



ROSEBURG PUBLIC WORKS COMMISSION AGENDA
THURSDAY, April 13, 2023
3:30 Regular Meeting

4-6-2023

In Person at Roseburg City Hall, Council Chambers
Public Access: Facebook Live at [www.Facebook.com/CityofRoseburg](https://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:

<u>Chair:</u>	Ellen Porter		
<u>Commissioners:</u>	Ken Hoffine	Stuart Liebowitz	Roger Whitcomb
	John Seward	Fred Dayton	Brandon Pearsall
	Pat Lewandowski	Tim Swenson	

III. APPROVAL OF MINUTES

A. February 9, 2023

IV. DISCUSSION ITEMS

- A. Vine Street Main Replacement – Project No. 23WA04, Hooker Road Main Extension – Project No. 23WA05 Construction Bid Recommendation
- B. Calkins – Troost – Harvard Storm Improvements Bid Award Recommendation – Project No. 22GR20
- C. Award Recommendation – Task Order No.1 for SE Stephens Street and SE Pine Street Main Replacement Project No. 23WA12

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. 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, April 13, 2023**. 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

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: May 11, 2023

VIII. ADJOURNMENT

*** * * AMERICANS WITH DISABILITIES ACT NOTICE * * ***

Please contact the City Administration Office at least 48 hours prior to the scheduled meeting time if you need accommodations in accordance with the Americans with Disabilities Act. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

**CITY OF ROSEBURG
PUBLIC WORKS COMMISSION MEETING
FEBRUARY 9, 2023
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 9, 2023 in the City Hall Council Chambers, Roseburg, Oregon.

ROLL CALL: Present: Chair Ellen Porter, Commissioners Fred Dayton, Stuart Liebowitz (via phone), Pat Lewandowski, Roger Whitcomb, Tim Swenson, Ken Hoffine, Brandon Pearsall, and John Seward

Absent: None

Others Present: None

Attending Staff: City Manager Nikki Messenger, Public Works Director Dawn Easley, Design and Construction Manager Ryan Herinckx, City Civil Engineer Daryn Anderson, and Public Works Department Technician Chanelle Rogers

APPROVAL OF MINUTES: Commissioner Lewandowski moved to approve the minutes of the November 10, 2022 Public Works Commission meeting. Motion was seconded by Commissioner Swenson and approved with the following vote: Chair Porter, Commissioners Dayton, Liebowitz, Lewandowski, Whitcomb, Seward, Swenson, Hoffine, and Pearsall. No one voted no.

DISCUSSION ITEMS:

Five Year Water Distribution Main Replacement Program Engineering Services Contract Award Recommendation – WA-23-01: Easley informed staff has completed a qualification based selection process for design and engineering services for the Water Distribution Main Replacement Program. Easley said staff issued a Request for Qualifications (RFQ) for engineering services and received five RFQ's. A review committee consisting of three Public Works staff members ranked the five RFQ's, the top three were then interviewed and ranked again. The highest ranked proposal was from Century West Engineering. Commissioner Whitcomb questioned what the criteria was for ranking. Herinckx stated that in the RFQ that was sent out there was scoring criteria that staff was looking for in the proposals. Commissioner Seward asked if the city has worked with Century West Engineering previously. Herinckx stated that we have worked with them on many different projects. Commissioner Pearsall inquired how much of the scoring was based on cost. Herinckx replied that we can't ask for price in this process only qualifications. Messenger stated that it is against state statute to ask for pricing during this process. Discussion ensued regarding the age of the pipe that is currently in the ground. Chair Porter asked what some of the specific criteria. Herinckx replied they were asked to provide information on the team that would be working on the projects and their qualifications, prior experience and a draft scope of work. Discussion ensued regarding what the master contract would cover. Chair Porter also asked if Public Works has used master contracts before. Messenger stated we have done multiple master contracts but not for this size of water lines. Messenger said the City uses master contracts for multiple projects within multiple divisions.

MOTION: Commissioner Whitcomb moved to recommend to the City Council the approval of a 5-year design and engineering services contract for the distribution main replacement program to Century West Engineering. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Chair Porter, Commissioners Dayton, Liebowitz, Lewandowski, Whitcomb, Seward, Hoffine, and Pearsall. No one voted no. Commissioner Swenson abstained from discussion and voting due to conflict of interest.

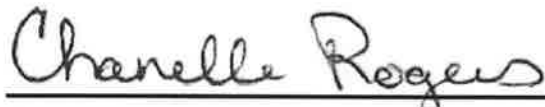
AUDIENCE PARTICIPATION: None

INFORMATIONAL ITEMS: None

BUSINESS FROM THE COMMISSION: Commissioner Whitcomb thanked staff for the tour of the Fulton Maintenance Shop in December. Commissioner Dayton appreciated having the meeting in person.

NEXT MEETING DATE: March 9, 2023

ADJOURNMENT: Meeting adjourned at 3:49pm.

A handwritten signature in cursive script that reads "Chanelle Rogers". The signature is written in black ink and is positioned above a horizontal line.

Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG
MEMORANDUM**



DATE: April 13, 2023

TO: Public Works Commission

FROM: Daryn Anderson, P.E.

VIA: Dawn Easley, Public Works Director

SUBJECT: **Vine Street Main Replacement - Project No. 23WA04**
Hooker Road Main Extension – Project No. 23WA05
Construction Bid Recommendation

ISSUE STATEMENT AND SUMMARY

The City received bids for two projects, the Vine Street Main Replacement Project and the Hooker Road Main Extension Project. These two projects were combined into one bid package. The issue for the Commission is whether to forward a recommendation to the City Council to award the construction contract.

BACKGROUND/ANALYSIS

The Vine Street Main Replacement Project replaces approximately 565 LF of existing 4-inch diameter cast iron water main installed circa 1954 with new 8-inch ductile iron main and installs a new fire hydrant. The main has reached the end of its useful service life and has been identified in the City's 2010 Water System Master Plan for replacement.

The Hooker Road Main Extension Project extends an existing 6-inch diameter ductile iron water main approximately 1,200 LF with new 8-inch ductile iron main and adds a new fire hydrant. Four homes on Hooker Road have water service connections located at the north end of Hooker Road and each residence has a long private side service connection. Currently, the services are supplied by a temporary water line that crosses the railroad tracks and is fed by the transmission main on Stephens Street. The project will abandon the temporary water line, provide residences the opportunity to be served by a water main fronting their residence and improve fire protection on Hooker Road. The project is identified in the City's 2010 Water System Master Plan.

The project was advertised for bid on February 16, 2023. Bids were received on March 9, 2023. Six bids were received and they are summarized below.

#	Bidder	Total Bid Amount
1	Cradar Enterprises, Inc.	\$ 309,735.00
2	Black Pearl Paving and Excavating	\$ 381,875.00
3	Knife River Materials	\$ 392,985.00
4	JRT Construction	\$ 422,145.00

5	Jesse Rodriguez Construction	\$ 429,259.00
6	Laskey-Clifton Corporation	\$ 472,496.90
	<i>Engineer's Estimate</i>	<i>\$ 406,825.00</i>

FINANCIAL CONSIDERATIONS

The FY 2022-23 Water Fund includes funding in the current year budget to proceed with this project. The total project costs are estimated below:

Construction	\$ 309,735.00
Contingency (7.5%)	\$ 23,230.13
CM Support by City Staff	\$ 0
Total	\$ 332,965.13

TIMING ISSUES

If the Commission recommends an award, the bid results will be presented to the City Council at the April 24, 2023 meeting. If awarded, the Notice to Proceed would be issued in May. 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, Cradar Enterprises, Inc. for \$309,735.00; or
- b. Request additional information; or
- c. Reject all bids.

STAFF RECOMMENDATION

The lowest bidder submitted all required documentation and is considered both responsive and responsible. Funds are budgeted and available. Staff has reviewed the bids and recommends awarding the project to the lowest responsible bidder, Cradar Enterprises, Inc. \$309,735.00.

SUGGESTED MOTION

I move to recommend the City Council award the Vine Street Main Replacement Project and the Hooker Road Main Extension Project to the lowest responsible bidder, Cradar Enterprises, Inc. for \$ 309,735.00.

ATTACHMENTS

None

**CITY OF ROSEBURG
MEMORANDUM**



DATE: April 13, 2023
TO: Public Works Commission
FROM: Ryan Herinckx
VIA: Dawn Easley, Public Works Director
SUBJECT: Calkins–Troost–Harvard Storm Improvements Project
Bid Award Recommendation - Project: 22GR20

ISSUE STATEMENT AND SUMMARY

Construction bids were received for the Calkins–Troost–Harvard Storm Improvement Project. The issue for the Commission is whether to forward a recommendation to the City Council to award the construction contract.

BACKGROUND/ANALYSIS

The City of Roseburg experiences stormwater drainage deficiencies in three separate areas. They include Northwest Troost Street north of Northwest Calkins Avenue, the 2100 block of Northwest Calkins Avenue west of Troost Street and West Harvard Avenue between Northwest Kenwood Street and West Pilger Street. The storm drainage system in these areas is undersized and fragmented in a system of pipes and open ditches. In some instances, the system crosses private property in open ditches or is piped under homes or structures. These three problem areas have been combined into one project.

This project totals approximately 3,750 lineal feet of storm drainage improvements to capture and re-route stormwater within City rights-of-way. These deficiencies are identified for improvement in the 2011 Roseburg Storm Water Master Plan.

The project was advertised on February 23, 2023. Bids were opened on March 28, 2023. Four (4) bids were received and are outlined below.

#	Bidder	Total Bid Amount
1	Black Pearl Paving & Excavation	\$1,277,415.00
2	Cradar Enterprises	\$1,301,139.00
3	JRT Construction	\$1,588,111.25
4	Knife River Materials	\$2,398,610.00
	Engineer's Estimate	\$1,460,600.00

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The FY 2022-23 adopted Storm Drainage budget includes funds for this project. Additionally, the City of Roseburg has received \$1,570,064 as a part of the American Rescue Plan Act (ARPA) to help fund this project. The project costs are estimated below.

Construction	\$ 1,277,415.00
Contingency (7.5%)	\$ 95,806.00
CM Support and Inspection	\$ 97,975.00
Total	\$ 1,471,196.00

TIMING ISSUES

If the Commission recommends an award, the bid results will be presented to the City Council at the April 24, 2023, meeting. If awarded, the Notice to Proceed would be issued in May. The contract requires the project be completed by November 17, 2023.

COMMISSION OPTIONS

The Public Works Commission has the following options:

- a. Recommend to the City Council the award the contract to the lowest responsive bidder Black Pearl Paving and Excavation for \$1,277,415.00; or
- b. Reject all bids; or
- c. Request additional information

STAFF RECOMMENDATION

The lowest bidder submitted all required documentation and is considered responsive. Funds are budgeted for the project. Therefore, staff recommends awarding the project to the lowest responsive bidder, Black Pearl Paving and Excavation for \$1,277,415.00.

SUGGESTED MOTION

I move to recommend to the City Council the award of the Calkins-Troost-Harvard Storm Improvement Project to the low bidder, Black Pearl Paving and Excavation for \$1,277,415.00.

ATTACHMENTS

Engineer's Recommendation

**CITY OF ROSEBURG
MEMORANDUM**



DATE: April 13, 2023

TO: Public Works Commission

FROM: Daryn Anderson, P.E.

VIA: Dawn Easley, Public Works Director

SUBJECT: **Award Recommendation – Task Order No. 1 for Design through Bidding Services for SE Stephens Street and SE Pine Street Main Replacement Project: 23WA12**

ISSUE STATEMENT AND SUMMARY

Staff has completed a qualifications based selection process for design and engineering services for the Water Distribution Main Replacement Program. The issue for the Commission is whether to recommend to City Council the authorization of Task Order #1 for design through bidding services for main replacement on SE Stephens Street and SE Pine Street.

BACKGROUND/ANALYSIS

On January 9, 2023, Council Awarded a Five-Year Design and Engineering Services contract for the Distribution Main Replacement Program to Century West Engineering with the understanding that each task order would be negotiated based on the work to be accomplished. Projects identified for replacement are identified in the City's 2010 Water System Master Plan. Task Order #1 is for water distribution main replacement on SE Stephens Street and SE Pine Street.

Main replacement on SE Stephens Street replaces approximately 2,700 feet of 6-inch diameter cast iron water main installed circa 1930's with new 12-inch ductile iron main between SE Sykes Avenue and SE Oak Avenue. This main has reached the end of its useful service life and is in need of replacement. This work also precedes an upcoming grind inlay pavement project scheduled for 2025. This work includes the installation of new fire hydrants and service connections.

Main replacement on SE Pine Street replaces approximately 2,700 feet of 6-inch diameter cast iron water main circa 1930's with new 8-inch ductile iron main between SE Sykes Avenue and SE Oak Avenue. This main has reached the end of its useful service life and is in need of replacement. This work includes the installation of new fire hydrants and service connections.

Work also includes inter-block designs to replace approximately 300 feet of 8-inch cast iron water main installed circa 1954 on SE Mosher Avenue between SE Pine Street and SE Stephens Street, and 300 feet of 6-inch diameter cast iron water main with new 8-inch ductile iron on SE Cass Avenue between SE Pine Street and SE Stephens Street.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The draft FY 23-24 Water Fund budget includes funding to complete design of this project. Funds are available in the current year budget to proceed with this task order.

TIMING ISSUES

If the Commission provides a recommendation to authorize the task order, it will be presented to the City Council at their April 24, 2023 meeting.

COMMISSION OPTIONS

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

- a. Recommend to the City Council authorize a task order to Century West Engineering for an amount not to exceed \$151,011.00; or
- b. Request additional information; or
- c. Recommend that the Council not authorize the task order and not move forward with the project at this time.

STAFF RECOMMENDATION

Staff recommends that the Commission forward a recommendation to the City Council to authorize Task Order No. 1 with Century West Engineering for an amount not to exceed \$151,011.00.

SUGGESTED MOTION

I move to recommend to City Council authorize Task Order No. 1 with Century West Engineering for design and bidding services for Distribution Main Replacement on SE Stephens Street from SE Sykes Avenue to SE Oak Avenue, and SE Pine Street from SE Oak Avenue to SE Sykes Avenue for an amount not to exceed \$151,011.00.

ATTACHMENTS

None.

**CITY OF ROSEBURG
MEMORANDUM**



DATE: April 13, 2023
TO: Public Works Commission
FROM: Ryan Herinckx
SUBJECT: Project Updates

The following is a brief status update of current Public Works projects.

WATER PROJECTS

Water Treatment Plant Standby Power

Wire has been pulled at the WTP and Reservoir Hill, the contractor is still waiting on switchgear for all generator locations. The engineer has a factory inspection of the switchgear scheduled on April 26, 2023. If the switchgear is approved by the engineer, they will ship from the manufacturer the following week.

Vine and Hooker Water Main Projects

This project replaces approximately 565 LF of 4-inch cast iron water main in NE Vine Street with 8-inch ductile iron pipe. The existing pipe was installed in 1954. Project also includes the installation of approximately 1,200 LF of 8-inch ductile iron water main on Hooker Road. Bids were opened on March 9, 2023, if recommended by Commission, the project will be presented to City Council at their April 24, 2023 meeting.

24-inch Transmission Main Replacement – Isabell to Newton Creek

This project replaces approximately 4,100 LF of 20-inch steel transmission main in NE Stephens Street from Isabell Avenue to just south of Newton Creek Road. The existing 20-inch transmission main was installed in 1934. The design is complete and ready to bid.

18-inch Hwy 138 Water Main Replacement – Kester Rd to Sunshine Rd

This project will upsize approximately 3,200 LF of the existing 8-inch asbestos cement water main with 18-inch ductile iron water main. The design is approximately 80% complete, utility conflicts have delayed the completion of the project design.

SE Stephens and SE Pine Water Main Replacement

Project will replace approximately 2,700 linear feet of 6-inch cast iron pipe in SE Stephens with 12-inch ductile iron. The existing pipe was installed between 1928 and 1935. Project also includes replacing approximately 2,700 linear feet of 4 and 6-inch cast iron pipe in SE Pine with 8-inch ductile iron. The existing pipe in SE Pine was installed between 1938 and 1962. Staff is currently working with Century West to develop a scope, fee and schedule for this project.

Rocky Ridge Reservoir

Staff had the reservoir cleaned and inspected by divers in November of 2022. Sealing work that was complete in February of 2011 was found to be in good condition. Staff will continue to monitor and conduct additional maintenance as needed.

TRANSPORTATION PROJECTS

Stephens Street Grind Inlay – Complete

This project consisted of a 2-inch asphalt grind and inlay on Stephens Street from 600 feet north of Diamond Lake Blvd. to Garden Valley Blvd.

22PW01	Stephens Street Grind Inlay		
	Bid	Final	% to Bid
Engineering Services	\$ 154,534.00	\$ 149,640.49	-3.2%
Construction	\$ 1,033,788.00	\$ 1,049,655.50	1.5%
Construction Mgmt.	\$ 26,588.00	\$ 19,397.57	-27.0%
Total Cost:	\$ 1,214,910.00	\$ 1,218,693.56	0.3%

2023 Slurry Seal Project

Bid documents are complete and this project is scheduled to bid April 11, 2023. Below is a list of streets included in this years preventative maintenance program.

Street Name

Project Limits

NW Ethel Ct
W Elm St
W Filbert Ave
SE Hawthorne Dr
SW Langenberg Ave
NE Miguel St
NE Manzanita Ct
W Sharp Ave
NE Sunset St
NE Walnut St
SE Glenn St
NE Gordon Ave
NW Loma Vista Dr.
NW Park St
Lookingglass Rd
Lookingglass Rd

NW Harvey Ave to Dead end
W Sherwood Ave to W Filbert Ave
W Center St to W Elm St
SE Kane to SE Magnolia
W Broccoli to Cul de Sac
NE Diamond Lake Blvd to NE Denn Ave
NE Gordon Ave to Cul de Sac
W Broccoli St to W Hickory St
NE Alameda Ave to NE Barager Ave
NE West Ave to NE Chestnut Ave
SE Lane Ave to Dead End
NE Cummins St to NE Manzanita Ct
NW Parkdale Ave to NW Grove St.
NW Garden Valley Blvd to Business Gate
W Harvard Ave to 400 ft south of Goedeck Ave
Rosemary Ave to Woodside Ave

2023 Grind/Inlay, SE Pine & Stewart Parkway (Stephens to Airport)

This project consists of approximately 900 SY of base repair and a 2-inch grind and inlay on SE pine from Rice Avenue south to approximately Parrott Creek. Project also includes a 4-inch asphalt grind and inlay on Stewart Parkway between Airport Road and Stephens Street. Staff is currently reviewing bid documents, the project is scheduled to bid on April 11, 2023.

Kline Street ADA Ramp Replacement Project

This project will replace 16 ADA curb ramps on Kline Street from Calkins Avenue to Moore Avenue. Project is being designed by City staff and is scheduled to bid in April 2023.

STORM PROJECTS

2023 Storm CIPP Project Vine and Alameda

This project consists of rehabilitation of approximately 904 linear feet of 42-inch diameter and 483 linear feet of 48-inch diameter storm drain pipe utilizing cured-in-place-pipe. Contract has been awarded in the amount of \$540,750. The contractor will begin lining pipe this spring once rains reduce. Contractor has until July 7, 2023 to complete this project.

Calkins/Troost and Rainbow/Haggerty Storm Project

This project will install approximately 3,250 linear feet of storm line in the Calkins/Troost and Harvard at Rainbow and Haggerty. This project will abandon existing storm facilities that run through private property and in some cases, under residential buildings. The City put in for, received American Rescue Plan Act funding, and will be receiving \$1,570,064 towards the design and construction of this project. Bids were opened on March 28, 2023. If recommended by Commission, the project will be presented to City Council at their April 24, 2023 meeting.

Storm CIPP Project Alameda and Church

This project consists of rehabilitation of approximately 1169 linear feet of 36-inch diameter and 1979 linear feet of 42-inch diameter storm drain pipe utilizing cured-in-place-pipe. Design is about 90% complete, anticipate bidding June of 2023.

Facility

Fulton Shop Roof Replacement

Contractor has started the reroofing project completing approximately 5,000 SF of the 30,000 SF project. Materials have arrived and the contractor will complete the project as weather permits.