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**ROSEBURG PUBLIC WORKS COMMISSION AGENDA
THURSDAY, FEBRUARY 14, 2019**

**3:30 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:

Chair: Bob Cotterell
Commissioners: Nathan Reed Stuart Liebowitz Noel Groshong
 John Seward Vern Munion Fred Dayton
 Ken Hoffine Roger Whitcomb

III. APPROVAL OF MINUTES

A. December 6, 2018 Special Meeting

IV. DISCUSSION ITEMS

- A. Task Order Award Recommendation 2019 Pavement Management Projects - Overlays
- B. Douglas Avenue Preliminary Design Contract
- C. Agreement with ODOT to Pre-Fund Design Exit 125

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

A. Oregon Health Authority Drinking Water Program Recognition

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: March 14, 2019

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 SPECIAL COMMISSION MEETING
DECEMBER 6, 2018
MINUTES**

CALL TO ORDER: The meeting of the City of Roseburg Public Works Commission was called to order at 3:30 p.m. Thursday, December 6, 2018 in the Third Floor Conference Room at City Hall.

ROLL CALL: Present: Commissioners Fred Dayton, John Seward, Nathan Reed Stuart Liebowitz, and Roger Whitcomb

Absent: Chair Steve Kaser, Vern Munion, Noel Groshong, and Ken Hoffine

Others Present: None

Attending Staff: City Manager Lance Colley, Public Works Director Nikki Messenger, Engineer Manager Jim Maciariello, and Department Technician Chanelle Rogers

APPROVAL OF MINUTES: Whitcomb moved to approve the minutes of the November 8, 2018 Public Works Commission meeting with corrections. Motion was seconded by Reed and carried unanimously.

DISCUSSION ITEMS:

Water Treatment Plant Chlorine Generation Project Engineering Contract Award

Recommendation: Maciariello informed that commission had discussed this project in the past and it is now time to hire an engineering firm to do the study, design, and bidding services related to this project. Maciariello stated a Request for Qualifications (RFQ) was issued on September 10th; three companies submitted statements of qualifications (SOQ). The three firms were then ranked by a review committee consisting of four Public Works staff members. Based on the rankings RH2 Engineering was selected. Whitcomb asked how the firms are ranked. Maciariello said you can't discuss price, so they look at different criteria that are outlined in the RFQ. Discussion ensued regarding the type of Chlorine Generation system the City currently uses.

MOTION: Seward moved to recommend the City Council award an engineering design contract for the WTP Chlorine Generation Project to RH2 Engineering, Inc. for an amount not to exceed \$139,745. Motion was seconded by Liebowitz and carried unanimously.

Urban Renewal Capital Improvement Projects: Messenger informed that the current Urban Renewal district expires in September 2019. There is around \$650,000 - \$750,000 remaining that staff has been working on potential uses for those funds. Staff has suggested three potential projects: 1. ARTS Project / Stewart Parkway Signal Coordination 2. Stewart Parkway – Fairmount to Edenbower Grind/Inlay Project or 3. Downtown Street lighting, discussion ensued regarding Downtown Street Lighting and that changing to LED is more efficient. Whitcomb questioned if staff was looking for a recommendation for one of the projects. Messenger stated it could be one or a combination of the ones listed. Dayton feels the street lighting downtown would be great benefit to go along with the large investment that has just been made upgrading the intersections. Whitcomb asked how vital the grind/inlay project was. Messenger said it would need to be done within the next 5 years. Liebowitz questioned what will happen if all the funding is not used. Colley stated it would go back to the taxing districts.

MOTION: Liebowitz moved to included options A, B, & D of the Street Lighting and the Stewart Parkway – Fairmount to Edenbower Grind/Inlay projects in the Urban Renewal Capital Improvement Plan. Motion was seconded by Seward and carried unanimously.

2019 Pavement Management Program – Verbal: Messenger informed staff was working on coming up with the list of streets for the 2019 Pavement Management Program. Messenger asked for consensus from the commission for staff to enter into a task order for under \$50,000 to get design started. Commission concurred for staff to proceed.

Project Update – Verbal: Maciariello informed the City had a very successful construction season and some projects were still happening. Both the seismic upgrades to Fire Stations 2 & 3 are progressing. The Library is getting close to completion, there is a Grand Opening scheduled on January 10, 2019 at 6p.m. Maciariello said the Downtown Phase 2 Improvements Project was wrapping up. Staff has been doing close out on Garden Valley grind/inlay, Black Ave, and the Edenbower/Stewart Parkway intersection projects. Maciariello stated that both the Bank Stabilization projects would be closed soon and the Stewart Parkway Realignment project should be done doing the plantings for the wetland mitigation portion of the project by the end of the year. Maciariello also mentioned that the SCADA project was moving along. Messenger stated the Stewart Parkway Realignment project won an award from APWA for Transportation Project of the Year that was under \$5 million. Colley informed that also at the APWA Conference Messenger received the 2018 William A. Bowes Award, which is the chapter's highest honor.

AUDIENCE PARTICIPATION: None

INFORMATIONAL ITEMS:

BUSINESS FROM THE COMMISSION: Dayton feels that Chair Kaser did a great job and appreciated his time on the Commission and asked for a motion from the commission.

MOTION: Seward moved to recognize Councilor/Chair Steve Kaser for his time, professionalism, and dedication to the Public Works Commission. Motion was seconded by Whitcomb and carried unanimously.

NEXT MEETING DATE: January 10, 2019

ADJOURNMENT: Meeting adjourned at 4:36 p.m.

Chanelle Rogers

Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG
MEMORANDUM**



DATE: February 14, 2019
TO: Public Works Commission
FROM: Loree Pryce, P.E.
VIA: Nikki Messenger, P.E., Public Works Director
**SUBJECT: Task Order Award Recommendation
2019 Pavement Management Projects – Overlays - 19PW01**

ISSUE STATEMENT AND SUMMARY

In late 2014, the City awarded a Five Year Pavement Management contract to Murraysmith, Inc. (MS). The issue for the Commission is whether to make a recommendation to approve a task order for design services under the master agreement.

BACKGROUND/ANALYSIS

On December 8, 2014, Council awarded a Five Year Pavement Management Program engineering contract to MS with the understanding that each task order would be negotiated based on the work to be accomplished. Staff has identified pavement rehabilitation on the following streets as a top priority for 2019.

- Stewart Pkwy from 500 ft. South of Harvey St. to Stewart Park Bridge
- Stewart Pkwy from Aviation Dr. towards Edenbower Blvd. (Urban Renewal)
- Garden Valley Blvd. from Stephens St. to Sunset St.
- Main St. from Hawthorne Ave. to Lane Ave.
- Beulah St. from Center St. to Lincoln St. and Lincoln St. to end.
- Alameda Ave. from Vine St. to Sunset St.
- Aviation Dr. from Lowes entrance to General Ave.

The scope of services for the current task order provides complete study and design services required to prepare biddable construction documents for the pavement management projects listed above. Staff is in the process of preparing the FY 19-20 budget. Once the design is complete and the engineer has prepared a cost estimate, the list of streets will be pared down if necessary. Most of the streets will be bid as one project. Due to time constraints associated with the expiration of the North Roseburg Urban Renewal Area, Stewart Parkway may have to bid separately to accomplish that work prior to the end of August.

The proposed services included in the task order consist of the following:

- Core sample evaluation
- Traffic Control Plans
- Pedestrian accessible route design

- Signing and striping
- Identify and design of areas requiring spot repairs
- Drawing development, specifications, biddable contract documents, and services during bidding, ADA curb ramp design and improvements at all intersections within project limits as necessary for compliance with PROWAG.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

As mentioned at the December 2018 meeting, staff has executed a task order with MS in order to begin design on Stewart Parkway. That task order was for an amount not to exceed \$33,233 and covers through 90 percent plans. It does not include preparing final plans, bid documents or specifications.

Staff is finalizing the proposed scope and fee for the remaining work on Stewart Parkway and the non-Urban Renewal funded PMP streets and will bring more information to the Commission meeting. Staff intends to budget between \$1.2 and \$1.4 million in the FY 19/20 Transportation Fund for pavement management projects. The total budget includes design, construction, construction management, and materials for overlay and slurry seal projects.

TIMING ISSUES

If the Commission provides a recommendation to award the contract, it will be presented to the City Council at their February 25, 2019 meeting. It is staff's intent to bid the project in June and construct the project July through September, 2019.

COMMISSION OPTIONS/STAFF RECOMMENDATION/SUGGESTED MOTION

Staff will bring additional information including the Commission Options, Staff Recommendation and Suggested Motion to the February 14th meeting.

ATTACHMENT

None

**CITY OF ROSEBURG
MEMORANDUM**



DATE: February 14, 2019

TO: Public Works Commission

FROM: Nikki Messenger, P.E., Public Works Director

SUBJECT: **Douglas Avenue Preliminary Design Contract**

ISSUE STATEMENT AND SUMMARY

Douglas Avenue east of Deer Creek is substandard and there is significant multi-family housing planning to develop in the area. Staff seeks to design Douglas Avenue as soon as practical to ensure that as new development occurs, it will not interfere with the City's ability to improve Douglas. The issue for the Commission is whether to recommend the Council authorize a preliminary design contract for the section of Douglas Avenue between Rifle Range Road and Patterson Street.

BACKGROUND/ANALYSIS

Douglas Avenue east of Deer Creek is a substandard roadway with narrow shoulders and no sidewalks or bike lanes. This section was identified as a critical route for bikes and pedestrians in the 2006 Transportation System Plan (TSP) and is on preliminary list of recommended projects in the current TSP update. Improvement of this section of Douglas Avenue is also included in the Diamond Lake Urban Renewal Plan and the City's Five Year Capital Improvement Plan. In 2015, the City applied for a Transportation Enhancement grant through ODOT to improve the road and install sidewalks and bike lanes. In 2018, the City again applied for an ODOT grant for this section, this time through the Safe Routes to Schools (SRTS) program. Neither of those applications were funded.

The City recently received a site review application for a 68-unit apartment complex and is expecting a second application for multi-family housing on this section of Douglas. Both of these projects are being proposed by Neighborworks Umpqua with engineering by i.e. Engineering, Inc. Given the recently adopted incentives for multi-family housing within the new Urban Renewal Area, staff expects to see more of these types of development. As such, staff seeks to get a preliminary design in order to establish the typical section, and horizontal and vertical alignment of the roadway between Rifle Range Road and Patterson Street. In order to accomplish this relatively quickly, staff executed a contract with i.e. Engineering to accomplish the surveying work and negotiated a scope and fee with Century West Engineering to provide preliminary design and cost estimating through approximately 75 percent plans. This will not include preparing contract documents or specifications. Final design, bid documents and specifications will be prepared once the construction is programmed for funding.

This has been a high priority project for a while and staff believes it is critical to get a design done soon in order to accommodate future development and ensure that any improvements constructed will be consistent and meet the City's needs.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The contract with i.e. Engineering for surveying is for \$28,160. The fee associated with the proposed contract with Century West Engineering is \$98,081. There is money available in the current fiscal year Transportation Fund budget to accomplish both of these contracts.

TIMING ISSUES

If the Commission recommends authorizing the preliminary design contract, staff would present it to the City Council at their February 25th meeting. Design would begin soon after and be complete in late fall of 2019.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend the City Council authorize a design contract with Century West Engineering for \$98,081, or
2. Request additional information; or
3. Not recommend authorizing a design contract at this time.

STAFF RECOMMENDATION

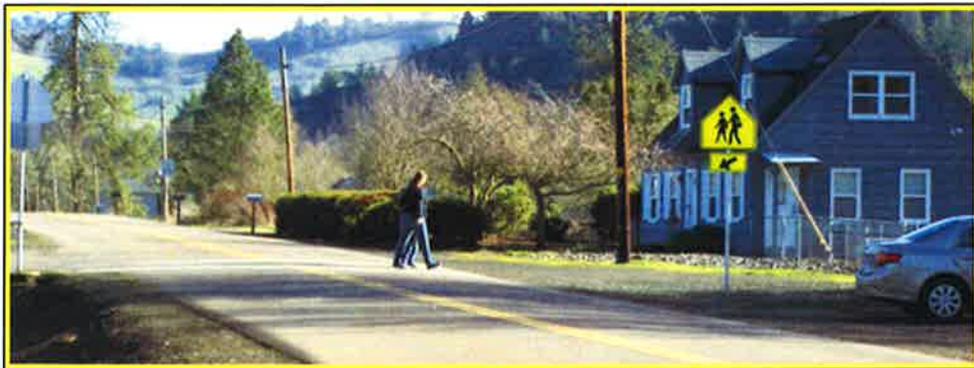
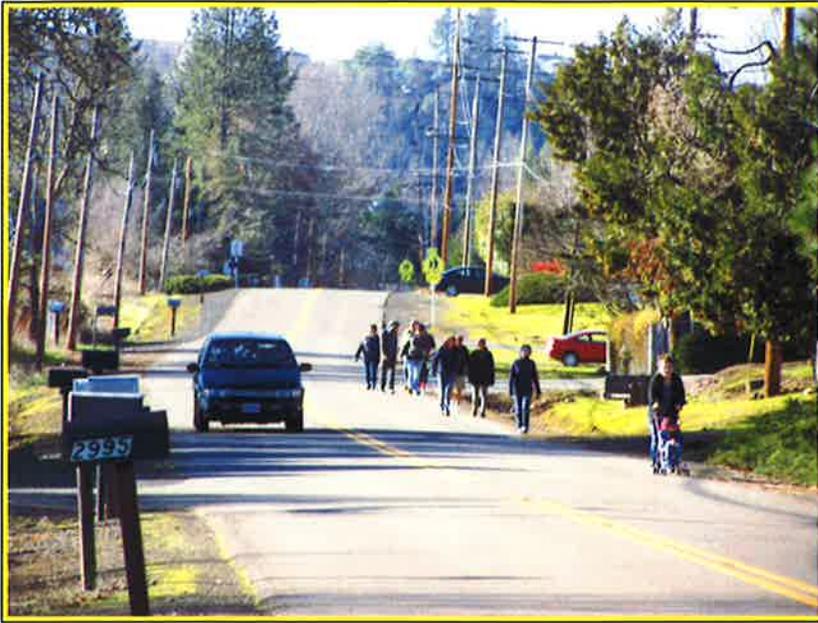
Staff believes this is a high priority project and the best way to establish the roadway alignment and grade in a timely manner is by direct appointment with a design contract under \$100,000. Money is available in the adopted budget to accomplish this due to underruns in projects planned for the current fiscal year. Staff recommends that the Commission forward a recommendation to the City Council to authorize a contract with Century West Engineering in an amount not to exceed \$98,081.

SUGGESTED MOTION

I move to recommend the City Council authorize a preliminary design contract with Century West Engineering for the Douglas Avenue Improvements for an amount not to exceed \$98,081.

ATTACHMENTS

Pictures of Douglas Avenue



CITY OF ROSEBURG
MEMORANDUM



DATE: February 14, 2019
TO: Public Works Commission
FROM: Nikki Messenger, P.E., Public Works Director
SUBJECT: Agreement with ODOT to Pre-Fund Design Exit 125

ISSUE STATEMENT AND SUMMARY

The northbound Interstate 5 Exit 125 (Garden Valley) is at or near capacity, which will eventually prohibit development near this intersection. Staff has been working with ODOT to find a way to move a project forward to correct some of the short term deficiencies. The issue for the Commission is whether to forward a recommendation to the City Council to authorize staff to negotiate an agreement with ODOT for the City to fund the design of the needed improvements with future reimbursement from ODOT.

BACKGROUND/ANALYSIS

In the fall of 2014, ODOT began a process to study the interchanges at Exit 124 (Harvard) and Exit 125 (Garden Valley). This type of study is known as an Interchange Area Management Plan (IAMP). About one year later, in the fall of 2015, ODOT halted the IAMP study when it became apparent there was a bigger issue with capacity on I-5 through the Roseburg area. In 2018, ODOT began an analysis of that issue with the I-5 Bottleneck Study from Exit 119 (Winston) to Exit 129 (Winchester). Once the Bottleneck study is complete, ODOT will re-engage in the IAMP study process.

Significant analysis was completed as part of the IAMP 124 & 125 study. Some of the findings related to the northbound off-ramp at Garden Valley/Mulholland are as follows:

	<u>2013</u>	<u>2035</u>	<u>Adopted Mobility Standard</u>
Volume/Capacity ratio (V/C)	0.80	0.99	0.85
Level of Service (LOS)	C	D	

In addition, the analysis revealed that queueing at the interchange **currently** exceeds available storage for the northbound thru/right turn movement during the PM peak hour. This is significant in that it means that traffic may be backing up onto the interstate, which is a safety concern.

When new development occurs, the City requires the developer to provide a Traffic Impact Study and provide recommendations and cost estimates for any improvements that may be needed to accommodate the additional traffic generated from the development. At this particular intersection, data shows the intersection will fail within the twenty year planning period **even without new development**. With the magnitude of what may be required to meet mobility standards, this makes it very difficult to develop anywhere along this corridor.

As you may be aware, there is significant bare and/or underdeveloped land just north of the intersection on Mulholland, and the VA is looking at adding buildings on their campus. If the deficiencies at the intersection are not addressed, any VA development will exacerbate the issue and any private development may be stifled by the lack of capacity.

Preliminary development plans for the Mulholland properties prompted discussion between the City and ODOT regarding what interim improvements could be constructed to alleviate some of the issues at this intersection. ODOT has some conceptual ideas in mind, but the soonest that they could program money in the Statewide Transportation Improvement Program (STP) and begin design would be 2021. If the City were to "pre-fund" the design and/or right-of-way acquisition, it could begin much sooner and potentially lead to construction in 2022. In other words, if the City wanted to accommodate moving an interim project forward sooner, the City could enter into an agreement with ODOT to fund the design and right-of-way acquisition with ODOT guaranteeing to repay those funds in federal fiscal year 2022.

**Interim project(s) are being considered at this time. City and ODOT staff expect the Bottleneck Study and follow up IAMP to reveal the "fix" for the interchange may run in the tens of millions of dollars and is not expected to occur for at least ten years.*

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

ODOT's preliminary estimate for design and property acquisition is approximately \$700,000. The City currently has \$919,729 in federal funds available from annual STP allocations from ODOT. Typically, the City will fund exchange the STP allocations at \$0.94 on the dollar to convert the money to state funding (as opposed to federal funding). Once converted to state funding, the City can utilize the funds to design and/or construct improvements. The last project the City applied STP funding to was the South Stewart Parkway Improvements.

STP funds reside at ODOT until such time as the City requests to use them for an identified project. The City's 2019 STP allocation is \$297,932. The City will continue to accumulate STP funding annually, with the allocation scheduled to grow next biennium as HB2017 continues implementation.

TIMING ISSUES

If the Commission forwards a recommendation to the City Council, it will be presented at their February 25th meeting. Once an agreement is executed, ODOT can begin design and will draw down the City's STP funds as needed in at least two phases, one for design and one for right-of-way acquisition up to the maximum allowed by the agreement. ODOT would repay the City's STP account in fiscal year 2022.

COMMISSION OPTIONS

The Commission has the following options:

1. Recommend that the City Council authorize staff to negotiate an agreement with ODOT to fund the design and property acquisition required to improve the Exit 125 northbound off-ramp; or
2. Request additional information; or
3. Not recommend moving forward with the agreement which will delay construction of any improvements at the off-ramp.

STAFF RECOMMENDATION

The intersection of Garden Valley with the northbound I-5 off-ramp will fail to meet mobility standards in the near future. This, in turn, will create a situation that will require any new development to be deferred until such time as a solution can be identified and constructed. By moving design on interim solutions forward in a timely manner, staff will be able to better quantify a development's responsibility to participate in the cost of the required improvements and will allow some development to continue to occur in the meantime. Staff believes the best way to facilitate progress at this intersection is for the City to enter into an agreement with ODOT to move the design forward utilizing City STP funding with ODOT reimbursement in the future. As such, staff recommends the Commission consider forwarding a recommendation to the City Council to authorize staff to negotiate an agreement with ODOT to make that happen.

SUGGESTED MOTION

I move to recommend the City Council authorize staff to negotiate an agreement with ODOT for the City to pre-fund the design and right-of-way acquisition for a project at the I-5 Exit 125 Northbound Off-ramp with ODOT reimbursing the City in FY 2022.

ATTACHMENTS

None

Outstanding Performance Criteria

OHA-Drinking Water Services

Drinking Water Services (DWS) has identified criteria for determining whether a Community public water system should be considered to have outstanding performance. This designation is given at the completion of a water system survey, formerly referred to a sanitary survey. A water system survey is an on-site review of a system's sources, treatment, storage facilities, distribution system, operation and maintenance procedures, monitoring, and management, for the purpose of evaluating the system's capability of providing safe water to the public. Systems that are designated outstanding performers will have their water system survey frequency reduced from every 3 years to every 5 years.

The criteria for outstanding performance are:

- 1) No Maximum Contaminant Level (MCL), Action Level, or Treatment Technique violations in the last 5 years;
- 2) No more than one Monitoring and Reporting violation in the last 3 years. The one violation must be resolved (results submitted);
- 3) No significant deficiencies or rule violations identified during the current water system survey; and
- 4) Has not had a waterborne disease outbreak attributable to the water system in the last 5 years.

To check your water system's violation history, go to <http://healthoregon.org/dwp> and in the "More Resources" box on the right, click on "Drinking Water Data Online." Type in your water system name or PWS ID number. The date of the last survey is listed on this page. Towards the bottom of that page, under "For further information...", click on "Violations".

- An MCL violation will have "MCL" in the Violation Type column.
- Treatment Technique violations are for inadequate surface water treatment or corrosion control.
- If the system has one Monitoring and Reporting violation during the last 3 years, there must be a subsequent monitoring result for that contaminant on record in order to meet criterion #2.

We strongly encourage all systems to meet the Outstanding Performance criteria. We will review your system's designation for Outstanding Performance after completion of each water system survey. The designation will remain in effect as long as the criteria continue to be met.

If you have any questions relating to compliance with any of these criteria, please contact your regional Drinking Water Services or County Health Department staff person, or contact the DWS Phone Duty person at 971-673-0405.



Oregon Health Authority
Drinking Water Program



This is to certify that the

City of Roseburg

has successfully met the criteria for
Outstanding Performance

during the last Water System Survey conducted on
November 8th, 2018

David H. Emme, Manager
Drinking Water Services
Oregon Health Authority