ROSEBURG PUBLIC WORKS COMMISSION AGENDA
THURSDAY, MAY 9, 2019

5-3-19

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:	Ken Hoffine	Stuart Liebowitz	Noel Groshong
	John Seward	Vern Munion	Fred Dayton
	Pat Lewandowski	Roger Whitcomb	

III. APPROVAL OF MINUTES

A. April 11, 2019

IV. DISCUSSION ITEMS

A. Stewart Parkway Paving Rehabilitation Project – Edenbower Blvd. to Aviation Dr. – Award of Construction Contract – 19UR03

B. Construction Management and Inspection Services Task Order Stewart Pkwy. Paving Rehabilitation Project – Edenbower Blvd. to Aviation Dr. – 19UR03

C. Resident Observation Inspection Master Contract Award FY 2019/20

D. Downtown Street Lighting Improvements Phase III – Project No. 19UR02, Construction Bids

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: Special Meeting May 23, 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 COMMISSION MEETING
APRIL 11, 2019
MINUTES

CALL TO ORDER: The meeting of the City of Roseburg Public Works Commission was called to order at 3:31 p.m. Thursday, April 11, 2019 in the Third Floor Conference Room at City Hall.

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

Absent: Ken Hoffine and Noel Groshong

Others Present: None

Attending Staff: City Manager Lance Colley, Public Works Director Nikki Messenger, City Engineer Loree Pryce, Water Treatment Plant Superintendent Andy Albee, Engineer Technician Ryan Herinckx, and Department Technician Chanelle Rogers

APPROVAL OF MINUTES: Commissioner Seward moved to approve the minutes of the March 14, 2019 Public Works Commission meeting. Motion was seconded by Commissioner Dayton and approved with the following vote: Chair Cotterell and Commissioners Seward, Munion, Whitcomb, Liebowitz, Lewandowski, and Dayton voted yes. No one voted no.

DISCUSSION ITEMS:

Water Treatment Plant Chlorination Project Alternative Analysis Recommendation, 19wa03: Pryce informed Dan Mahlum from RH2 Engineering was on speakerphone for questions. Pryce gave brief overview of how the current disinfection system works at the Water Treatment Plant (WTP). Pryce informed that in 2017, the City hired Murraysmith to conduct an alternative analysis for the replacement of the existing system; Bulk sodium hypochlorite was the recommended alternative. The information was shared with the commission and it was recommended that staff program resources in the Capital Improvement Plan (CIP) to proceed with design and construction of a replacement disinfection system, with the stipulation that when a design consultant was selected that they review the findings from Murraysmith and provide their own analysis. Pryce said in the fall of 2018 the city entered into contact with RH2 Engineering. RH2 reviewed the findings from Murraysmith, the WTP chlorination and production data, along with the advantages / disadvantages and cost of both bulk hypochlorite system and on-site generation system. RH2 ranked hypochlorite slightly higher than onsite generation, which is consistent with the Murraysmith recommendation. Whitcomb questioned how long the product could be stored. Messenger replied that would probably receive a delivery every 2 months maybe more in the summer months. Cotterell asked if the employees would need to be certified and what type of protective wear would be required. Albee informed they would not need any certification and eye protection along with a rubber apron would be worn. Discussion ensued.

MOTION: Commissioner Seward moved to accept the recommendation from RH2 Engineering, Inc. to replace the existing disinfection system at the water treatment plant with a bulk sodium hypochlorite disinfection system. Motion was seconded by Commissioner Dayton and approved with the following vote: Chair Cotterell and Commissioners Seward, Munion, Whitcomb, Liebowitz, Lewandowski, and Dayton voted yes. No one voted no.

Downtown Corridor Improvements Phase 3 – 19UR02 Authorization to Purchase Streetlights and Fixtures: Messenger informed that at the December Commission meeting staff presented a limited number of options to expend the remaining Urban Renewal funds. One of the projects recommended was additional phase of lighting improvements downtown. In order to save time, staff is seeking to purchase the lights and pole assemblies concurrently with bidding the project. Messenger stated staff has requested a quote to purchase the poles and fixtures utilizing Oregon Procurement Information Network (ORPIN) but has not received the finalized quote yet. Dayton asked if this project includes lights at the parking structure. Messenger replied it would those along with Rose and Cass streets in the area of the last phase of the downtown street upgrades. Munion suggested making sure the right product is purchased. Discussion ensued on how will make sure it is right product. Whitcomb questioned if there has been any issues with the wire being stolen out of the lights. Messenger stated that hadn't happened but people do plug into the outlets to charge electronic devices. Herinckx said the new poles in the alley of the parking structure would not have outlets like the current ones do.

MOTION: Commissioner Lewandowski moved to recommend the Urban Renewal Board authorize the purchase of streetlight poles and fixtures for the Downtown Streetlight Phase 3 Project for an amount not to exceed $160,000 utilizing ORPIN contract pricing. Motion was seconded by Commissioner Munion and approved with the following vote: Chair Cotterell and Commissioners Seward, Munion, Whitcomb, Liebowitz, Lewandowski, and Dayton voted yes. No one voted no.

ARTS and Signal Interconnect: Pryce informed staff has been working on two different traffic signal projects and decided to combine them to increase efficiency and eliminate potential conflicts that may have occurred if the projects were bid separately. Pryce said the first project is the All Roads Transportation Safety Program (ARTS) implemented by the Oregon Department of Transportation (ODOT). This program's intent is identifying and funding projects that will reduce Fatal and Injury A crashes, there are five locations that will be included in that program. Pryce informed the second project is the Traffic Signal Coordination and Interconnect, which involves the installation of electrical, telecommunications and programming of existing signals on Stewart Parkway from Walmart to Edenbower. The intent is to coordinate and improve the timing to reduce traffic congestion and improve corridor efficiency. Pryce stated only one bid was received and it was little higher than the engineer's estimate due to more traffic control and the concrete will be a subcontractor.

MOTION: Commissioner Seward moved to recommend the City Council and Urban Renewal Board award the ARTS and Signal Interconnect Project to the lowest responsible bidder, Kunert Electric LLC., for $519,829. Motion was seconded by Commissioner Whitcomb and approved with the following vote: Chair Cotterell and Commissioners Seward, Munion, Whitcomb, Liebowitz, Lewandowski, and Dayton voted yes. No one voted no.

Storm Drainage Utility – User Fee Update: Messenger informed that the Storm Drainage Fund was created in 1989-90 to account for the revenues and operations of the City's storm drainage utility. Messenger said after much discussion in late 2012 and early 2013 the commission recommended raising the fee to $5/month with an annual increase of 10 percent through FY 18-19. Staff is currently in the process of reviewing the fee scheduled and wanted to give the Commission the opportunity to consider a moderate increase to adjust for inflation. Messenger stated that many of the City's fees are indexed to the Consumer Price Index for all Urban Consumers – Western Region (CPI-U West) which has increased 3.3%. If that was used the storm drainage monthly fee would go up to $8.32/ERU from the current $8.05/ERU. Lewandowski questioned how healthy the beginning fund balance is. Messenger replied that it would have approximately $3.3 million as a beginning fund balance in July 2019. This is more than past years beginning fund due to staff concentrating on delivering Urban Renewal Projects and not being able to deliver as many storm improvements this past year. Dayton stated he was in favor of the increase because in the past they didn't do an annual increase then had to do a large increase to get caught up.

MOTION: Commissioner Dayton moved that the City Council institute an annual increase to the storm drainage user fees tied to the CPI-U West Index and capped at no more than five percent per year beginning July 1, 2019. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Chair Cotterell and Commissioners Seward, Munion, Whitcomb, Liebowitz, Lewandowski, and Dayton voted yes. No one voted no.

AUDIENCE PARTICIPATION: None

INFORMATIONAL ITEMS: Messenger informed the City has received grants to rehab the Stewart Park Dr. Bridge (Green Bridge) and to do design for the replacement of the Deer Creek Bridge on Douglas Ave. Messenger stated there would most likely be a second commission meeting in May on the 23rd. Messenger also mentioned this would be the last Public Works Commission meeting for City Manager Lance Colley since he is retiring on April 30th. Colley thanked the commission members for their time and dedication.

BUSINESS FROM THE COMMISSION: Dayton asked what the status was for getting generators for the Water Treatment Plant. Messenger said staff if working on preparing information on what is needed. Funds have been budgeted to look into the issue also staff is looking into any grant funding that may be available.

NEXT MEETING DATE: May 9, 2019

ADJOURNMENT: Meeting adjourned at 4:38 p.m.

Chanelle Rogers

Chanelle Rogers, Public Works Department Technician

CITY OF ROSEBURG
MEMORANDUM

DATE: May 9, 2019

TO: Public Works Commission

FROM: Loree Pryce, P.E., City Engineer

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

SUBJECT: **Stewart Pkwy. Paving Rehabilitation Project – Edenbower Blvd. to Aviation Dr. – Award of Construction Contract – 19UR03**

ISSUE STATEMENT AND SUMMARY

The issue for the Commission is whether to recommend to the Urban Renewal Board the award of a construction contract for pavement rehabilitation improvements on Stewart Parkway.

BACKGROUND/ANALYSIS

At the December 6, 2018 meeting, the staff presented capital project options for utilizing remaining Urban Renewal funds. The Commission recommended pursuing a grind/inlay project on Stewart Parkway and an additional phase of downtown streetlighting. This recommendation was presented to the Urban Renewal Board in January of 2019 and adopted into the current Five Year Capital Improvement Plan.

The Stewart Parkway project consists of grinding and repaving roughly 2,600 feet of roadway. The 2015 PCI index for this roadway was 56, indicating the need for a structural paving rehabilitation. The project will also include the replacement of six sidewalk access ramps to meet current Americans with Disabilities (ADA) standards.

The project was advertised in April and bids were opened on May 2nd. One bid was received as shown below.

LTM, Inc. dba Knife River	$564,535.40
Engineer's Estimate	*$540,017.30*

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The FY 19-20 Urban Renewal Budget includes $610,872 for this project. Project design totaled $49,334. Total project costs moving forward are estimated as follows:

Construction	$564,535
C/M Services (est.)	$ 75,000
Contingency	$ 56,453
Total	***$695,988***

The intent is to pay for as much of the project as feasible using Urban Renewal funding. If additional funding is required, Transportation Funding will be used.

TIMING ISSUES

This project is utilizing Urban Renewal funding. As such, all work must be complete, invoiced and paid by August 30, 2019. If the Commission provides a recommendation to award the construction contract, it will be presented to the Council and Urban Renewal Board at their May 13th meeting in order to get the project underway as quickly as practical.

COMMISSION OPTIONS

The Public Works Commission has the following options:

1. Recommend the Urban Renewal Board and City Council award the construction contract to Knife River Materials for $564,535.40; or
2. Request additional information; or
3. Recommend that the Board and Council reject all bids.

STAFF RECOMMENDATION

The bid appears to be both responsive and responsible. Money has been budgeted and is available to complete the project. The project engineer is recommending award to the low bidder, Knife River Materials. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to recommend the Urban Renewal Board and City Council award the construction contract for the Stewart Parkway Paving Rehabilitation Project to the lowest responsible bidder, LTM, Inc., dba Knife River Materials for $564,535.40 upon expiration of the seven-day notice of intent to award period.

ATTACHMENTS

Engineer's letter of recommendation

19-2393
Date: May 2,2019

Mr. Rick Castle
City of Roseburg
900 SE Douglas Avenue
Roseburg, Oregon 97470

Re: Project No. 19UR03
Stewart Parkway Pavement Rehabilitation Project – Edenbower Blvd. to Aviation Dr.
Engineer's Analysis of Bid Results

Dear Rick,

On May 2, 2019, the City received bids on the above-referenced project. A bid tabulation for the accepted proposal is attached. We have reviewed the bid tabulation and Bid Results form provided by the City and recommend award of the contract to the lowest responsive bidder: LTM, dba: Knife River Materials PO Box 1427 Roseburg, OR 97470. Knife River Materials was the only bidder for this project. Our estimate for the project total was $540,018.50 (our estimate including the 3.5% contingency was $560,000). A Summary of the bid results is as follows:

LTM Incorporated, dba: Knife River Materials	Total: $564,535.40

If you have any questions or need any further information, please do not hesitate to let us know.

Sincerely,

MURRAYSMITH
Chris Link, PE
Senior Engineer

777 High Street, Suite 200, Eugene, OR 97401
P 541.741.2975 | www.murraysmith.us

CITY OF ROSEBURG
MEMORANDUM

DATE: May 9, 2019

TO: Public Works Commission

FROM: Loree Pryce, P.E., City Engineer

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

SUBJECT: Construction Management and Inspection Services Task Order Stewart Pkwy. Paving Rehabilitation Project – Edenbower Blvd. to Aviation Dr. –19UR03

ISSUE STATEMENT AND SUMMARY

Staff recently negotiated a proposed scope and fee for limited construction management and inspection (CM) services for the Stewart Parkway Paving Rehabilitation Project. The issue for the Commission is whether to recommend the Urban Renewal Board authorize a task order for these CM services.

BACKGROUND/ANALYSIS

On December 8, 2014, Council awarded a Five Year Pavement Management Program engineering contract to Murraysmith (MS). In January 2019, staff executed a task order with MS to provide study and design services required to prepare biddable construction documents for the Stewart Parkway project. Since the task order was under $50,000, it did not require City Council authorization. The design was completed in April 2019. The project was advertised on April 11, 2019 and bids were opened on May 2, 2019.

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. The intent is to utilize the i.e. Engineering, Inc. for inspection of daytime work including the removal and replacement of six ADA ramps and the replacement of a damaged storm drainage line. MS would provide inspection during the nighttime paving work.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The design contract totaled $49,334. The proposed cost of the construction management task order is $59,181. Estimated cost for additional inspection services through i.e. Engineering, Inc. has not yet been negotiated but is estimated to be under $15,000 for the daytime inspection services. Total estimated project costs are outlined in the construction bid award memo.

TIMING ISSUES

If the Commission provides a recommendation to award the construction contract, it will be presented to the Board at their May 13 meeting.

COMMISSION OPTIONS

The Public Works Commission has the following options:

1. Recommend the Urban Renewal Board authorize a task order for construction management services with Murraysmith for an amount not to exceed $59,181 or
2. Request additional information; or
3. Recommend not moving forward with the contract, which will require another solution for construction management and may delay the project.

STAFF RECOMMENDATION

Staff recommends that if the Commission recommends awarding the construction contract, that they also recommend authorizing a task order for CM services with Murraysmith for $59,181.

SUGGESTED MOTION

I move to recommend the Urban Renewal Board authorize a task order for construction management and inspection support of the Stewart Parkway Paving Rehabilitation Project with Murraysmith in an amount not to exceed $59,181.

ATTACHMENTS

None

CITY OF ROSEBURG
MEMORANDUM

DATE: May 9, 2019

TO: Public Works Commission

FROM: Loree Pryce, P.E., City Engineer

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

SUBJECT: Resident Observation Inspection Master Contract Award FY 2019/20

ISSUE STATEMENT AND SUMMARY

The issue for the Commission is whether to recommend to the City Council and Urban Renewal Board the award of a master contract for resident observation inspection services.

BACKGROUND/ANALYSIS

On April 12, 2018, the Public Works Commission approved the recommendation to award a master contract with i.e. Engineering for last year's inspection services support and had positive results. The same skilled inspector is available this summer to assist city engineering staff with the high volume of construction activities including; Stewart Parkway and Citywide PMP paving and slurry, downtown street lighting improvements, the ARTs and Traffic signal interconnect projects. Total construction activities this summer exceed $4,000,000 in budgeted CIP projects and many are under urban renewal funding deadlines.

Staff's intent is to execute a master contract with i.e. Engineering, Inc. for inspection services support. Each task order under the master contract would be individually negotiated, based on an agreed upon scope of work. Hiring temporary support for inspection provides city staff the ability to better manage higher volume and deadline oriented projects. Having additional inspection also better ensures projects will be constructed to the highest standards or materials and workmanship.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

If approved, each project that utilizes this additional staffing resource will require a separately negotiated task order and the services will be paid from the overall project budget(s). The contract will have a not to exceed amount of $100,000. Staff does not anticipate any task orders over $50,000 that require follow up with City Council and Urban Renewal Board approval.

TIMING ISSUES

If the Commission provides a recommendation to award the master contract, it will be presented to the Council and Urban Renewal Board at their May 13 meeting. The tentative start date for resident observation inspection services is May 28, 2019.

COMMISSION OPTIONS
The Public Works Commission has the following options:

1. Recommend the City Council and Urban Renewal Board award a master contract for resident observation inspection services to i.e. Engineering, Inc.; or
2. Request additional information; or
3. Recommend not moving forward with the master contract at this time.

STAFF RECOMMENDATION
Staff recommends entering into a master contract with i.e. Engineering, Inc. for resident observation inspection services for various projects to be defined by individual task orders.

SUGGESTED MOTION
I move to recommend the City Council and Urban Renewal Board award a master engineering contract for resident observation inspection services for various projects to i.e. Engineering, Inc. for an amount not to exceed $100,000.

ATTACHMENTS
None

CITY OF ROSEBURG
MEMORANDUM

DATE: May 9, 2019

TO: Public Works Commission

FROM: Loree Pryce, P.E., City Engineer

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

SUBJECT: **Downtown Street Lighting Improvements Phase III Project No.19UR02, Construction Bids**

ISSUE STATEMENT AND SUMMARY

The City will be receiving construction bids for the Downtown Street Lighting Improvements project. The issue for the Commission is whether to forward a recommendation to the City Council and the Urban Renewal Board to award the construction contract.

BACKGROUND/ANALYSIS

Replacing existing streetlights downtown with antique style lighting was identified in the Downtown Master Plan adopted in May of 2000. The lighting improvements began in 2001 and have continued since that time. In 2005, the Urban Renewal Agency modified the boundaries of the North Roseburg Urban Renewal Area to include downtown. Since that time, the City has made significant improvements to both lighting and other features within the downtown core. This project will include installing 33 new light poles and replacing the remaining existing high-pressure sodium fixtures with LED fixtures and new globes to accommodate those.

At the December 2018 Public Works Commission meeting, staff presented this as a potential option for the remaining Urban Renewal funding. The Commission recommended including this project and the Stewart Parkway grind/inlay project. The Urban Renewal Board concurred with the recommendation at their January 14th meeting.

In February of 2019, the City contracted with i.e. Engineering, Inc. for design services for this project. The project was advertised on April 5th and bids will be received on May 7th. Staff will analyze the bids and present the results at the Commission meeting.

FINANCIAL CONSIDERATIONS

Design costs totaled $24,890. The FY 2019-20 Urban Renewal budget includes $300,000 to complete this project. The intent is to utilize Urban Renewal funding to the fullest extent possible. Any additional funding will be provided via the Sidewalk/Streetlight Fund. Staff will present additional financial information at the Commission meeting.

TIMING ISSUES

The Commission's recommendation will be presented to City Council and Urban Renewal Board at the May 13th meeting. If awarded, the Notice to Proceed would be given immediately after execution of the construction contract. The intent is to complete the project by August 30th.

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