



**ROSEBURG PUBLIC WORKS COMMISSION AGENDA
THURSDAY, JUNE 11, 2020**

*W
6-5-2020*

**3:30 Regular Meeting Roseburg Public Library Ford Room
1409 NE Diamond Lake Blvd., 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. May 14, 2020

IV. DISCUSSION ITEMS

- A. 2020 Pavement Management Program Slurry Seals – Bid Award Recommendation – 20PW02
- B. 2020 Pavement Management Overlay Project Bid Award Recommendation – 20PW01
- C. Task Order Authorization – Construction Management Services for 2020 Pavement Management Program, Project No. 20PW01

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: July 9, 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
MAY 14, 2020
MINUTES**

CALL TO ORDER: The meeting of the City of Roseburg Public Works Commission was called to order at 3:32 p.m. Thursday, May 14, 2020 via Teleconference in Roseburg, Oregon.

ROLL CALL: Present: Chair Bob Cotterell, Commissioners Ken Hoffine, John Seward, Pat Lewandowski, Stuart Liebowitz, Roger Whitcomb, Noel Groshong, Vern Munion (3:50pm) and Fred Dayton (4:00pm)

Absent: Others Present: Consultants from RH2 Engineering, Rachel Lanigan and Hannah Farris consult

Attending Staff: City Manager Nikki Messenger, Public Works Director Brice Perkins, Community Development Director Stuart Cowie, City Engineer Daryn Anderson, Engineer Technician Ryan Herinckx, Associate Planner John Lazur, Public Works Staff Assistant Kandi Leroue, and Department Technician Chanelle Rogers

APPROVAL OF MINUTES: Commissioner Lewandowski moved to approve the minutes of the February 13, 2020 Public Works Commission meeting. Motion was seconded by Commissioner Seward and approved with the following vote: Chair Cotterell, Commissioners Hoffine, Seward, Lewandowski, Liebowitz, Whitcomb, and Groshong, voted yes. No one voted no.

DISCUSSION ITEMS:

Water Management and Conservation Plan Council Adoption Recommendation Project

19WA05: Anderson informed in order to comply with the requirements on one of the City's permitted water rights, the City is required to complete a Water Management and Conservation Plan. The City has two certificated water rights and one permitted water right. The City originally applied for the permitted water right in 1979 in order to accommodate future growth. To date, the City has not expanded the plant and cannot show beneficial use for this right. As such, the City has continued to apply for time extensions in order to keep the right. The most recent extension was granted September 2015 and extends the time to October 2050. One of the conditions was that the City commission and submit a Water Management and Conservation Plan (WMCP). Anderson stated at the November 2018 Public Works Commission meeting the commission recommended the City award a contract to RH2 Engineering to develop a WMCP. The City submitted a WMCP to the Oregon Water Resources Department (OWRD) October 2019 and received comments back from OWRD in December 2019. The City submitted a revised plan March 2020. On April 7, 2020 OWRD issued the Final Order Approving a WMCP. Anderson briefly went over the requirements for the Final Order Approving a WMCP. Anderson went over the requirements that have to be included in the plan. Commissioner Lewandowski felt the report was really well done, but wondered if it was subject to any amendments. Anderson replied that it was not as it has already been approved by the state. Discussion ensued regarding the process of finding and fixing leaks throughout the water system. Commissioner Groshong feels the amount of water loss is unacceptable and the City needs to budget more for leak detection. Commissioner Lewandowski inquired about the report showing 21 pump stations but when the commission discussed the generators needed only 8 were mentioned. Staff replied that the generators would be for the 8 main pump stations. Commissioner Seward asked if the City has ever been in the Stage 3 – Severe Water Supply Shortage of the Water Curtailment Measures. Messenger said since 1995 the only curtailment the City has had was during the winter

when a pipe under the river had a leak, once that was fixed haven't had any issue. Discussion ensued regarding the 5yr plan to reduce the water loss from the current 13.5% down to 10%

MOTION: Commissioner Groshong moved to recommend the City Council adopt the Water Management Conservation Plan as approved by Final Order by the Oregon Water Resource Department. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Chair Cotterell, Commissioners Hoffine, Seward, Lewandowski, Liebowitz, Whitcomb, Groshong, Munion and Dayton voted yes. No one voted no.

Proposed Sidewalk Amendments: Cowie informed Planner Lazur and Engineer Technician Herinckx were implemental putting together the proposed amendment to the current sidewalk code provisions. The goal is to provide some relief for local residents wanting to improve their residential property while still seeking to extend existing sidewalks throughout the community. Cowie stated that currently the Roseburg Municipal Code requires property owners to construct or improve existing sidewalks along their property as a condition of the issuance of a development permit when the structural improvement will increase the total gross floor area on the property. Home owners are realizing they would have to spend more on installing sidewalks then what the improvement they want to make costs and in some cases causes individuals to avoid the permitting process altogether. Cowie said the previous regulations required sidewalks be installed if the development was proposed to increase the gross square footage of the building in excess of 20%, so then developers would frequently propose small additions of 19% or less to avoid installing sidewalks. Cowie informed that in 2016 an amendment attempted to close the 20% loophole by requiring any development that increased the size of a structure on a property to install sidewalks. Over the last 4 years that has solved two of the most problematic issues. The first being incomplete sidewalk networks in new subdivisions and the second being completion of missing sidewalks fronting commercial and industrial development. Cowie stated that in older residential subdivisions there could also be additional costs when installing sidewalks such as needing to move utility poles, fire hydrants, installing ADA ramps and other personal property improvements like fences, retaining walls, and large trees in the area where the sidewalk would be. Cowie went over the criteria and also mentioned that the code will allow the Public Works Director to apply discretion when determining if sidewalks are required in residential zones where topographical features or existing utilities or obstructions prevent construction to the set standards. Commissioner Lewandowski questioned if there was an appeal process. Cowie stated there was. Commissioner Lewandowski also inquired why simple remodels would require sidewalks. Cowie said any type of development could require different types of infrastructure to be required. Commissioner Hoffine said that when you live in a city it is desirable as a society to have sidewalks and some developers in the past chose not to put in sidewalks as they weren't required at that time. Commissioner Lewandowski asked how urgent it is to get this topic to the Planning Commission. Chair Cotterell and staff both said it is holding up some projects that people are wanting to complete.

MOTION: Commissioner Hoffine moved to recommend that the Planning Commission approve and City Council adopt the proposed sidewalk amendments. Motion was seconded by Commissioner Groshong and approved with the following vote: Chair Cotterell, Commissioners Hoffine, Seward, Lewandowski, Liebowitz, Whitcomb, Groshong, Munion and Dayton voted yes. No one voted no.

AUDIENCE PARTICIPATION: None

INFORMATIONAL ITEMS:

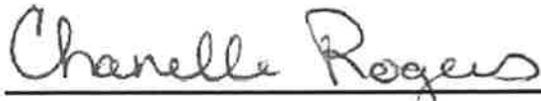
Project Updates: Herinckx gave brief update on the list that was provided in the agenda packet. Perkins updated regarding the Washington Ave Bridge water line. Originally the project was just for the ends as staff looked realized entire pipe needs replaced. Staff then decided to look into boring

under the river rather than hang the water line on the bridge. Staff will be putting out a RFQ for this design.

BUSINESS FROM THE COMMISSION: Commissioner Lewandowski asked about the railroad crossing issues on Stewart Parkway and Edenbower, he feels it is safety issue. Perkins said staff can look at and let railroad know if it is their issue.

NEXT MEETING DATE: June 11, 2020

ADJOURNMENT: Meeting adjourned at 4:52 p.m.

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: June 11, 2020

TO: Public Works Commission

FROM: Brice Perkins, PE, Public Works Director

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

ISSUE STATEMENT AND SUMMARY

The City received bids for the 2020 Pavement Management Program Slurry Seals project on June 2, 2020. 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 a paved surface. Slurry seals are used primarily as preventative maintenance to prolong the life of the paved surface. The following streets are scheduled for slurry seals as part of this project.

<u>Street</u>	<u>Section</u>
Beaumont Ave.	W. Cul de Sac to Kline St.
Berdine St.	Sharp Ave. to Gilbert Ave
Cardinal St.	Gilbert Ave. to Sharp Ave.
Channon Ave.	Stephens St. to Madison St.
Channon Ave.	Madison St. to Vine St.
Gilbert Ave.	Berdine St. to Cardinal St.
Jay Ave.	Lookingglass Rd. to Broccoli St.
Jay Ave.	Luellen Dr. to Kenwood St.
Jefferson St.	Harvey Ave. to Whipple Ave.
Jefferson St.	Whipple Ave to Calkins Ave.
Lorraine Ave.	Lookingglass Rd. to Broccoli St.
Lorraine Ave.	Indianola St. to Kenwood St.
Russel Ave.	Stephens St. to End
Total	1.9 miles

The project was advertised for bid on May 12, 2020. Three bids were received and are summarized below.

#	Bidder	Total Bid Amount
1	Pave Northwest, Inc.	\$ 90,259.24
2	VSS International, Inc.	\$ 98,474.00
3	Intermountain Slurry Seal	\$109,109.00
	<i>Engineer's Estimate</i>	<i>\$ 94,726.70</i>

FINANCIAL CONSIDERATIONS

The draft FY 20-21 Transportation Fund Materials & Services budget includes \$150,000 to complete this project. Total project costs are estimated below.

Construction	\$ 90,259.24
Contingency (10% of const.)	\$ 9,025.93
<u>Materials & Supplies</u>	<u>\$ 7,000.00</u>
<i>Total Estimated Costs</i>	<i>\$106,285.17</i>

TIMING ISSUES

If the Commission recommends award, the bid results will be presented to the City Council at their June 22th meeting. This project is budgeted in FY 20-21 so the Notice to Proceed (NTP) will not be issued until after July 1, 2020. The contractor is allowed 60 calendar days to complete the project.

COMMISSION OPTIONS

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

1. Award the contract to the lowest responsive bidder, Pave Northwest, Inc. for \$90,259.24; 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. Money has been budgeted and is available. Therefore, staff recommends awarding the project to the lowest responsible bidder, Pave Northwest, Inc. for \$90,259.24

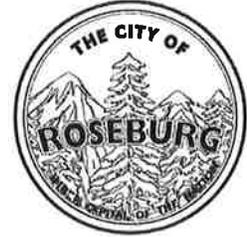
SUGGESTED MOTION

I move 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.

ATTACHMENTS

None

**CITY OF ROSEBURG
MEMORANDUM**



DATE: June 11, 2020
TO: Public Works Commission
FROM: Brice Perkins, PE, Public Works Director
SUBJECT: 2020 Pavement Management Overlay Project
Bid Award Recommendation - 20PW01

ISSUE STATEMENT AND SUMMARY

The City will be receiving construction bids for the 2020 Pavement Management Overlay project. The issue for the Commission is whether to forward a recommendation to the City Council to award the construction contract.

BACKGROUND/ANALYSIS

The construction bids were advertised on May 19, 2020 and will be opened on June 9, 2020. In order to ensure adequate funding is available, the two sections of pavement rehabilitation were broken out separately into schedules as follows;

- Schedule A includes Winchester Street from Stephens Street to Diamond Lake Blvd.
- Schedule B includes Beulah Avenue from Central Avenue to its end.

The pavement rehabilitation work will involve a 2" grind and inlay on Winchester Street and a 2" overlay on Beulah Avenue. The work for all schedules above represents approximately 1.1 miles of pavement rehabilitation. The project will also include Americans with Disability Act (ADA) ramp improvements.

FINANCIAL CONSIDERATIONS

Staff will provide a summary of estimated costs associated with this project at the Commission meeting. The draft FY 20-21 Transportation Fund budget includes \$1,175,000 for design and construction of overlay projects.

TIMING ISSUES

The Commission's recommendation will be presented to the City Council at the June 22, 2020 meeting. If awarded, the Notice to Proceed would be issued after July 1, 2020.

COMMISSION OPTIONS

Commission options will be presented at the Commission meeting.

STAFF RECOMMENDATION

A staff recommendation will be made at the Commission meeting.

SUGGESTED MOTION

A suggested motion will be provided at the Commission meeting.

ATTACHMENTS

None

**CITY OF ROSEBURG
MEMORANDUM**



DATE: June 11, 2020

TO: Public Works Commission

FROM: Brice Perkins, PE, Public Works Director

SUBJECT: Task Order Authorization – Construction Management Services for 2020 Pavement Management Program, Project No. 20PW01

ISSUE STATEMENT AND SUMMARY

Staff is in the process of negotiating a proposed scope and fee for limited construction management (CM) services for the 2020 Overlay Project with Century West Engineering. The issue for the Commission is whether to make a recommendation to the City Council to authorize a task order for CM services.

BACKGROUND/ANALYSIS

On December 8, 2014, Council awarded a Five Year Pavement Management Program engineering contract to Murraysmith. That contract has subsequently expired. However, final design of the 2020 Overlay Project was completed by Murraysmith. The project was advertised for bids on May 19, 2020. Bids will be opened on June 9, 2020

On September 23, 2019, Council awarded a new Five Year Pavement Management Program engineering contract to Century West Engineering. Century West Engineering will provide construction management (CM) services for the 2020 Overlay Project that was designed by Murraysmith.

The proposed scope of work includes pre-construction services, request for information support, proposal request and change order preparation, submittal review, preparation of pay requests, limited inspection services, preparation of record drawings, and other miscellaneous services.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Staff will provide a summary of estimated costs associated with the CM task order at the Commission meeting. The FY 2020-21 Transportation Fund includes \$1.175 million for design and construction of pavement management overlay projects.

TIMING ISSUES

The Commission's recommendation will be presented to the City Council at the June 22, 2020 meeting. Construction management services would begin in July.

COMMISSION OPTIONS

Commission options will be presented at the Commission meeting.

STAFF RECOMMENDATION

A staff recommendation will be made at the Commission meeting.

SUGGESTED MOTION

A suggested motion will be provided at the Commission meeting.

ATTACHMENTS

None