8-5-2020

# ROSEBURG PUBLIC WORKS COMMISSION AGENDA
## THURSDAY, AUGUST 13, 2020

**3:30 Regular Meeting** **City Hall Council Chambers**
**900 SE Douglas Ave., Roseburg OR 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.***

# *NOTE: LOCATION CHANGE*
## *Face Coverings are required*

**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. July 9, 2020

**IV. DISCUSSION ITEMS**

A. 2020 Storm CIPP Project Construction Bids Recommendation – 20PW19
B. Safe Routes to School Grant Application Authorization
C. Washington Avenue Bore Crossing Engineering Contract Award Recommendation – 20WA05
D. Standby Power Generation Project – 20WA03
E. AWIA Risk and Resilience Assessment – 21WA04

**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: September 10, 2020**

**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**
**JULY 9, 2020**
**MINUTES**

**CALL TO ORDER:** The meeting of the City of Roseburg Public Works Commission was called to order at 3:31 p.m. Thursday, July 9, 2020 in the Council Chambers at Roseburg City Hall.

**ROLL CALL:** Present: Chair Bob Cotterell, Commissioners John Seward, Pat Lewandowski, Stuart Liebowitz (3:34p.m), Vern Munion, Roger Whitcomb, Noel Groshong, and Fred Dayton

Absent: Commissioner Ken Hoffine

Others Present:

Attending Staff: City Manager Nikki Messenger, Design and Construction Manager Ryan Herinckx, Communications Specialist Eric Johnson, and Department Technician Chanelle Rogers

**APPROVAL OF MINUTES:** Commissioner Whitcomb moved to approve the minutes of the June 11, 2020 Public Works Commission meeting. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Chair Cotterell and Commissioners Seward, Lewandowski, Liebowitz, Munion, Whitcomb, Groshong and Dayton, voted yes. No one voted no.

**DISCUSSION ITEMS:**

**Stewart Parkway Bridge End Panel Repair Project Bid Award Recommendation – 19PW10:** Herinckx informed in 2019 the City contracted with OBEC Engineers for the design of repairs to address defective joints on the Stewart Parkway Bridge end panels and to address settlement of the approach sidewalks adjacent to the bridge. Upon completion of the design, the project was advertised for construction bids on June 10, 2020 and bids were opened on July 1, 2020. Herinckx stated one bid was received but was over the engineer's estimate. Staff reviewed the bid with the engineer and cannot find justification for the bid being over the engineer's estimate and the total project costs exceed the budgeted amount. Herinckx said a couple possible reasons for the cost difference was due to the in water work and the time frame for construction was short. Commissioner Munion said the construction company he works for didn't bid on this project due to the short time frame. Commissioner Whitcomb asked what the urgency to get this project completed is. Messenger said staff has been working on this project for about three years, but there is no concern about the bridge falling down if project doesn't happen right away.

**MOTION:** Commissioner Groshong moved to recommend the City Council reject all bids for the Stewart Parkway Bridge End Panel Repair Project. Motion was seconded by Commissioner Seward and approved with the following vote: Chair Cotterell and Commissioners Seward, Lewandowski, Liebowitz, Munion, Whitcomb, Groshong and Dayton, voted yes. No one voted no.

**Douglas Avenue Final Design – 19PW06:** Herinckx informed staff had recently negotiated a proposed scope and fee for completion of the final design with Century West Engineering for the Douglas Avenue Improvements project. Herinckx said in 2019 a preliminary design contract with Century West Engineering was authorized to get the design to 75% complete in order to establish street alignment and grade to accommodate proposed multi-family housing projects on Douglas Ave. Commissioner Seward asked how soon after staff receive the 100% design would the project go out to bid. Herinckx stated could be ready for fall/winter. Messenger informed that although will have

100% design the project hasn't been budgeted yet and is part of the new Urban Renewal District which may take a while to get the funding. Commissioner Liebowitz asked if could look at lowering the speed during the project to reflect other residential areas. Herinckx replied that could have ODOT do a speed study for that road.

**MOTION:** Commissioner Dayton moved to recommend the City Council authorize an exemption from competitive bidding and authorize a final design contract with Century West Engineering for $91,910.00. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Chair Cotterell and Commissioners Seward, Lewandowski, Liebowitz, Munion, Whitcomb, Groshong and Dayton, voted yes. No one voted no

**Resolution Correcting Water Fee Schedule – Stacie Court:** Herinckx informed there is an error in the fee schedule related to the monthly demand charge for Stacie Court residences. Herinckx stated that in 1990 the City had a development agreement with John Atkinson which included an additional connection charge of $500 for one water service. It also included an additional $10 per month service charge for each residential or business unit. Both charges were to remain in effect until the City recovered the cost of constructing the improvements. Herinckx said in 2015 a Water Rate Study was completed for the City and the monthly rate was inadvertently listed as the rate per cycle (every two months) rather than monthly. To correct the error a new resolution must be adopted by Council. Commissioner Dayton questioned if John Atkinson hadn't already paid a significant portion of the cost back, he thought there was wording in the agreement requiring Atkinson to make a balloon payment at some point. Herinckx replied that he didn't see anything in the agreement regarding that. Commission would like information on how much money has been recouped from this agreement so far. Herinckx said he could get that information together for the commission.

**MOTION:** Commissioner Whitcomb moved to recommend the City Council adopt a resolution to correct the error in the fee schedule related to the monthly demand charge for Stacie Court residences. Motion seconded by Commissioner Lewandowski and approved with the following vote: Chair Cotterell and Commissioners Seward, Lewandowski, Liebowitz, Munion, Whitcomb, Groshong and Dayton, voted yes. No one voted no.

**AUDIENCE PARTICIPATION:** None

**INFORMATIONAL ITEMS:** Herinckx informed that in the coming months will have many items on the agendas. Commissioner Lewandowski asked if the generator update will include the outlining areas. Herinckx stated it will include the Water Treatment Plant, reservoirs, 5 pump stations, and 2 portable generators. Herinckx also mentioned Knife River has been starting the ADA work on the side streets of Winchester St and ODOT will also be doing work under Stephens St. accessing from Rowe St. So the Winchester St. area will be busy with construction.

**BUSINESS FROM THE COMMISSION:** Commissioner Lewandowski said the railroad crossing at Edenbower and Stephens still has not been addressed. Messenger stated the City has no authority over the railroad. Herinckx said when he spoke to the railroad about the Stewart Parkway crossing they were aware of the issues at the Edenbower crossing, but were reluctant to give a schedule for when they would be repairing it. Herinckx said he could give them a call again and see if it has been scheduled yet. Commissioner Lewandowski asked if the City Attorney could write a letter to the railroad. Messenger replied that the City attorney doesn't have any authority over them either and the City would have to pay the attorney to write a letter. Commissioner Munion stated that for 20 years he has seen the railroad tell ODOT and local City's what they want done, but it doesn't go the other way. Groshong feels this is wasting a lot of staff time. Messenger said that if Lewandowski wants to contact DeFazio office as a citizen to file a complaint he should, but cannot contact as a Public Works Commissioner. Commissioner Dayton said there are probably multiple crossings that are as bad or

worse so the railroad has their priorities. Chair Cotterell agrees with Messenger that one letter from the City wouldn't have as much pull as a letters from multiple citizens. Commissioner Seward feels should just let Herinckx contact the railroad again like he said he would.

Commissioner Lewandowski also mentioned the raised dividers on Garden Valley Blvd. and Stephens St. the yellow paint has worn off which makes them hard to see at night along with the bots are missing again. Messenger said they can be looked at when the street crew does striping later this summer but they are not required to be painted.

**NEXT MEETING DATE: August 13, 2020**

**ADJOURNMENT:** Meeting adjourned at 4:23 p.m.

Chanelle Rogers

Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG**
**MEMORANDUM**

DATE: August 13, 2020

TO: Public Works Commission

FROM: Ryan Herinckx

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

SUBJECT: **2020 Storm CIPP Project No.20PW19**
**Construction Bids Recommendation**

## ISSUE STATEMENT AND SUMMARY

The City received construction bids for the 2020 Storm CIPP Rehabilitation project. The issue for the Commission is whether to forward a recommendation to the City Council to award the construction contract.

## ANALYSIS

In December of 2015, staff identified a failing storm drainage pipe on Harvard Avenue. The pipe was aluminum spiral Ultra Flo piping and the bottom had corroded out of it prematurely. As a result of that failure, staff began investigating all of the Ultra Flo that had been previously installed within the City and found similar issues with pipe installed in the late 1980's and early 1990's. In order to address this issue, the City has been installing Cured-In-Place-Piping (CIPP) within the existing pipes to restore the structural integrity of the pipe and extend its useful life.

This project consists of rehabilitation of approximately 1030 lineal feet of storm drain pipe ranging from 27-inch to 60-inch diameter. The project also includes the rehabilitation of approximately 430 lineal feet of older galvanized corrugated metal pipe. Construction will take place in the following locations:

- Aviation Dr. from inside Airport grounds across Aviation Dr. and through Home Depot parking lot, approximately 930 lineal feet of 60-inch diameter.
- Stewart Parkway at Airport Rd., 27-inch diameter crossing on west side of RR tracks.
- Stewart Parkway at Renann Ave., 18-inch diameter crossing of Stewart Parkway on east side of intersection
- Troost St. at Witherspoon Ave., 48-inch diameter crossing of Troost St.
- Fromdahl Ct, 12-inch diameter storm line in easement between existing housing.

The project was advertised on June 24, 2020. Bids were opened on July 28, 2020. Four bids were received and are outlined below.

| | ***Engineer's Estimate*** | Insituform Technologies | National Plant Services, Inc. | Michels Corporation | Whitaker Construction |
|---|---|---|---|---|---|
| **Bid Total:** | ***$659,802.00*** | $719,929.00 | $725,462.16 | $657,729.00 | $1,095,880.50 |

**FINANCIAL CONSIDERATIONS**
The FY 2020-21 Storm water budget includes $1,240,500 for storm drainage capital improvement projects. The project was designed in-house and staff will be providing construction management. Total project costs are estimated below.

| | |
|---|---|
| Construction | $657,729.00 |
| Contingency (5%) | $ 32,886.45 |
| ***Total*** | ***$690,615.45*** |

**TIMING ISSUES**
The City has 45 days to accept or reject bids. The Commission's recommendation will be presented to the City Council at the August 24, 2020 meeting. If approved, the project will be constructed during the 20-21 FY.

**COMMISSION OPTIONS**
The Commission can provide its recommendation to the City Council to:

1. Award the contract to the lowest responsive bidder, Michels Corporation for $657,729.00; or
2. Request additional information; or
3. Reject all bids.

**STAFF RECOMMENDATION**
The bids appear to be both responsive and responsible. Funds have been budgeted to construct the project. Therefore, staff recommends awarding the contract to Michels Corporation for $657,729.00.

**SUGGESTED MOTION**
***I move to recommend the City Council award the 2020 Storm CIPP Project to the lowest responsible bidder, Michels Corporation for $ 657,729.00.***

**ATTACHMENTS**
None

**CITY OF ROSEBURG**
**MEMORANDUM**

**DATE:** August 13, 2020

**TO:** Public Works Commission

**FROM:** Brice Perkins, PE, Public Works Director

**SUBJECT:** **Safe Routes to School Grant Application Authorization**

## ISSUE STATEMENT AND SUMMARY

Grant applications for ODOT's Safe Routes to Schools Program are due on August 31, 2020.The issue for the Commission is whether to make a recommendation to the City Council to authorize a grant application.

## BACKGROUND/ANALYSIS

In 2017, the Oregon Legislature passed House Bill 2017 which included dedicated funding for a statewide Safe Routes to School (SRTS) program. For the current biennium, $26 million has been programmed in the competitive infrastructure grant program. ODOT is currently accepting grant applications for infrastructure projects intended to reduce barriers for students walking and biking to schools.

Staff is proposing to submit an application for an improvement project on Douglas Avenue east of Deer Creek. Douglas Avenue is currently a narrow street with no shoulders on either side. Improvements may include curb, gutter, sidewalks, bike lanes, utility upgrades, and an enhanced crosswalk treatment near Eastwood Park. The intent would be 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.

## FINANCIAL AND/OR RESOURCE CONSIDERATIONS

In October of 2018 the City submitted an SRTS grant application to ODOT for the Douglas Avenue project but did not receive funding. The current SRTS grant application amount is approximately $1,921,000. Not all construction elements are grant eligible, as a result, the City's portion could be $665,000. The adopted Five Year Capital Improvement Program includes funding in the Transportation and Sidewalk/Streetlight Funds to be utilized as grant match. In addition, this area and project have been included in the Diamond Lake Urban Renewal Plan.

## TIMING ISSUES

The applications are due August 31, 2020. Staff would like to get authorization to apply at the August 24, 2020 City Council meeting.

## COMMISSION OPTIONS

The Commission has the following options:

1. Make a recommendation that the City Council authorize submission of a grant application to the SRTS program; or
2. Request additional information (this may require an additional Commission meeting to meet the application deadline); or
3. Recommend that staff not apply for a SRTS grant at this time.

**STAFF RECOMMENDATION**

Douglas Avenue is identified as a critical route in the adopted Bicycle and Pedestrian Plan. Currently, students are bussed from Douglas Avenue to Eastwood Elementary School. In the afternoon, what could be a five minute walk becomes a 45 minute bus ride for kids that live across the street from Eastwood Park. Staff recommends that the Commission forward a recommendation to the City Council to authorize submission of a grant application to the SRTS program.

**SUGGESTED MOTION**

***I move to recommend that the City Council authorize submission of a grant application for the Safe Routes to School Program for improvements to Douglas Avenue.***

**ATTACHMENTS**

None

**CITY OF ROSEBURG**
**MEMORANDUM**

**DATE:** August 13, 2020

**TO:** Public Works Commission

**FROM:** Daryn Anderson, P.E.

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

**SUBJECT:** **Washington Avenue Bore Crossing**
**Engineering Contract Award Recommendation**
**Project 20WA05**

## ISSUE STATEMENT AND SUMMARY

Staff has completed the selection process for design services related to the Washington Avenue Bore Crossing. The issue for the Commission is whether to recommend the City Council award a consulting services contract for this project.

## BACKGROUND/ANALYSIS

The Washington Avenue Bridge was constructed in 1961 and is owned and maintained by the Oregon Department of Transportation (ODOT). In 1976, a 12-inch diameter welded steel water main was installed across the bridge. The water main is supported under the bridge deck, hanging and exposed at either end of the bridge. The portion of the water main that passes across the bridge extends through the inside of the bridge's concrete box girders. The pipe has experienced severe coating failure and corrosion requiring City staff to install multiple repair bands to repair leaks.

At the October 10, 2019 meeting, the Public Works Commission recommended to City Council the award of a consulting services contract for Washington Avenue Bridge Ends to Murraysmith. Originally, the scope of work was to design replacement of the pipeline on the bridge in phases beginning with the exposed bridge ends and down drops on each end of the bridge. It was anticipated that the pipe passing through the center concrete box girder section of the bridge would be replaced at a future date in a separate phase. In January 2020, Murraysmith did a visual inspection of the pipe inside the bridge. Due to the amount of corrosion discovered, it was recommended that the City replace the entire pipe on the bridge at the same time. This would require additional engineering costs and an amendment to the Engineering contract with Murraysmith would be required.

Staff re-evaluated the project goal and determined it was in the best interest of the City to pursue a design to replace the pipeline using Horizontal Directional Drilling (HDD) to bore a new pipe alignment under the river and remove or abandon the existing pipeline supported on the bridge. Staff notified the PW Commission at the May 14, 2020 meeting that the consulting services contract with Murraysmith was being terminated and that a Request for Qualifications (RFQ) was being issued for a design using HDD.

On May 28, 2020, staff issued the RFQ for consulting services. The services requested include the following:

- Route Analysis and recommendation using HDD
- Geotechnical work
- Surveying
- Easements & Legal Descriptions
- Identify necessary permits and provide assistance
- Evaluation of Pipe Size & Material
- Preliminary and final design
- Removal and abandonment of existing pipe on bridge
- Final Bid Documents
- Services During Bidding
- Bid analysis and recommendation
- Construction Management Services

Three statements of qualifications (SOQs) were received on June 18, 2020. The SOQ's were ranked by a review committee consisting of three Public Works staff members. The final rankings are as follows.

| | **Proposer** | **Average Score** |
|---|---|---|
| 1. | McMillen Jacobs Associates | 93 |
| 2. | SHN Consulting Engineers & Geologists, Inc. | 85 |
| 3. | Centurywest Engineering | 80 |

Staff's intent is to execute a contract to provide consulting services for analysis, design, bidding, and construction management services to replace the existing water main on the Washington Avenue Bridge with a new alignment crossing the South Umpqua River using horizontal directional drilling.

**FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

The FY 2020-21 adopted Water Fund budget includes $800,000 for design and replacement of the bridge crossing. It is anticipated that additional funding will be required in FY 21-22 to complete the project.

**TIMING ISSUES**

If the Commission provides a recommendation to award the contract, it will be presented to the City Council at the August 24, 2020 meeting.

**COMMISSION OPTIONS**

The Public Works Commission has the following options:

a. Recommend to the City Council the award of a contract for consulting services to McMillen Jacobs Associates for $278,960.00; or
b. Request additional information; or
c. Recommend not moving forward with the project at this time.

## STAFF RECOMMENDATION

Staff recommends that a contract be awarded to the highest ranked consultant, McMillen Jacobs Associates, to provide consulting services for the Washington Avenue Bore Crossing Project, for a cost of $278,960.00.

## SUGGESTED MOTION

**I move to recommend to City Council the award of a consulting services contract for the Washington Avenue Bore Crossing project to McMillen Jacobs Associates for $278,960.00.**

## ATTACHMENTS

None.

**CITY OF ROSEBURG**
**MEMORANDUM**

**DATE:** August 13, 2020

**TO:** Public Works Commission

**FROM:** Daryn Anderson, P.E.

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

**SUBJECT:** **Standby Power Generation Project**
**Project No. 20WA03**

## ISSUE STATEMENT AND SUMMARY

Staff has completed a selection process for consulting services related to the Standby Power Generation project. The issue for the commission is whether to recommend the City Council award a consulting services contract for this project.

## BACKGROUND/ANALYSIS

In February of 2019 most of Douglas County experienced a significant snow storm. As a result, Roseburg experienced wide spread power outages that lasted for periods of hours to several weeks. Roseburg City Hall, the Public Works Maintenance Facility (Fulton Shop), the Winchester Water Treatment Plant (WTP), and some of the City's water booster pump stations lost power for approximately 30 hours. Some City booster pump stations lost power from four to seven days.

Historically, power outages at more than two sites simultaneously have been rare occurrences. The WTP has a dedicated power circuit that feeds directly from the adjacent Pacific Power substation. Generally, when a power outage does occur at the WTP it gets restored quickly and power interruption is short.

The City of Roseburg has approximately one (1) day of water storage available in the main pressure zone reservoirs. During the February 2019 power outage, the WTP was unable to produce water and storage capacity was depleted to approximately 50 percent.

The Public Works Commission directed City staff to have a study completed that would include recommendations for standby power generation at the WTP and other key City facilities. In August of 2019, the City contracted with RH2 Engineering Inc. to do the study. City staff identified seven locations that are critical to providing water for the City and to maintain supervisory control and data acquisition (SCADA) communication using the City's radio network. Staff also requested RH2 evaluate the Fulton Shop Facility since it is where the City's fueling facility is located which is critical for responding in the case of an emergency. The Fulton Shop also houses the City's backup computer server system.

Facilities evaluated in the report included:

1. Winchester Water Treatment Plant
2. Public Works Maintenance Facility
3. Reservoir Hill
4. Dixonville Pump Station No. 2
5. Garden Valley Pump Station
6. Hawthorne Pump Station
7. Kline Pump Station
8. Ventra Pump Station

Summarizing the Consultant's recommendations, the following options were presented to the Public Works Commission at the February 13, 2020 meeting. The Public Works commission directed staff to proceed with Option #2.

| | | | | |
|---|---|---|---|---|
| Option #1 - | **Backup power to all eight facilities** | | | |
| | Water Treatment Plant (Alt #2, 1500 KW Generator) | - | $ | 1,334,000 |
| | Reservoir Hill (Alt 2, 30 KW Generator) | - | $ | 111,000 |
| | Generator Receptacle at 5 locations (Alt #3) | - | $ | 137,000 |
| | Portable Generators (2 EA, 150 KW) | - | $ | 258,000 |
| | Fulton Shop (Alt #1, 450 KW) | - | $ | 406,000 |
| | Subtotal Option #1 | | $ | 2,246,000 |
| Option #2 - | **Backup power to seven facilities** | | | |
| | Water Treatment Plant (Alt 2, 1500 KW Generator) | - | $ | 1,334,000 |
| | Reservoir Hill (30 KW Generator) | - | $ | 111,000 |
| | Generator Receptacle at 5 locations (Alt 3) | - | $ | 137,000 |
| | Portable Generators (2 EA, 150 KW) | - | $ | 258,000 |
| | Subtotal Option #2 | | $ | 1,840,000 |
| Option #3 - | **Backup power to WTP and Reservoir Hill only** | | | |
| | Water Treatment Plant (Alt 2, 1500 KW Generator) | - | $ | 1,334,000 |
| | Reservoir Hill (30 KW Generator) | - | $ | 111,000 |
| | Subtotal Option #3 | | $ | 1,445,000 |
| Option #4 - | **Backup power to WTP only** | | | |
| | Water Treatment Plant (Alt 2, 1500 KW Generator) | - | $ | 1,334,000 |

City Council approved modification to the Capital Improvement Plan to include the Standby Power Project based on Option No. 2 at the March 9, 2020 meeting.

A formal Request for Qualifications was advertised on June 2, 2020 and four statements of qualifications (SOQs) were received on June 25, 2020. The SOQ's were ranked by a review committee consisting of three Public Works staff members. The final rankings were as follows.

| | Proposer | Average Score |
|---|---|---|
| 1. | RH2 Engineering Inc. | 95.3 |
| 2. | Systems West Engineers | 88.7 |
| 3. | CE Engineering | 76.0 |
| 4. | Shantu Shan | 48.0 |

Staff's intent is to execute a contract to provide consulting services for analysis, design, preparation of construction documents, 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 will also include the design and installation of generator receptacles at five booster pump stations located within the City water system, and specifications for two (2) portable generators.

**FINANCIAL/RESOURCE IMPACTS**
The FY 2020-21 adopted Water Fund budget includes $1,850.000 for design and construction of the project.

**TIMING ISSUES**
If the Commission provides a recommendation to award the contract, it will be presented to the City Council at their August 24, 2020 meeting.

**COMMISSION OPTIONS**
The Public Works Commission has the following options:

a. Recommend to the City Council the award of a contract for consulting services to RH2 Engineering, Inc. for $198,558.00; or
b. Request additional information; or
c. Recommend not moving forward with the project at this time.

**STAFF RECOMMENDATION**
Staff recommends that a contract be awarded to the highest ranked consultant, RH2 Engineering, Inc. to provide consulting services for the Standby Power Generation Project, for a cost of $198,558.00.

**SUGGESTED MOTION**
***I move to recommend to City Council the award of a consulting services contract for the Standby Power Generation Project, to RH2 Engineering, Inc. for $198,558.00.***

**ATTACHMENTS**
None

**CITY OF ROSEBURG**
**MEMORANDUM**

**DATE:** July 17, 2020

**TO:** Public Works Commission

**FROM:** Daryn Anderson, P.E.

**VIA:** Brice Perkins, P.E. BWP

**SUBJECT:** **AWIA Risk and Resilience Assessment Project 21WA04**

## ISSUE STATEMENT AND SUMMARY

The Environmental Protection Agency (EPA) requires the City to complete a Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) for compliance with the America's Water Infrastructure Act of 2018. The issue for the commission is whether to recommend award of the consulting services contract to perform the assessment.

## BACKGROUND/ANALYSIS

The America's Water Infrastructure Act (AWIA) combined two versions of the Water Resources Development Act (WRDA) legislation developed earlier in 2018 by the House and Senate, respectively, with a Safe Drinking Water Act (SDWA) reform bill. AWIA was passed into law in October 2018.

Through amendments to the Safe Drinking Water Act, AWIA Section 2013 introduced a new requirement for water systems serving a population of more than 3,300 to conduct Risk and Resilience Assessments (RRA) and submit a certification of the assessment to EPA. Additionally, within 6 months of completing the assessment, water systems must prepare an Emergency Response Plan that incorporates the findings of the RRA. Both need to be reviewed and updated on a five-year cycle. The City of Roseburg serves a population of approximately 30,000 customers.

Risk and Resilience Assessments will cover:

- Assets: all physical assets from source water to distribution system, including electronic, computer, and automated systems.
- Processes: monitoring practices, operations and maintenance, chemical storage and handling, and emergency response.
- Improvement needs: identification and evaluation of capital and operational needs for risk and resilience management.

Emergency Response Plans will cover:

- Strategies and resources to improve resilience, including physical security and cybersecurity.
- Plans, procedures, and equipment for responding to a malevolent act or natural hazard.

- Actions, procedures, and equipment to reduce the impact of a malevolent act or natural hazard, including alternative source water, relocation of intakes, and flood protection barriers.
- Strategies to detect malevolent acts or natural hazards.

Mandatory compliance dates are based on the population served. While the reports do not actually have to be submitted to the EPA, the City must certify to EPA that we have completed RRA and ERP by June 30, 2021 and December 31, 2021 respectively.

**FINANCIAL/RESOURCE IMPACTS**
Staff has negotiated a proposed scope and fee with RH2 Engineering for an amount not to exceed $49,988.00 to prepare an RRA and ERP and provide certification of compliance to EPA. The FY 2020-21 Water Capital Improvement Fund includes $50,000.00 for this plan.

**TIMING ISSUES**
If the Commission provides a recommendation to award the contract, it will be presented to the City Council at their August 24, 2020 meeting.

**COMMISSION OPTIONS**
The Public Works Commission has the following options:

a. Recommend to the City Council the award of a contract for consulting services to RH2 Engineering, Inc. for $49,988.00; or
b. Request additional information; or
c. Recommend not moving forward with the project at this time.

**STAFF RECOMMENDATION**
Submitting the RRA and ERP is a mandatory requirement of the EPA. Failure to meet the deadlines is subjected to progressive penalties from letter to fines up to $25,000 per day. As such, Staff recommends that a contract be awarded to RH2 Engineering to complete the Risk and Resilience Assessment and Emergency Response Plan, for a cost of $49,988.00.

**SUGGESTED MOTION**
***I move to recommend to City Council the award of a consulting services contract for the AWIA Risk and Resilience Assessment Project, to RH2 Engineering, Inc. for $49,988.00.***

**ATTACHMENTS**
None