



ROSEBURG PARKS COMMISSION AGENDA
WEDNESDAY, MAY 2, 2018

Handwritten: C
4/27/18

8:15 a.m. Regular Meeting City Hall Third Floor Conference Room
900 SE Douglas Avenue, Roseburg, Oregon 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.

I. CALL TO ORDER

II. ROLL CALL:

<u>Chair:</u>	Alison Eggers		
<u>Commissioners:</u>	Kyle Bailey	Leila Heislein	Diana Wales
	Bob Grubbs	Bob Cotterell	Bob Walker

III. APPROVAL OF MINUTES

A. April 4, 2018

IV. DISCUSSION ITEMS

- A. Deer Creek Path Stabilization Project – Construction Bids
- B. Stewart Park Riverbank Stabilization Project – Construction Bids
- C. Recreational Trails Program Grant Application

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 and address 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

A. Parks Maintenance Report – April 2018

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: June 6, 2018

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 (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
PARKS AND RECREATION COMMISSION
APRIL 4, 2018**

MINUTES

CALL TO ORDER: Chair Alison Eggers called the meeting of the City of Roseburg Parks and Recreation Commission to order at 8:15 a.m. Wednesday, April 4, 2018, in the Third Floor Conference Room at City Hall.

ROLL CALL: Present: Chair Alison Eggers, Commissioners Leila Heislein, Bob Cotterell, and Diana Wales

Absent: Bob Walker, Bob Grubbs, and Kyle Bailey

Attending Staff: City Manager Lance Colley, Parks and Recreation Program Manager Kris Ammerman, and Department Technician Chanelle Rogers

Others Present: None

APPROVAL OF MINUTES: Cotterell moved to approve the minutes of the March 7, 2018 Parks and Recreation Commission meeting. The motion was seconded by Wales and carried unanimously.

DISCUSSION ITEMS:

Riverfront Park Multi-Use Path Renovation (Phase Two) – Bid Award Recommendation: Ammerman stated the City had received a grant last fall to renovate a section of the multi-use path in Riverfront Park starting where the renovation ended last year and going through the disc golf area. The grant requires a match from the City that will come out of the Bike Trail Fund and from City labor. Ammerman informed bids were opened on March 22nd and six bids were received, with the low bidder being JRT Construction. Cotterell asked if the City had worked with this contractor before. Colley said the City had not, but one of the other bidders said JRT Construction had just completed a large job for ODOT and that they did a really good job. Eggers inquired where the company was from. Staff replied that they were a local company from Oakland, Oregon.

MOTION: Heislein moved to recommend to the City Council the award of the Riverfront Park Path Renovation Phase 2 Project to the low bidder, JRT Construction for \$115,785.50. The motion was seconded by Wales and carried unanimously.

AUDIENCE PARTICIPATION: None

INFORMATIONAL: Ammerman informed that for Arbor Day the City will be partnering with several agencies to offer a free educational event highlighting the benefits of trees. The event will take place on Friday, April 27th from 12pm – 1 pm at the OSU Extension Office's new auditorium.

BUSINESS FROM THE COMMISSION: Heislein questioned if the Skate Park Pavilion will be replaced. Ammerman said it would have to be part of a grant funded project. The Skate Park has been identified as needing shade and spectator seating for events. Cotterell asked if it could be a metal structure. Colley said there are some facility standards for park structures.

ADJOURNMENT: Meeting adjourned at 8:24 a.m.

Chanelle Rogers

Chanelle Rogers,
Public Works Department Technician

Parks Commission – 4-4-18



**CITY OF ROSEBURG
MEMORANDUM**



DATE: April 19, 2018
TO: Parks & Recreation Commission
FROM: Kris Ammerman, Parks & Recreation Program Manager
SUBJECT: **Deer Creek Path Stabilization Project
Project No. 17GR07, Construction Bids**

ISSUE STATEMENT AND SUMMARY

The City received construction bids for the Deer Creek Path Stabilization project. The issue for Commission is whether to forward a recommendation to the City Council to award the construction contract.

BACKGROUND / ANALYSIS

The riverbank along the South Umpqua River multiuse path near its confluence with Deer Creek continues to see extensive erosion during high water events on the South Umpqua River. In 2013, the City hired a contractor to construct a riverbank stabilization project along approximately 110 feet of the multiuse path between Deer Creek and Gaddis Park. This stabilization project is holding up very well but new erosion has occurred, adjacent to and upstream of the 2013 project. In December of 2015, high water events eroded an additional 30 feet of riverbank along the multiuse path. The erosion is currently within 6 feet of undermining a portion of the multiuse path.

FEMA declared the flood events of December 2015 as a disaster on February 17, 2016. City staff applied and was approved for FEMA Public Assistance funding for the necessary repairs and stabilization of the riverbank in this location.

In February of 2017, the City of Roseburg contracted with River Design Group, Inc. for design and permitting services for the Deer Creek Path Stabilization project. The design was completed and construction bids were opened in May. However, the U.S. Army Corps of Engineers did not issue the Joint Fill permit in time to allow construction to occur within the designated in-water work period so bids had to be rejected. Since that time, the joint fill permit has been received and the project was re-advertised for bid in March 2018. Bids were opened on April 19th.

A summary of the bid results is shown below.

#	Bidder	Total Bid Amount
1	Cradar Enterprises, Inc.	\$ 166,818.00
2	Northwest Watershed Restoration, Inc.	\$ 169,733.00
3	K&B Excavating, LLC	\$ 184,562.37*
4	Basco Logging, Inc.	\$ 195,447.00
5	Triptych Construction	\$ 40,638,400.00*
	Engineer's Estimate	\$ 189,988.00

* Indicates corrected value for a bid tabulation math error.

FINANCIAL CONSIDERATIONS

To date, the City has spent \$22,122 on design, permitting and bidding. Public Assistance funding will reimburse the City for 75% of the total project cost. Match funding will be provided from the Park Improvement Fund and in-kind labor for project management by Public Works personnel. Construction costs are estimated below.

Construction	\$	166,818.00
Construction Management Support	\$	15,349.00
Contingency (10% Construction)	\$	16,681.80
Total	\$	198,848.80

TIMING ISSUES

The Commission's recommendation will be presented to City Council at their May 14th meeting. If awarded, the Notice to Proceed will be issued after execution of the construction contract. The in-water work period for this project is July 1st through August 31st. The final completion date for all remaining work taking place above the Ordinary High Water line is September 30, 2018.

COMMISSION OPTIONS

The Parks Commission can provide its recommendation to the City Council to:

1. Award the contract to the lowest responsive bidder, Cradar Enterprises, Inc., for \$166,818.00, or
2. Request additional information, or
3. Reject All Bids

STAFF RECOMMENDATION

Money has been budgeted and is available to construct this project. The lowest bidder submitted all required documentation and is considered both responsive and responsible. The design engineer has reviewed the bids and has recommended awarding the project to the lowest responsible bidder, Cradar Enterprises, Inc. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to recommend to the City Council the award of the Deer Creek Path Stabilization project to the lowest responsible bidder, Cradar Enterprises, Inc., for \$166,818.00.

ATTACHMENTS

Engineer's Recommendation Letter



April 25, 2018

Mr. Daryn Anderson, PE
Civil Engineer / Project Manager
City of Roseburg
900 SE Douglas Avenue
Roseburg, Oregon 97470

**Subject: Recommendation of Bid Award
Deer Creek Path Stabilization Project (17GR07)**

Dear Mr. Anderson,

Bids for the Deer Creek Path Stabilization Project (Project) were received by the City of Roseburg on April 19, 2018. The City prepared a bid tabulation, and we have reviewed the tabulation, also attached to this letter. We recommend award of contract to the lowest responsive bidder: Cradar Enterprises, Inc. Cradar performed the path stabilization project at Deer Creek Park in 2013, which is adjacent to this project and was similar in type and scope of work.

If you would like to discuss or have any questions regarding this recommendation, please feel free to contact me at 541-738-2920 or csmith@riverdesigngroup.com.

Respectfully,

A handwritten signature in black ink that reads "Chris Smith". The signature is written in a cursive, flowing style.

Chris Smith, PE
Water Resources Engineer, River Design Group, Inc.



**CITY OF ROSEBURG
MEMORANDUM**



DATE: April 19, 2018

TO: Parks & Recreation Commission

FROM: Kris Ammerman, Parks & Recreation Program Manager

SUBJECT: **Stewart Park Riverbank Stabilization Project
Project No. 17GR06, Construction Bids**

ISSUE STATEMENT AND SUMMARY

The City received construction bids for the Stewart Park Riverbank Stabilization project. The issue for the Commission is whether to forward a recommendation to the City Council to award the construction contract.

BACKGROUND / ANALYSIS

Stewart Park has been experiencing riverbank erosion in the vicinity of the main park irrigation pump structure, approximately 275 feet downstream of the Halfshell stage. In December of 2015, high water events on the South Umpqua River eroded an additional 10 feet of riverbank in front of the irrigation structure, partially undermining it.

FEMA declared the flood events of December 2015 as a disaster on February 17, 2016. City staff applied and was approved for FEMA Public Assistance funding for the necessary repairs and stabilization of the Stewart Park riverbank. In February of 2017, the City of Roseburg contracted with River Design Group, Inc. for design and permitting services for the Deer Creek Path Stabilization project. The design was completed and construction bids were opened in May of 2017. However, the U.S. Army Corps of Engineers did not issue the Joint Fill permit in time to allow construction to occur within the designated in-water work period so bids had to be rejected. Since that time, the joint fill permit has been received and the project was re-advertised for bid in March 2018. Bids were opened on April 17th.

A summary of the bid results is shown below.

#	Bidder	Total Bid Amount
1	K&B Quality Excavating, LLC	\$ 210,122.30
2	Siskiyou Cascade Construction	\$ 247,742.00
3	Durbin Excavating, LLC	\$ 258,478.00
4	Northwest Watershed Restoration, LLC	\$ 285,733.00
5	Cradar Enterprises, Inc.	\$ 294,192.00
6	Basco Logging, Inc.	\$ 318,953.25

7	Suulutaaq, Inc. (1)	\$ 380,204.00 *
8	KSH Construction, Inc.	\$ 396,396.00
	Engineer's Estimate	\$ 276,813.05

* Indicates corrected value for a bid tabulation math error.

FINANCIAL CONSIDERATIONS

To date, \$20,581 has been spent on design, permitting and emergency repairs. Public Assistance funding will reimburse the City for 75% of the total project cost. Match funding will be provided from the Park Improvement Fund, Stewart Trust and in-kind labor for project management by Public Works personnel. Construction project costs are estimated below.

Construction	\$ 210,122.30
Construction Management Support	\$ 15,349.00
Contingency (10% Construction)	\$ 21,012.23
Total	\$ 246,483.53

TIMING ISSUES

The Commission's recommendation will be presented to City Council at their May 14th meeting. If awarded, the Notice to Proceed will be issued after execution of the construction contract. The in-water work period for this project is July 1st through August 31st. The final completion date for all remaining work taking place above the Ordinary High Water line is September 30, 2018.

COMMISSION OPTIONS

The Parks Commission can provide a recommendation to the City Council to:

1. Award the contract to the lowest responsible bidder, K&B Quality Excavating, LLC, for \$ 210,122.30, or
2. Request additional information, or
3. Reject All Bids

STAFF RECOMMENDATION

Money has been budgeted and is available to construct this project. The lowest bidder submitted all required documentation and is considered both responsive and responsible. The engineer has reviewed the bids and recommends awarding the project to the lowest responsive bidder, K&B Quality Excavating, LLC. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to recommend the City Council award the Stewart Park Bank Stabilization Project to the lowest responsible bidder, K&B Quality Excavating, LLC, for \$210,122.30.

ATTACHMENTS

Engineer's Letter of Recommendation



April 25, 2018

Mr. Daryn Anderson, PE
Civil Engineer / Project Manager
City of Roseburg
900 SE Douglas Avenue
Roseburg, Oregon 97470

**Subject: Recommendation of Bid Award
Stewart Park Bank Stabilization Project (17GR06)**

Dear Mr. Anderson,

Bids for the Stewart Park Bank Stabilization Project were received by the City of Roseburg on April 17, 2018. The City prepared a bid tabulation, and we have reviewed the tabulation, also attached to this letter. We recommend award of contract to the lowest responsive bidder: K&B Quality Excavating, LLC.

If you would like to discuss or have any questions regarding this recommendation, please feel free to contact me at 541-738-2920 or csmith@riverdesigngroup.com.

Respectfully,

A handwritten signature in black ink that reads "Chris Smith".

Chris Smith, PE
Water Resources Engineer, River Design Group, Inc.

**CITY OF ROSEBURG
MEMORANDUM**



DATE: May 2, 2018
TO: Parks & Recreation Commission
FROM: Kris W. Ammerman, Parks & Recreation Program Manager
SUBJECT: Recreational Trails Program Grant Application

ISSUE STATEMENT AND SUMMARY

The Oregon Parks and Recreation Department oversees the annual Recreational Trails Program (RTP), which awards grant funding throughout the state. Staff intends to submit a grant application to the RTP program. The issue for Commission is whether to forward a recommendation to City Council to adopt the attached resolution authorizing a grant submittal.

BACKGROUND/ANALYSIS

Oregon Parks and Recreation Department and the Recreational Trails Program (RTP) Advisory Committee intend that RTP grant funding be used to enhance trail opportunities by achieving results that would not otherwise be possible. RTP grants are for projects that are primarily recreational in nature, rather than serving a more utilitarian transportation function. Grants require a 20% match.

The proposed project will include the heavy restoration of approximately 1200' of the Umpqua River Greenway multi-use path located near Deer Creek Park. The existing 10' wide section is raveled and cracked and has poor transitions on both approaches to the Deer Creek foot bridge. There is also an approximately 225' section with some heavy damage and undermining due to erosion. This section will get drainage upgrades to allow the water to flow away from the path to eliminate future undermining.

An aerial photograph is included to identify the location of the potential project.

FINANCIAL/RESOURCE ISSUES

Preliminary cost estimate for this project is \$125,000 with a minimum 20% match of \$25,000 coming from a combination of in-house labor and the Bike Trail Fund.

TIMING ISSUES

The application is due June 15, 2018. Staff intends to forward the Commission's recommendation to the May 14th Council meeting.

STAFF RECOMMENDATION

Staff recommends the Commission forward a recommendation to City Council to adopt the attached Resolution supporting the grant application.

SUGGESTED MOTION

I move to recommend the City Council adopt the Resolution in support of the grant application seeking RTP funding.

ATTACHMENTS

Resolution
Aerial photograph

RESOLUTION NO. 2018-_____

A RESOLUTION AUTHORIZING AND SUPPORTING APPLICATION FOR AN OREGON PARKS AND RECREATION DEPARTMENT RECREATIONAL TRAILS PROGRAM GRANT

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for grants through the Recreational Trails Program for projects that enhance recreational trail opportunities; and

WHEREAS, the adopted City of Roseburg Parks Master Plan indicates the need for improvements to the City's bicycle/pedestrian paths; and

WHEREAS, the existing path has reached the end of its useful life, does not meet current standards, and is in need of renovation; and

WHEREAS, the Oregon State Parks and Recreation Department is accepting applications for the Recreational Trails Grant Program; and

WHEREAS, the City of Roseburg desires to participate in this grant program to the greatest extent possible; and

WHEREAS, on May 2, 2018, the Parks and Recreation Commission recommended proceeding with a grant application to renovate a section of the multi-use path; and

WHEREAS, the City hereby certifies that the matching share for this application is available at this time; and

WHEREAS, the City is committed to the future maintenance of the multi-use path system in the City parks,

IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG, that:
Section 1. Authorization is granted to apply for a Recreational Trails Program Grant for the renovation of the multi-use trail.

Section 2. This Resolution shall become effective immediately upon its adoption by the City Council.

APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR MEETING ON THE _____ DAY OF _____, 2018.

Amy L. Sowa, City Recorder

RESOLUTION NO. 2018-_____



1 in = 150 ft

WRIGHT AVE

STEPHENS ST

0 75 150 300 Feet

Project Site Plan
City of Roseburg
RTP Deer Creek Trail Renovation 2018

 Proposed Trail Project

Printed on 4/26/2018

Park Maintenance Report – April 2018

- Had arborist prune 29 oak trees in the street medians of Commercial and Jackson streets
- Installed land bridge across drainage swale to gain access (for maintenance) to SW corner of Stewart Park
- Installed SHARPS collection box adjacent to Duck Pond rest rooms
- Had three maintenance workers attend an irrigation workshop put on by ORPA
- Had a large dead Oak tree taken down at Sunshine Park

Volunteer Group Activities

- SORB finished their Adopt-A-Trail, litter clean-up activity on April 10th
- CLDS youth group completed their project at “Riverview Section” on April 14th
 - Included: Placing mesh tubes w/bamboo stakes around flagged native seedlings, cutting English ivy vines (6” sections) from those growing up trees, separating and stacking woody debris for City staff to chip, haul and leave some for wildlife habitat
- UCC Upward Bound completed their plant nursery project on April 14th
 - Included: Pulling weeds from pots, adding pea gravel to raised beds, moving flagged plants to marked locations, and repotting some trees and ferns
- Blue Zones Umpqua group completed their first Adopt-A-Trail, litter clean-up activity on April 14th
 - Included: Their path section; plus picked up litter and abandoned camps in the Stewart Park Natural Area, and litter at the Skate Park
- Small Planet Solutions completed their second Adopt-A-Trail, litter clean-up activity at Fir Grove on April 14th
- DCPARC completed their first Adopt-A-Trail, litter clean-up activity at North and South Riverside Parks on April 14th
- UCC Intern, Trish, started work on April 9th
 - She will be working on projects in the Stewart Park Natural Area
- Umpqua Watersheds, AmeriCorps member (Christine), worked with local elementary students this month to complete the nesting materials boxes for use in natural areas