9-3-2020

ROSEBURG PUBLIC WORKS COMMISSION AGENDA
THURSDAY, SEPTEMBER 10, 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. August 13, 2020

IV. DISCUSSION ITEMS

A. 24-Inch Transmission Main Master Engineering Contract Award Recommendation – 20WA17

B. Award Recommendation – Task Order No. 1 for Design through Bidding Services for the 24-Inch Transmission Main from Hooker Road to Isabell Avenue – 20WA17

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: October 8, 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
AUGUST 13, 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, August 13, 2020 in the Council Chambers at Roseburg City Hall.

ROLL CALL: Present: Chair Bob Cotterell, Commissioners John Seward, Pat Lewandowski, Stuart Liebowitz, Ken Hoffine, Roger Whitcomb (arrived 3:43), Noel Groshong, and Fred Dayton

Absent: Commissioner Vern Munion

Others Present:

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

APPROVAL OF MINUTES: Commissioner Lewandowski moved to amend the minutes of the July 9, 2020 Public Works Commission meeting to reflect his request to have the City Attorney write a letter to the Railroad would be on behalf of either the Mayor, City Council, Public Works Director or Public Works Commission. Motion was seconded by Commissioner Dayton and approved with the following vote: Chair Cotterell and Commissioners Seward, Lewandowski, Liebowitz, Hoffine, Whitcomb, Groshong and Dayton, voted yes. No one voted no.

Commissioner Dayton moved to accept the minutes of the July 9, 2020 Public Works Commission meeting as amended. Motion was seconded by Commissioner Liebowitz and approved with the following vote: Chair Cotterell and Commissioners Seward, Lewandowski, Liebowitz, Hoffine, Whitcomb, Groshong and Dayton, voted yes. No one voted no.

DISCUSSION ITEMS:

2020 Storm CIPP Project Construction Bids Recommendation – 20PW19: Perkins informed in 2015 staff identified a failing storm drainage pipe on Harvard Avenue. The failing pipe was aluminum spiral Ultra Flo piping and the bottom had corroded out of it. As a result of that failure staff began investigating all of the Ultra Flo pipe with in the City and found similar issues with pipe that was installed in the late 1980's and early 1990's. In order to address the issues, the City has been installing Cured-In-Place-Piping (CIPP) within the existing pipes. The current CIPP project consists of rehabilitation of approximately 1030 lineal feet of storm drain pipe ranging from 27-inch to 60-inch diameter and additionally approximately 430 lineal feet of older galvanized corrugated metal pipe. Perkins said four bids were received with the low bidder being Michels Corporation for $657,729.00 which was just under the engineer estimate. Commissioner Hoffine questioned what the loss of circumference in the pipe is after the liner is placed. Herinckx stated it is about ½ inch thick liner but it makes the inside of the pipe a smooth surface. Commissioner Groshong asked for more information about the low bidder. Perkins said they are a very large nationwide corporation and his previous employer had worked with them often.

MOTION: Commissioner Groshong moved to recommend the City Council award the 2020 CIPP Project to the lowest responsible bidder, Michels Corporation for $657,729.00. Motion was seconded by Commissioner Seward and approved with the following vote: Chair Cotterell and Commissioners Seward, Lewandowski, Liebowitz, Hoffine, Whitcomb, Groshong and Dayton, voted yes. No one voted no.

Safe Routes to School Grant Application Authorization: Perkins informed that grant applications for ODOT's Safe Routes to Schools Program are due on August 31, 2020 and staff would like to submit an application for an improvement project on Douglas Avenue east of Deer Creek. The intent of the project 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. Perkins said in October 2018 the City submitted this same grant application but did not receive funding. Staff mentioned that not all of the construction elements of the project are grant eligible, so the City's portion could be between $650,000 and $700,000. Chair Cotterell questioned if the City's share was in the budget. Perkins said it wasn't in the current budget but would be in the next couple years. Commissioner Liebowitz asked when the City would know if they received the grant. Herinckx said by early 2021. Commissioner Dayton inquired if the new sidewalks would go all the way to the new apartments that are currently under construction. Herinckx replied that the apartment development is about in the middle of the proposed project area. Commissioner Dayton asked if this project was in the new Urban Renewal District. Perkins stated that it is but the district is so new there isn't much funding in it.

MOTION: Commissioner Dayton moved to recommend the City Council authorize submission of a grant application for the Safe Routes to School Program for improvements to Douglas Avenue. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Chair Cotterell and Commissioners Seward, Lewandowski, Liebowitz, Hoffine, Whitcomb, Groshong and Dayton, voted yes. No one voted no.

Washington Avenue Bore Crossing Engineering Contract Award Recommendation – 20WA05: Perkins informed staff has completed the selection process for design services related to the Washington Avenue Bore Crossing. Perkins stated the water line currently 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. Perkins informed that in May 2020 staff issued a Request for Qualifications (RFQ) for consulting services for the design using Horizontal Directional Drilling (HDD). Staff received three statements of qualifications (SOQs). The SOQs were ranked by a review committee consisting of three Public Works staff and McMilen Jacobs Associates was the highest ranked company. Commissioner Dayton asked if the CIPP liner could be used in this. Perkins said in theory it probably could but has not been done in a water pipe anywhere in the western United States. Commissioner Dayton asked if staff had any idea of what the cost would be. Perkins stated that would be part of the contract. Commissioner Hoffine inquired if upgrading the size of pipe would be looked at. Perkins informed that would also be part of the contract, but doesn't think it will need to be upgraded since the area that is served from that line is already built out. Commissioner Groshong asked for more information on the low bidder. Perkins said they are a fairly large engineering firm located in Portland. Chair Cotterell questioned what area this line services. Anderson replied it serves the Harvard area. Discussion ensued.

MOTION: Commissioner Groshong moved to recommend the City Council award of a consulting services contract for the Washington Avenue Bore Crossing project to McMillen Jacobs Associates for $278,960.00. Motion seconded by Commissioner Dayton and approved with the following vote: Chair Cotterell and Commissioners Seward, Lewandowski, Liebowitz, Hoffine, Whitcomb, Groshong and Dayton, voted yes. No one voted no.

Standby Power Generation Project – 20WA03: Perkins informed staff has completed a selection process for consulting services related to the Standby Power Generation project. Perkins stated during the significant snow storm in February 2019 some of the City's facilities lost power for approximately 30 hours and some of the booster pump stations lost power from four to seven days. During that power outage the Water Treatment Plant (WTP) was unable to produce water and storage

capacity was depleted to approximately 50 percent. The commission directed staff to have a study completed that would include recommendations for standby power generation at the WTP and other key City facilities. Four statements of qualifications were received for consulting services and ranked by a review committee consisting of three Public Works staff members. RH2 Engineering was the highest ranked. Discussion ensued. Commissioner Whitcomb asked why the Fulton Shop was not included. Perkins stated there is currently an option to run temporary generators at that location for the fuel system and the computers located there.

MOTION: Commissioner Dayton moved to recommend the City Council award a consulting services contract for the Standby Power Generation Project, to RH2 Engineering, Inc. for $198,558.00. Motion seconded by Commissioner Lewandowski and approved with the following vote: Chair Cotterell and Commissioners Seward, Lewandowski, Liebowitz, Hoffine, Whitcomb, Groshong and Dayton, voted yes. No one voted no.

AWIA Risk and Resilience Assessment – 21WA04: Perkins informed 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. Perkins stated there are mandatory compliance dates based on the population. 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. Both assessment will then need to be reviewed and updated on a five-year cycle. Perkins said 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. Commissioner Dayton questioned if these reports could be done by City staff. Perkins replied that it could not as there are a lot of items that City staff doesn't have the expertise to do along with looking into cyber security items. Discussion ensued in regards to both the Water System Management Plan and the Water Conservation Plan to see if could combine the RRA and ERP with them.

MOTION: Commissioner Lewandowski moved 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. Motion seconded by Commissioner Whitcomb and approved with the following vote: Chair Cotterell and Commissioners Seward, Lewandowski, Liebowitz, Hoffine, Whitcomb, Groshong and Dayton, voted yes. No one voted no.

AUDIENCE PARTICIPATION: None

INFORMATIONAL ITEMS: None

BUSINESS FROM THE COMMISSION: Commissioner Dayton questioned when the last update of the Water Master Plan was. Anderson said it was updated in 2010 and is good for 20 years. Commissioner Dayton asked if it would make sense to have the commission review the existing Master Plan. Messenger said can review it when start doing the CIP update. Discussion ensued regarding what plans are available and if they should be reviewed. Commissioner Seward requested staff provide a list of recommended items for the Commission to read. Staff informed the documents are all located on the City website.

Commissioner Lewandowski informed he had heard from Perkins regarding the contact with the railroad. Perkins informed there is a new employee that is over the section of rail that is in our area. The railroad is hoping to address the issue at Edenbower by the end of September. Herinckx stated the railroad doesn't think the Edenbower crossing is an easy repair. Herinckx also mentioned the new railroad employee recently moved to this area in May from Iowa and he wants to have good working relationship with the City.

Commissioner Dayton said he had requested update regarding the Stacie Ct. payment contract. Herinckx stated there is about one year left before the entire $300,000 is recovered. Messenger stated there is some further discussion regarding the time value of the money. Thirty years ago that amount is different than the value now. Commissioner Dayton feels if the agreement was to pay back the $300,000 then the fees should be dropped after that is met. Messenger said staff will look at the agreement.

MOTION: Commissioner Dayton moved to recommend to City Council that when the $300,000 is recovered the additional charges be dropped. Motion seconded by Commissioner Lewandowski. Commissioner Hoffine thinks staff needs to look at the contract to see if there was any inflation index. Chair Cotterell agreed need to review the contract.

MOTION: Commissioner Groshong moved to table the discussion until the information is available from staff. Motions seconded by Commissioner Dayton and approved with the following vote: Chair Cotterell and Commissioners Seward, Lewandowski, Liebowitz, Hoffine, Whitcomb, Groshong and Dayton, voted yes. No one voted no.

NEXT MEETING DATE: September 10, 2020

ADJOURNMENT: Meeting adjourned at 4:42 p.m.

Chanelle Rogers

Chanelle Rogers, Public Works Department Technician

CITY OF ROSEBURG
MEMORANDUM

DATE: August 21, 2020

TO: Public Works Commission

FROM: Daryn Anderson, P.E.

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

SUBJECT: **24-Inch Transmission Main**
Master Engineering Contract Award Recommendation
Project 20WA17

ISSUE STATEMENT AND SUMMARY

Staff has completed a qualifications based selection process for design, bidding, and construction management services related to the 24-Inch Transmission Main replacement project. The issue for the Commission is whether to recommend to City Council the award a master engineering contract.

BACKGROUND/ANALYSIS

The City of Roseburg utilizes two major water transmission mains that are located along Stephens Street between the water treatment plant in Winchester and the main reservoir complex on Bellview Court. The older of the two original transmission mains was installed in 1934.

In 2010 the City adopted the current Water System Master Plan, which recommends replacement of the 1934 20-inch diameter transmission main in phases. The first phase of the project, from the Water Treatment Plant to Hooker Road, was completed 2013. The second phase scheduled for replacement is from Hooker Road to Isabell Avenue. The third phase is from Isabell Avenue to Newton Creek Drive.

On June 16, 2020, staff issued a Request for Qualifications for engineering services and two statements of qualifications (SOQs) were received on July 9, 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.	Murraysmith	96
2.	RH2 Engineers, Inc.	83

Staff's intent is to execute a master engineering contract with the highest ranked proposer to provide design, bidding, and construction management services for Phase II and Phase III of the transmission main replacement project. Each task order under the master contract will be individually negotiated, based on an agreed upon scope of work. The first anticipated task order will include design and bidding services for Phase II of the

transmission main installation from Hooker Road to Isabell Avenue. The second anticipated task order will be construction management services for Phase II.

Staff may negotiate future task orders for similar services for Phase III of the transmission main installation from Isabell Avenue to Newton Creek Drive.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS
The FY 2020-21 adopted Water Fund budget includes $280,000.00 for design of Phase II of the transmission main. New task orders will be negotiated as required until the project is completed. Any task orders over $50,000.00 will require approval from the City Council after recommendation by the Public Works Commission.

TIMING ISSUES
If the Commission provides a recommendation to award the contract, it will be presented to the City Council at the September 28, 2020 meeting.

COMMISSION OPTIONS
The Public Works Commission has the following options:

a. Recommend to the City Council the award of a master contract for engineering services to Murraysmith; or
b. Request additional information; or
c. Recommend not moving forward with the project at this time.

STAFF RECOMMENDATION
Staff recommends entering into a master engineering contract with Murraysmith, to provide engineering services related to the design of Phase II and Phase III the 24-inch transmission main replacement project.

SUGGESTED MOTION
I move to recommend to City Council the award of a master engineering contract for engineering services related to the 24-inch transmission main replacement project to Murraysmith.

ATTACHMENTS
None.

CITY OF ROSEBURG
MEMORANDUM

DATE: August 21, 2020

TO: Public Works Commission

FROM: Daryn Anderson, P.E.

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

SUBJECT: **Award Recommendation – Task Order No. 1 for Design through Bidding Services for the 24-Inch Transmission Main from Hooker Road to Isabell Avenue Project: 20WA17**

ISSUE STATEMENT AND SUMMARY

Staff has completed a qualifications based selection process for design, bidding, and construction management services related to the 24-Inch Transmission Main replacement project. The issue for the Commission is whether to recommend to City Council the authorization of a task order for design through bidding services.

BACKGROUND/ANALYSIS

The City of Roseburg utilizes two major water transmission mains that are located along Stephens Street between the water treatment plant in Winchester and the main reservoir complex on Bellview Court. The older of the two original transmission mains was installed in 1934.

In 2010 the City adopted the current Water System Master Plan, which recommends replacement of the 1934 20-inch diameter transmission main in phases. The first phase of the project, from the Water Treatment Plant to Hooker Road, was completed 2013. The second phase scheduled for replacement is from Hooker Road to Isabell Avenue. The third phase is from Isabell Avenue to Newton Creek Drive.

On June 16, 2020, staff issued a Request for Qualifications for engineering services and two statements of qualifications (SOQs) were received on July 9, 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.	Murraysmith	96
2.	RH2 Engineers, Inc.	83

Staff's intent is to execute a master engineering contract with the highest ranked proposer to provide design, bidding, and construction management services for Phase II and Phase III of the transmission main replacement project. Each task order under the master contract will be individually negotiated, based on an agreed upon scope of work. Task Order No. 1 has been negotiated with Murraysmith and includes design and bidding

services for Phase II of the transmission main installation from Hooker Road to Isabell Avenue at a cost not to exceed $203,267.00.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS
The FY 2020-21 adopted Water Fund budget includes $280,000 for design of Phase II of the transmission main. 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 September 28, 2020 meeting.

COMMISSION OPTIONS
The Public Works Commission has the following options:

a. Recommend to the City Council authorize a task order to Murraysmith for an amount not to exceed $203,267.00; 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 Murraysmith.

SUGGESTED MOTION
I move to recommend the City Council authorize a task order with Murraysmith for design and bidding services for the 24-Inch Transmission Main from Hooker Road to Isabelle Avenue for an amount not to exceed $203,267.00.

ATTACHMENTS
None.