with i.e. Engineering 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. 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 the projects currently scheduled for completion this construction season. Total construction activities this season exceed \$9,000,000 in budgeted capital improvement 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 and will be funded accordingly. Any task orders over \$50,000.00 will require approval from the City Council after a recommendation by the Public Works Commission. The combined value of all task orders will not exceed \$100,000.00.

**TIMING ISSUES**

If the Commission provides a recommendation to award the master contract, it will be presented to the City Council at their March 22, 2021 meeting.

**COMMISSION OPTIONS**

The Public Works Commission has the following options:

- a. Recommend to the City Council the award of a master contract for resident observation services to i.e. Engineering.; or
- b. Request additional information; or
- c. Recommend not moving forward with the master contract at this time.

**STAFF RECOMMENDATION**

Staff recommends entering into a master contract i.e. Engineering 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 for an amount not to exceed \$100,000.00.*