



ROSEBURG PUBLIC WORKS COMMISSION AGENDA
THURSDAY, OCTOBER 14, 2021
3:30 Regular Meeting

✓
10-7-2021

Electronic Meeting

Public Access: www.Facebook.com/CityofRoseburg

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 Vern Munion Fred Dayton
 Pat Lewandowski Roger Whitcomb

III. APPROVAL OF MINUTES

A. August 12, 2021

IV. DISCUSSION ITEMS

- A. Flexible Services Maintenance Intergovernmental Agreement
- B. Water Treatment Plant Standby Generator Project No. 20WA03 Construction Bid Recommendation

AUDIENCE PARTICIPATION – Comments can be provided via email to the Commission at pwd@cityofroseburg.org or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg **prior to 12:00 pm on Thursday, October 14, 2021**. 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

A. Project Updates - Verbal

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING 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
AUGUST 12, 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, August 12, 2021 electronically via Zoom in Roseburg Oregon.

ROLL CALL: Present: Commissioners Pat Lewandowski, Ken Hoffine, John Seward, Noel Groshong, and Roger Whitcomb

Absent: Chair Bob Cotterell, Commissioners Fred Dayton, Stuart Liebowitz, and Vern Munion

Others Present: Rawley Voorhies, Century West Engineering and Paul Wigowsky, Capital Assets Pavement Services

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

APPROVAL OF MINUTES: Commissioner Seward moved to approve the minutes of the June 10, 2021 Public Works Commission meeting with the correction. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Commissioners Hoffine, Seward, Lewandowski, Whitcomb, and Groshong voted yes. No one voted no.

DISCUSSION ITEMS:

5-Year Pavement Maintenance Plan: Perkins informed staff has worked with Century West Engineering to prepare Five Year Pavement Maintenance Plan. Perkins said the plan contains Pavement Condition Index (PCI) ratings based on various budget scenarios and a list of potential streets for rehabilitation and preventative maintenance treatments. Rawley Voorhies with Century West Engineering, provided an overview of the plan. Voorhies said Paul Wigowsky and his team drove each street and gave it a rating ranging from 0 to 100. There were a few streets at both end of the rating scale but most of them fell in the middle of the range. Voorhies said the City has been talking with the County in regards to Chip Seals. Commissioner Hoffine asked what the cost difference between Chip and Slurry seals. Voorhies said it is pretty close, but comes down to what is the best treatment for the street and the type/amount of traffic on it. Perkins said historically the city hasn't done chip seals but is looking at partnering with Douglas County to possibly have them do some chip seals on some of our more rural streets. Commissioner Seward questioned if we have been underfunding the maintenance or has there been significant increase in cost. Perkins said both has happened, there is currently a funding shortfall to be able to keep the PCI at the current rate. Commissioner Whitcomb questioned what the commission can do to help address the funding issue. Perkins said they can recommend the City Council look into additional funding sources. Discussion ensued regarding funding. Commissioner Lewandowski questioned if the commission should look at funding options and recommend to Council. Commissioner Groshong said that isn't the commission job it is the City Council.

MOTION: Commissioner Seward moved to recommend to City Council to accept the 5-Year Pavement Maintenance Plan and encourage Council to evaluate options for additional transportation funding. Motion was seconded by Commissioner Hoffine and approved with the following vote: Commissioners Hoffine, Seward, Whitcomb, and Groshong voted yes. Lewandowski voted no as he feels he needs more information

2021 TMDL Implementation Plan Update: Perkins informed the Clean Water Act was passed in 1972 which was to protect surface waters in the United States. It was largely centered on wastewater treatment, in 1987 the Clean Water Act was amended to include storm water and storm water quality. The Department of Environmental Quality (DEQ) was required to make a list of water ways that don't meet the standards set in the Clean Water Act, The Umpqua, South Umpqua and Deer Creek were put on the list. The Environmental Protection Agency (EPA) required DEQ to develop Total Maximum Daily Load (TMDL) for each pollutant in a given day for each body of water. Each agency that discharges storm water into the water bodies on that list is required to come up with a TMDL Implementation Plan. In 2006 DEQ established TMDL for the South Umpqua and Deer Creek. Subsequently, the City of Roseburg completed a TMDL Implementation Plan in October 2008. In December of 2020 the City was notified that DEQ required an updated TMDL Implementation Plan. The update was submitted to DEQ in May 2021 and they approved it in June. Perkins said many of the requirements are things that the City is already doing we just need to document and submit to DEQ when requested. Commissioner Hoffine said he was very impressed with the plan. Commissioner Seward questioned if most development has already happened adjacent in the riparian areas. Perkins said not entirely but there is some redevelopment but there are codes in place for those areas.

MOTION: Commissioner Hoffine moved to recommend to City Council the adoption of the 2021 TMDL Implementation Plan Update. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Commissioners Hoffine, Seward, Lewandowski, Whitcomb, and Groshong voted yes. No one voted no.

Asset Management Software Agreement: Perkins informed that Public Works maintenance crews have been using CarteGraph software for asset management for more than ten years. Currently the City utilizes the water valve, pump station, sign, treatment plant, and work management modules. Perkins stated that the system is map based via the City's GIS mapping and allows the crew to document work performed on any given asset from a tablet in the field, in real time. Perkins said staff would like to do a three-year contract because the price increase would be locked in at 3%, where the annual contract increase would range from 5% - 7%.

MOTION: Commissioner Lewandowski move to recommend to City Council the approval of a three-year contract with CarteGraph Systems, LLC for \$61,323.46 for asset management software licensing and maintenance. Motion was seconded by Commissioner Whitcomb and approved with the following vote: Commissioners Hoffine, Seward, Lewandowski, Whitcomb, and Groshong voted yes. No one voted no.

AUDIENCE PARTICIPATION: None

INFORMATIONAL ITEMS: Herinckx gave update on multiple projects and informed that they came in under the overall total bid amount.

BUSINESS FROM THE COMMISSION: Commissioner Seward asked what the trench that is going up the side of Reservoir hill was for. Herinckx informed that is the 24-inch transmission main project. Commissioner Lewandowski had three items he wanted to inquire what the status was of the generator project, the Edenbower railroad crossing, and painting of the curbs at Stephens and Winchester. Perkins said the generator project is designed and should be going out to bid in September or October. Herinckx said he had planned to contact the railroad for an update but didn't have time to reach out to them. Perkins said staff discussed the painting of the curbs internally and didn't feel there was a need to paint them but did discuss putting down some arrows on the road instead. Commissioner Lewandowski thinks the arrows are great idea but also feels they need painted too.

NEXT MEETING DATE: September 9, 2021

ADJOURNMENT: Meeting adjourned at 4:34 p.m.

Chanelle Rogers

Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG
MEMORANDUM**



DATE: October 14, 2021
TO: Public Works Commission
FROM: Brice Perkins, P.E. Public Works Director

SUBJECT: Flexible Services Maintenance Intergovernmental Agreement

ISSUE STATEMENT AND SUMMARY

Staff recently negotiated an Intergovernmental Agreement (IGA) with Douglas County for Flexible Maintenance Services. The issue for the Commission is whether or not to forward a recommendation to the City Council to authorize execution of the agreement.

BACKGROUND/ANALYSIS

Staff has been working with Douglas County Public Works to develop a mutually beneficial IGA for Flexible Maintenance Services. The proposed agreement provides the City and County with the ability to make available to each other, vehicles, equipment, machinery, materials and related items and/or services according to the conditions of the agreement. Services, equipment or materials etc. shall be provided upon reasonable request at mutually convenient times and locations, subject to availability.

Establishing the Flexible Services Maintenance Agreement in advance will establish the framework for mutual assistance as needed in the future. The initial term of the agreement is five years with the option of two additional five year extensions.

FINANCIAL CONSIDERATIONS

The IGA provides for each entity to be compensated based on upon the services or equipment provided at each agency's established rates. The total cost for any single request for service shall not exceed \$150,000 and the total cost for either party shall not exceed \$500,000 over the initial term of the agreement.

All service requests will be administered in accordance with established purchasing rules.

TIMING ISSUES

If the Commission recommends execution of the agreement, the Flexible Maintenance Services agreement will be presented to the City Council at their October 25, 2021 meeting.

COMMISSION OPTIONS

The Public Works Commission has the following options:

- a. Recommend that the City Council authorize execution off the Flexible Maintenance Services Intergovernmental Agreement; or

- b. Request additional information; or
- c. Recommend not moving forward with the agreement at this time.

STAFF RECOMMENDATION

Establishing a Flexible Maintenance Services IGA will establish the framework for mutual assistance between the City of Roseburg Public Works Department and the Douglas County Public Works Department. Having the agreement in place will streamline the process for providing assistance to each other in the future as needed. Therefore, staff recommends the Commission provide a recommendation to City Council to authorize execution of the Flexible Maintenance Services Intergovernmental Agreement with Douglas County.

SUGGESTED MOTION

I move to forward a recommendation to the City Council to authorize execution of a Flexible Maintenance Services Intergovernmental Agreement with Douglas County.

ATTACHMENTS

None.

**CITY OF ROSEBURG
MEMORANDUM**



DATE: October 14, 2021
 TO: Public Works Commission
 FROM: Brice Perkins, P.E. Public Works Director

SUBJECT: **Water Treatment Plant Standby Generator Project No. 20WA03
 Construction Bid Recommendation**

ISSUE STATEMENT AND SUMMARY

The City received bids for the Water Treatment Plant Standby Generator Project. The issue for the Commission is whether to forward a recommendation to the City Council to award the construction contract.

BACKGROUND/ANALYSIS

On August 24, 2020 the City Council Awarded a Consulting Services Contract to RH2 Engineering Inc. to provide consulting services for analysis, design, bidding, and construction management services for the installation of two standby generators, one at the City Water Treatment Plant and the second at Reservoir Hill complex. The project also includes the installation of generator receptacles at five booster pump stations located within the City water system, and the purchase of up to two (2) portable generators.

The project was advertised for bids on September 3, 2021 and bids were received on September 30, 2021.

Four bids were received and are summarized below.

#	Bidder	Schedule A	Schedule B	Schedule C	Total Bid Amount
1	Kronsberg Electric, Inc.	\$2,132,126.00	\$112,157.00	\$112,157.00	\$2,356,440.00
2	Sims Electric	\$2,319,976.00	\$90,000.00	\$90,000.00	\$2,499,976.00
3	MSL McClure & Sons, Inc.	\$2,611,161.00	\$105,000.000	\$105,000.00	\$2,821,161.00
4	Stettler Supply & Construction	\$2,799,911.00	\$101,989.00	\$101,989.00	\$2,983,889.00
	<i>Engineer's Estimate</i>	<i>\$1,975,804.00</i>	<i>\$142,250.00</i>	<i>\$142,250.00</i>	<i>\$ 2,260,340.00</i>

FINANCIAL CONSIDERATIONS

The FY 2021-22 Water Fund budget includes \$7,142,500 for capital projects. The total project costs are estimated below:

Construction	\$ 2,356,440.00
Construction Mgt. Support (RH2 Engineering)	\$ 68,913.00
Contingency (7.5%)	\$ 176,733.00
Total	\$ 2,602,086.00

Bids for the project are well above the engineers estimate due to significant increases in material costs. It is staff's opinion that material costs will remain high for the near future.

Award of this contract may necessitate a budget adjustment in the Water Fund at some time in the current fiscal year.

TIMING ISSUES

If the Commission recommends award, the bid result will be presented to the City Council at their October 25, 2021 meeting. The Notice to Proceed (NTP) will be issued in November. The contractor is allowed 250 calendar days to complete the project.

COMMISSION OPTIONS

- The Public Works Commission can provide its recommendation to the City Council to:
- a. Award Schedules A, B, and C of the contract to the lowest responsive bidder; or
 - b. Award Schedules A and B of the contract to the lowest responsive bidder; or
 - c. Award Schedule A of the contract to the lowest responsive bidder; or
 - d. Reject all bids.

STAFF RECOMMENDATION

The lowest bidder submitted all required documentation and is considered responsive. Funds are budgeted for the project. RH2 Engineering, Inc. has reviewed the bids and recommended awarding Schedules A, B, and C to the low bidder, Kronsberg Electric Inc., for \$2,356,440.00. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to forward a recommendation to the City Council to award the Water Treatment Plant Standby Generator Project to the low bidder, Kronsberg Electric, Inc., for \$2,356,440.00.

ATTACHMENTS

Engineer's letter of recommendation



RH2 ENGINEERING
Bothell

22722 29th Drive SE, Suite 210
Bothell, WA 98021
1.800.720.8052 / rh2.com

October 7, 2021

Mr. Ryan Herinckx
Design and Construction Manager
City of Roseburg
900 SE Douglas Avenue
Roseburg, OR, 97470

Sent via: Email

Subject: Recommendation of Bid Award – 20WA03 Water Treatment Plant Standby Generator

Dear Mr. Herinckx:

The bids for the Water Treatment Plant Standby Generator Project were opened at the City of Roseburg City Hall on September 30, 2021, at 2:00 p.m. Of the four (4) bids received, Kronsberg Electric, Inc. submitted the lowest bid.

The total bid amounts are as follows and include the combined Schedule A, B, and C bid totals.

Kronsberg Electric, Inc.	\$2,356,440.00
Sims Electric, Inc.	\$2,499,976.00
McClure and Sons, Inc.	\$2,821,161.00
Stettler Supply and Construction	\$2,983,889.00
Engineer's Estimate	\$2,260,304.00

RH2 Engineering, Inc., (RH2) has reviewed the bid proposal from Kronsberg Electric and confirmed that the documentation submitted by Kronsberg Electric is responsive and in accordance with the bid specifications. Kronsberg Electrical also submitted the prequalification application as specified in the contract documents. Based on this review, RH2 recommends that Kronsberg Electric be awarded the contract for this project.

WASHINGTON LOCATIONS

- Bellingham
- Bothell (Corporate)
- East Wenatchee
- Issaquah
- Richland
- Tacoma

OREGON LOCATIONS

- Medford
- Portland

IDAHO LOCATIONS

- Meridian



If you have any questions regarding this recommendation, please feel free to contact me at (425) 951-5358 or croberts@rh2.com.

Sincerely,

RH2 ENGINEERING, INC.

A handwritten signature in black ink, appearing to read "CR AS".

Chris Roberts, PE

Principal Electrical Engineer

CMR