



ROSEBURG PUBLIC WORKS COMMISSION AGENDA
THURSDAY, JULY 9, 2020

U
7-2-2020

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

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. June 11, 2020

IV. DISCUSSION ITEMS

- A. Stewart Parkway Bridge End Panel Repair Project Bid Award Recommendation – 19PW10
- B. Douglas Avenue Final Design – 19PW06
- C. Resolution Correcting Water Fee Schedule – Stacie Court

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: August 13, 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
JUNE 11, 2020
MINUTES**

CALL TO ORDER: The meeting of the City of Roseburg Public Works Commission was called to order at 3:33 p.m. Thursday, June 11, 2020 in the Ford Room at the Roseburg Public Library.

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

Absent: Chair Bob Cotterell, Commissioners Ken Hoffine and Vern Munion

Others Present:

Attending Staff: City Manager Nikki Messenger, Public Works Director Brice Perkins, City Engineer Daryn Anderson, Engineer Technician Rick Castle, Communications Specialist Eric Johnson, and Department Technician Chanelle Rogers

APPROVAL OF MINUTES: Commissioner Seward moved to approve the minutes of the May 14, 2020 Public Works Commission meeting. Motion was seconded by Commissioner Groshong and approved with the following vote: Commissioners Seward, Lewandowski, Liebowitz, Whitcomb, Dayton and Groshong, voted yes. No one voted no.

DISCUSSION ITEMS:

2020 Pavement Management Program Slurry Seals – Bid Award Recommendation – 20PW02:

Perkins informed the City received bids for the 2020 Pavement Management Program Slurry Seals project. Three bids were received with the low bidder being Pave Northwest, Inc., this is the same company that has been low bidder on this project for the past couple of years. Commissioner Seward inquired what the portion of the project was included in the Materials & Supplies cost. Perkins replied that is items such as crack sealing that the street crew does prior to the contractor coming in and doing the Slurry Seal. Commissioner Groshong asked if there will be any Construction Management services on this project. Perkins stated it would be done in house by Engineer Technician Rick Castle. Whitcomb questioned why such a difference in the prices of the three bids. Perkins said he wasn't positive but thought it could be because the low bidder is from Eugene and the other two are from out of state.

MOTION: Commissioner Groshong moved to recommend the City Council award the 2020 Pavement Management Program Slurry Seals Project to the lowest responsible bidder, Pave Northwest, Inc. for \$90,259.24. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Commissioners Seward, Lewandowski, Liebowitz, Whitcomb, Dayton and Groshong, voted yes. No one voted no.

2020 Pavement Management Overlay Project Bid Award Recommendation – 20PW01:

Perkins informed bids were received for the 2020 Pavement Management Overlay project. The project was split into two schedules. Schedule A includes Winchester Street from Stephens Street to Diamond Lake Blvd. and Schedule B includes Beulah Avenue from Central Avenue to the end. Perkins stated only one bid was received, from Knife River Materials. Commissioner Whitcomb asked if it would be grind and inlay or just overlay. Castle said there is both but only a small portion is just overlay. Commissioner Lewandowski questioned when the project would start. Perkins informed staff can't

issue the notice to proceed until after July 1, 2020 since this is a project out of the next fiscal year. Commissioner Whitcomb inquired about traffic control on Winchester Street during the project. Castle said some of the side streets will need to be closed to do the ADA ramps and there will also be one complete closure on Winchester on a weekend.

MOTION: Commissioner Whitcomb moved to recommend the City Council award the 2020 Pavement Management Program Overlay Project to the lowest responsible bidder, Knife River Materials for \$921,727.60 Motion was seconded by Commissioner Groshong and approved with the following vote: Commissioners Seward, Lewandowski, Liebowitz, Whitcomb, Dayton and Groshong, voted yes. No one voted no.

Task Order Authorization – Construction Management Services for 2020 Pavement

Management Program, Project No. 20PW01: Perkins informed that in 2014 a Five Year Pavement Management Program engineering contract was issued to Murraysmith which completed the final design of the 2020 Overlay project. That contract has subsequently expired. In September 2019 a new Five Year Pavement Management Program engineering contract was awarded to Century West Engineering. Perkins stated Century West will provide construction management (CM) services for the 2020 Overlay project. Commissioner Whitcomb questioned what limited inspection services is. Perkins replied that they won't have someone on site all the time, they will do periodic site visits and also will be contracting with local engineering firm ie Engineering to do some of the inspections.

MOTION: Commissioner Seward moved to recommend the City Council authorize a task order with Century West Engineering for construction management services for the 2020 Pavement Management Overlay Project for an amount not to exceed \$63,993.00. Motion seconded by Commissioner Lewandowski and approved with the following vote: Commissioners Seward, Lewandowski, Liebowitz, Whitcomb, Dayton and Groshong, voted yes. No one voted no.

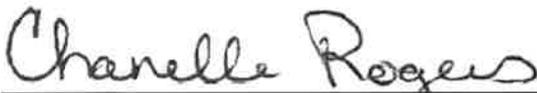
AUDIENCE PARTICIPATION: None

INFORMATIONAL ITEMS: Perkins informed that in the next couple months there will be some bid award projects coming to the commission for recommendation.

BUSINESS FROM THE COMMISSION: Commissioner Lewandowski mentioned that Perkins had let him know that the railroad repaired the crossing on Stewart Parkway and have plans to fix the one on Edenbower Blvd. but isn't sure when that one will be repaired. Commissioner Lewandowski also asked if there are any plans for Lincoln Street to be repaved. Perkins said that Lincoln Street was the other option, but staff choose Winchester for this year. The design for Lincoln is done so will be done in the future.

NEXT MEETING DATE: July 9, 2020

ADJOURNMENT: Meeting adjourned at 3:54 p.m.



Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG
MEMORANDUM**



DATE: July 9, 2020
TO: Public Works Commission
FROM: Brice Perkins, PE, Public Works Director
SUBJECT: Stewart Parkway Bridge End Panel Repair Project
Project No. 19PW10, Construction Bids

ISSUE STATEMENT AND SUMMARY

The City received a bid for the Stewart Parkway Bridge End Panel Repair project on July 1, 2020. The issue for the Commission is whether to forward a recommendation to the City Council to award the construction contract.

BACKGROUND/ANALYSIS

In March 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.

A contract for engineering construction services has been negotiated with DOWL, LLC. (formerly OBEC) in an amount not to exceed \$39,076.

One bid was received and is shown below:

| No. | Bidder | Total Bid Amount |
|-----|-----------------------------|------------------|
| 1 | Conway Construction Company | \$343,975.00 |

FINANCIAL CONSIDERATIONS

The engineer's cost estimate for the construction project is \$315,560.00. The FY 20-21 Transportation Fund budget includes \$342,520 for design and construction of this project. Total project costs are estimated below.

| | |
|---------------------------------------|----------------------|
| Construction | \$ 343,975.00 |
| Contingency (5% of const.) | \$ 17,198.75 |
| <u>Engineering Construction Svcs.</u> | <u>\$ 39,076.00</u> |
| <i>Total Estimated Costs</i> | <i>\$ 400,249.75</i> |

TIMING ISSUES

If the Commission recommends award, the bid results will be presented to the City Council at their July 27, 2020 meeting. The Notice to Proceed will be issued in August. The

contractor is allowed 60 calendar days to complete the project. If the Commission recommends rejecting all bids, the project would be rebid later this year or in early 2021.

COMMISSION OPTIONS

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

1. Award the contract to the lowest responsive bidder, Conway Construction Company for \$343,975.00; or
2. Request additional information; or
3. Reject all bids.

STAFF RECOMMENDATION

The lowest bidder submitted all required documentation and is considered responsive. However, staff has 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 allocation. Therefore, staff recommends that the bid be rejected and the project be rebid for a spring 2021 construction period.

SUGGESTED MOTION

I move to recommend that the City Council reject all bids for the Stewart Parkway Bridge End Panel Repair Project.

ATTACHMENTS

None

**CITY OF ROSEBURG
MEMORANDUM**



DATE: July 9, 2020
TO: Public Works Commission
FROM: Brice Perkins, PE, Public Works Director
SUBJECT: Douglas Avenue Final Design – 19PW06

ISSUE STATEMENT AND SUMMARY

Staff recently negotiated a proposed scope and fee for completion of the final design of the Douglas Avenue Improvements Project with Century West Engineering. The issue for the Commission is whether to make a recommendation to the City Council to authorize an exemption from competitive bidding and authorization of a final design contract with Century West Engineering.

BACKGROUND/ANALYSIS

In February 2019 the City Council authorized a preliminary design contract with Century West Engineering for the Douglas Avenue Improvements Project by direct selection in accordance with RMC 3.06.050. The contract scope was development of the roadway design to the 75% complete milestone in order to establish street alignment and grade to accommodate proposed multi-family housing projects on Douglas Avenue.

At this time it is desirable to advance the plans and specifications to the 100% complete and bid ready stage. In order to maintain design continuity and responsibility with one engineering firm, staff negotiated with Century West Engineering to complete the project design. The proposed scope of work includes subsurface exploration to determine bedrock elevations, final roadway and utility design including a 12" water main in Douglas Ave., final design of a rectangular rapid flashing beacon at the intersection of NE Douglas Ave. and Eastwood Park, and bidding period services. Construction Management services are not included.

The cost of the original 75% design combined with the cost of the final (100%) design work will exceed the maximum allowable amount for direct selection in accordance with RMC 3.06.050. Therefore a specific exemption from competitive bidding is required in accordance with RMC 3.06.035.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The cost for the proposed contract is \$91,910.00. Funds are available in the FY2020-21 Urban Renewal and Water Funds.

TIMING ISSUES

If the Commission recommends that the City Council authorize an exemption from competitive bidding and a final design contract award, it will be presented to the City Council at their July 27, 2020 meeting.

COMMISSION OPTIONS

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

1. Authorize an exemption from competitive bidding and award the contract to Century West Engineering for \$91,910.00; or
2. Request additional information; or
3. Recommend not moving forward with the contract, which will require another solution for final design and would delay the project.

STAFF RECOMMENDATION

At this time it is desirable to advance the Douglas Ave. Improvements Project plans and specifications to the 100% complete and bid ready stage. Staff recommends that the Commission provide a recommendation to City Council to authorize and exemption from competitive bidding and authorize a final design contract with Century West Engineering for \$91,910.00.

SUGGESTED MOTION

I move 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.

ATTACHMENTS

None

**CITY OF ROSEBURG
MEMORANDUM**



DATE: July 9, 2020
TO: Public Works Commission
FROM: Brice Perkins, PE, Public Works Director
SUBJECT: Resolution Correcting Water Fee Schedule – Stacie Court

ISSUE STATEMENT AND SUMMARY

There is an error in the fee schedule related to the monthly demand charge for Stacie Court residences. The issue for the Commission is whether to make a recommendation to the City Council to adopt a resolution to correct the error.

BACKGRROUND/ANALYSIS

On September 10, 1990, Council authorized the City Manager to execute a development agreement with John Atkinson for construction of a 300,000 gallon water reservoir and water distribution mainline which would provide domestic water and fire flow services to 90+ acres east of Kline Street.

The 1990 development agreement between the City and John Atkinson included an additional connection charge of \$500 for one water service or an additional connection fee in the amount of 50 percent of the prevailing multiple block unit rate for two or more water services. It also included an additional \$10 per month service charge for each residential or business unit. Both charges were to remain in force until the City recovered the cost of constructing the public improvements. All connections have been made, leaving only the monthly service charge.

In 2015, a Water Rate Study was completed for the City and included the monthly service charge for Stacie Court. The rate was inadvertently listed as the rate per cycle (every two months) rather than monthly. Based on this study, rates were approved by Council in Resolution No. 2015-16. To correct the error in the Stacie Court Surcharge, a new resolution must be adopted by Council. The correct service charge is \$10/month.

FINANCIAL CONSIDERATIONS

This change will have no financial impact as the City has been charging the correct amount since 1990.

TIMING ISSUES

Recommending the Council adopt the resolution at this time would be prudent in order to keep our rate schedule current and accurate.

COMMISSION OPTIONS

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

1. Adopt the resolution; or

2. Request additional information

STAFF RECOMMENDATION

There is an error in the fee schedule related to the monthly demand charge for Stacie Court residences that must be corrected. Staff recommends that the Commission forward a recommendation to the City Council to adopt the resolution.

SUGGESTED MOTION

I move 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.

ATTACHMENTS

None