



**ROSEBURG PUBLIC WORKS COMMISSION AGENDA**  
**THURSDAY, MAY 12, 2022**  
**3:30 Regular Meeting**

ajp

**Electronic Meeting**

Public Access: [www.Facebook.com/CityofRoseburg](https://www.facebook.com/CityofRoseburg)

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**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                      Fred Dayton                      Roger Whitcomb  
   Pat Lewandowski                      Tim Swenson

**III. APPROVAL OF MINUTES**

A. April 14, 2022

**IV. DISCUSSION ITEMS**

A. 2022 Pavement Management Program Slurry Seals – Bid Award Recommendation 22PW02

**AUDIENCE PARTICIPATION** – Comments can be provided via email to the Commission at [pwd@cityofroseburg.org](mailto:pwd@cityofroseburg.org) or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg **prior to 12:00 pm on Thursday, May 12, 2022**. 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**

**VI. BUSINESS FROM THE COMMISSION**

**VII. NEXT MEETING DATE: June 9, 2022**

**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  
APRIL 14, 2022  
MINUTES**

**CALL TO ORDER:** The meeting of the City of Roseburg Public Works Commission was called to order at 3:30 p.m. Thursday, April 14, 2022 electronically via Zoom in Roseburg Oregon.

**ROLL CALL:** Present: Chair Bob Cotterell, Commissioners Fred Dayton, Tim Swenson, Stuart Liebowitz (arrived 3:31), John Seward, Noel Groshong, Pat Lewandowski, and Roger Whitcomb

Absent: Ken Hoffine

Others Present: None

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

**APPROVAL OF MINUTES:** Commissioner Whitcomb moved to approve the minutes of the March 10, 2022 Public Works Commission meeting with the spelling correction mentioned. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Chair Cotterell, Commissioners Dayton, Swenson, Liebowitz, Seward, Groshong, Lewandowski, and Whitcomb voted yes. No one voted no.

**DISCUSSION ITEMS:**

**2022 Pavement Management Overlay Project – Phase 1 – Bid Award Recommendation –**

**22PW01:** Perkins informed we received construction bids for Phase 1 of the 2022 Pavement Management Program (PMP), which is the replacement of 24 Americans with Disabilities (ADA) ramps. The entire project consists of grinding and repaving roughly 4,500 lineal feet of roadway along with the ADA ramp replacements. Phase 2 will be bid later and funded out of next fiscal budget. Three bids for Phase 1 were received on April 7<sup>th</sup>, with Freedom Builders being low bidder at \$337,092.00. Commissioner Whitcomb asked if staff knew why there was such a wide price range on the bids. Perkins said staff reached out to the low bidder to make sure they were comfortable with the bid and they were. Perkins also feels it is a small market since ADA ramps are somewhat difficult to construct, and some of the contractors are trying to make a larger profit. Commissioner Swenson stated as long as they are ADA certified to do the work and they are being inspected, he does not see any issue. Commissioner Whitcomb inquired what the engineer's estimate is for the overlay part of the project. Perkins said the design isn't complete for that phase so they don't have an estimate yet.

**MOTION:** Commissioner Swenson moved to recommend that the City Council award Phase 1 of the 2022 Pavement Management Program Overlay Project to the lowest responsible bidder, Freedom Builders, LLC for \$337,092.00. Motion was seconded by Commissioner Whitcomb and approved with the following vote: Chair Cotterell, Commissioners Dayton, Swenson, Liebowitz, Seward, Groshong, Lewandowski, and Whitcomb voted yes. No one voted no.

**Task Order Award Recommendation 2022 Pavement Management Project – Overlays –**

**22PW01:** Perkins informed City Council had awarded Task Order No. 8 for design through bidding services to Century West Engineering for the 2022 Pavement Management Project. Perkins said Task Order No. 9 would provide complete construction management services for

the ADA sidewalk work of the 2022 Pavement Management Project. Commissioner Groshong said he thought he heard Herinckx state the City has an employee that can inspect the ADA ramps. Perkins said we do have staff that is qualified and will be on the job as often as possible. This task order is for processing change orders, reviewing pay requests, and some inspections. Commissioner Whitcomb questioned if the engineer will be doing the day-to-day onsite inspections and staff will be doing spot checks. Herinckx replied that is correct, with the current workload city staff does not have the time to be on the job several hours a day. Commissioner Groshong questioned why have a city employee qualified to do the inspections if they are too busy to do it. Perkins replied that we do have staff that are qualified and depending on workload we do some inspections in house especially if it is a smaller project since it wouldn't be cost effective to hire an inspector for that.

**MOTION:** Commissioner Whitcomb moved to recommend to City Council to authorize Task Order No. 9 with Century West Engineering for construction management services for Phase 1 of the 2022 Pavement Management Program project for an amount not to exceed \$58,438.00. Motion was seconded by Commissioner Swenson and approved with the following vote: Chair Cotterell, Commissioners Dayton, Swenson, Liebowitz, Seward, Groshong, Lewandowski, and Whitcomb voted yes. No one voted no.

**Fulton Shop Building Reroof Bid Award Recommendation – 22PW07:** Herinckx informed the Fulton Shop was constructed in 1971. In 2007 a facility condition assessment for all City facilities was completed. In the assessment, it indicated the Fulton Shop roof is at the end of its useful life and in need of replacement. The project was bid with a base bid and three alternates and five bids were received with Roseburg Roofing & Supply Company being low bidder at \$356,017.00. Herinckx stated that during the pre-bid meeting it was found that due to the way the original roof was installed it would be better to replace over the existing rather than remove the old roof. Herinckx said staff does not feel the need to move forward with alternate 3 which was installing additional roof drains. Commissioner Whitcomb questioned how much the crickets would change the pitch. Herinckx said he wasn't totally sure. Commissioner Lewandowski questioned why replacing wasn't removing old roofing before replacing with the new roof. Herinckx said original plan was to remove down to the sheeting but when inspected further the way it was originally installed could cause damage to the sheeting if they tried to remove it and was very expensive to try to remove. Commissioner Whitcomb asked if there was not much demolition work is asbestos abatement still needed. Herinckx said that there is still some demolition work that will require the asbestos abatement. Chair Cotterell questioned if the asbestos abatement work was part of this contract. Perkins stated it would be a separate contract.

**MOTION:** Commissioner Whitcomb moved to recommend to the City Council award the Fulton Shop building Reroof Project to the lowest responsible bidder, Roseburg Roofing & Supply Company for \$356,017.00. Motion was seconded by Commissioner Seward and approved with the following vote: Chair Cotterell, Commissioners Dayton, Swenson, Liebowitz, Seward, Groshong, Lewandowski, and Whitcomb voted yes. No one voted no.

**State of Oregon Coronavirus State Fiscal Recovery Fund Agreement:** Perkins informed that under House Bill 5006 of the 2021 Oregon legislative session, the City of Roseburg was awarded an allocation of the American Rescue Plan Act (ARPA) funding for the Calkins-Troost-Harvard Storm Replacement Project. Perkins stated the City of Roseburg was allocated \$1,570,064 specifically for the storm project. The grant is being managed through the Oregon Business Development Department and has recently forwarded the agreement to the City for signatures. Perkins said the grant requires the City to spend the funds first then will be reimbursed for what was spent. Commissioner Whitcomb questioned if there were any additional strings attached. Perkins stated there are specific requirements as there are with any

grant. Perkins said staff received notification that the funds were going to become available so staff got a list of projects to submit and this is the one that was chosen. Messenger commended Herinckx and City Recorder Sowa for getting the information together for this project at the last minute when the City was notified about the funding being available.

**MOTION:** Commissioner Seward moved to recommend to City Council authorize the City Manager to sign the State of Oregon Coronavirus State Fiscal Recovery Fund Grant in the amount of \$1,570,064.00. Motion was seconded by Commissioner Liebowitz and approved with the following vote: Chair Cotterell, Commissioners Dayton, Swenson, Liebowitz, Seward, Groshong, Lewandowski, and Whitcomb voted yes. No one voted no.

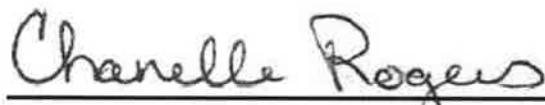
**AUDIENCE PARTICIPATION:** None

**INFORMATIONAL ITEMS:** None

**BUSINESS FROM THE COMMISSION:** Whitcomb questioned what is the plan for maintenance of manholes that are sinking. Perkins asked Whitcomb to send an email with the locations of the issues then staff will check them out see which utility is responsible for the manholes. Commissioner Seward inquired about the status of filling the Public Works Director position. Perkins said they have done an initial round of zoom interviews, narrowed it down, and will be doing in person interviews at the beginning of May.

**NEXT MEETING DATE:** May 12, 2022

**ADJOURNMENT:** Meeting adjourned at 4:06 p.m.



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Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** May 12, 2022  
**TO:** Public Works Commission  
**FROM:** Rick Castle  
**VIA:** Brice Perkins, PE, Public Works Director  
**SUBJECT:** 2022 Pavement Management Program Slurry Seals -  
 Bid Award Recommendation - 22PW02

**ISSUE STATEMENT AND SUMMARY**

The City received bids for the 2022 Pavement Management Program Slurry Seals project on May 4, 2022. The issue for the Commission is whether to forward a recommendation to the City Council to award the construction contract.

**BACKGROUND/ANALYSIS**

A slurry seal is a very thin layer of aggregate with an asphalt emulsifier applied to an existing pavement. Slurry seals are used primarily as preventative maintenance to prolong the life of the paved surface.

Three bids were received on May 4, 2022 and are summarized below:

No.	Bidder	Schedule A	Schedule B	Total Bid
1	Pave Northwest, Inc.	\$ 147,798.26	\$ 35,140.28	\$ 182,938.54
2	VSS International, Inc.	\$ 223,430.00	\$ 16,895.00	\$ 240,325.00
3	Intermountain Slurry Seal	\$ 210,097.00	\$59,022.00	\$ 269,119.00
	<i>Engineer's Estimate</i>	\$ 137,461.20	\$ 33,441.60	\$ 170,902.80

Proposed Schedule A consists of 13 street segments at various locations totaling approximately 43,000 square yards. Proposed Schedule B consists of an additional 9 street segments totaling approximately 11,500 square yards.

**FINANCIAL CONSIDERATIONS**

The draft FY 22-23 Transportation Fund Materials & Services budget includes \$200,000 to complete this project. Total project costs are estimated below.

Construction	\$ 147,798.26
Contingency (5% of const.)	\$ 7,389.91
Materials & Supplies	\$ 7,000.00

**Total Estimated Costs**                      **\$ 162,188.17**

### **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 June 13, 2022 meeting. If awarded, the Notice to Proceed would be issued in May. The contractor is allowed 79 calendar days to complete the project.

### **COMMISSION OPTIONS**

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

1. Award Schedule A of the contract to the lowest responsive bidder, Pave Northwest, Inc. for \$147,798.26; 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 Schedule A of the project to the lowest responsible bidder, Pave Northwest, Inc. for \$147,798.26.

### **SUGGESTED MOTION**

*I move to recommend the City Council award the 2022 Pavement Management Program Slurry Seals Project to the lowest responsible bidder, Pave Northwest, Inc. for \$147,798.26.*

### **ATTACHMENTS**

None