



**ROSEBURG PUBLIC WORKS COMMISSION AGENDA
THURSDAY, JUNE 13, 2019**

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**3:30 Regular Meeting Water Treatment Plant
180 Pioneer Way, Winchester, OR 97495**

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. Special Meeting May 23, 2019

IV. DISCUSSION ITEMS

- A. 2019 Pavement Management Program Slurry Seals – Bid Award Recommendation – 19PW02
- B. 2019 Pavement Management Overlay Project Bid Award Recommendation – 19PW01
- C. Task Order Authorization – Construction Management Services for 2019 Pavement Management Program, Project No. 19PW01
- D. Design Services Task Order for PMP Projects on Winchester and Lincoln Street

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. Water Treatment Plant Tour
- B. RMC Chapter 2.26

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: July 11, 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 SPECIAL MEETING
MAY 23, 2019
MINUTES**

CALL TO ORDER: The special meeting of the City of Roseburg Public Works Commission was called to order at 3:31 p.m. Thursday, May 23, 2019 in the Third Floor Conference Room at City Hall.

ROLL CALL: **Present:** Chair Bob Cotterell, Commissioners John Seward, Pat Lewandowski, Roger Whitcomb, and Fred Dayton

Absent: Ken Hoffine, Stuart Liebowitz, Vern Munion, and Noel Groshong

Others Present: None

Attending Staff: City Manager Pro-Tem / Public Works Director Nikki Messenger, City Engineer Loree Pryce, and Department Technician Chanelle Rogers

APPROVAL OF MINUTES: Commissioner Dayton moved to approve the minutes of the May 9, 2019 Public Works Commission meeting. Motion was seconded by Commissioner Whitcomb and approved with the following vote: Chair Cotterell and Commissioners Seward, Lewandowski, Whitcomb, and Dayton voted yes. No one voted no.

DISCUSSION ITEMS:

2019 Storm CIPP Project No. 19PW09 Construction Bids Recommendation: Pryce informed five bids had been received for the 2019 CIPP Rehabilitation project. The project is based on the findings from staff investigating all of the aluminized steel piping that was installed in the late 1980's and early 1990's. This project consists of rehabilitation of approximately 3400 lineal feet of storm pipe ranging from 24-inch to 48-inch diameter. The existing pipe is spiral wound aluminum pipe and has severe corrosion. Pryce informed the low bidder, which was below the engineer's estimate, was Insituform. Pryce said she has worked with them before, at previous jobs, and is confident they can do the work. The project would start late summer or early fall. Whitcomb asked if the size of pipe would change. Pryce said the liner thickness is minimal and it improves the friction factor, therefore does not lessen the ability to convey the same amount of flow. Messenger stated the lining is going in pipes where an increase in size is not needed. Seward questioned if there was more pipe that will need to have this done to it. Messenger said staff has categorized all the remaining aluminum piping. Whitcomb asked how long this product is supposed to last. Messenger replied she thought it was about 50 years but couldn't remember for sure.

MOTION: Commissioner Dayton moved to recommend the City Council award the 2019 Storm CIPP Project to the lowest responsible bidder, Insituform Technologies, LLC, for \$888,566. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Chair Cotterell and Commissioners Seward, Lewandowski, Whitcomb, and Dayton voted yes. No one voted no.

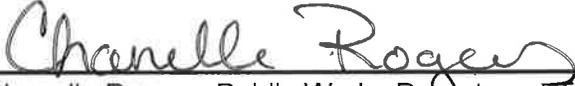
AUDIENCE PARTICIPATION: None

INFORMATIONAL ITEMS: Pryce informed that the Multi-Use Path was paved but there is still work to be done along the side of the path before it will be opened back up.

BUSINESS FROM THE COMMISSION: Dayton asked if the Duck Pond had refilled. Messenger replied that yes it has been filled back up. Messenger informed she had received an email from Commissioner Lewandowski inquiring about back up power during emergencies. Messenger said the Public Safety Center (PSC) does have a backup generator but the Water Treatment Plant (WTP), the pump stations, or the other two fire stations do not. The Fulton Maintenance Shop has two portable generators, one that they use to keep the fuel system running so the street maintenance crews and emergency services can stay fueled up. Messenger informed there has been some funds budgeted to look at getting backup power for the WTP; staff is also looking into applying for some FEMA funding. Discussion ensued.

NEXT MEETING DATE: June 13, 2019 at the Water Treatment Plant

ADJOURNMENT: Meeting adjourned at 4:11 p.m.



Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG
MEMORANDUM**



DATE: June 13, 2019

TO: Public Works Commission

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

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

**SUBJECT: 2019 Pavement Management Program Slurry Seals – Bid Award
Recommendation – 19PW02**

ISSUE STATEMENT AND SUMMARY

The City received bids for the 2019 Pavement Management Program Slurry Seals project on June 6, 2019. 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>
Avoy Ct.	Moore St. to Cul de Sac
Barager Rd.	Sunset Ln. to Tood St.
Basil St.	Woodside Ave. to Rosemary Ave.
Bloom Field Ct.	Cummins St. to end
Bradford Ave.	Carrol Ct. to Broccoli St.
Bradford Ave.	Broccoli St. to Agee St.
Bradford Ave.	Carrol Ct. to Sharp St.
Canterbury Dr.	Lila Ave. to Esquire Dr.
Chinaberry Ave	Ramp St. to Rifle Range St.
Clearwater Ct.	Chinaberry Ave. to End
Clover Ave.	Stephens St. to Kerr St.
Copper Ct.	Fromdahl Dr. to Cul de Sac
Cummins St.	200' S. of Bloomfield Ct. to End
Ella St.	Douglas Ave. to Court Ave.
Excello Dr.	Andrea St. to Andrea St.
Flangas Ave.	Lookingglass Rd. to End
Garrecht St.	Douglas Ave. to Diamond Lake
Gary Ave.	Bradford Ave. to Broccoli St.
Harrison St.	Yale Ave. to End
Junker Ave.	Lincoln St. to End
Kathleen Ct.	Waldon Ave. to End
Lila Ct.	Avery St. to Cul de Sac
Motiz Ct.	Keasey St. to Cul de Sac
Oakbriar Ave.	Chinaberry Ave. to Rifle Range St.

Rifle Range St.
 Rosemary Ave
 Safron Ave.
 Sunset Loop
 Sunset St.
 Tarragon Dr.
 Todd St.
 Todd St.
 Vista Fe Ct.
 Waldon Ave.
 Woodside Ave.
 Youngwood Ct.

Total

N. end to Waldon Ave.
 Lookingglass to End
 Tarragon Dr. to End
 Sunset St. to Sunset St.
 Barager Ave. to End
 Woodside Ave. to End
 Sunset St. to 105' S. of Todd St.
 House #1889 to Alameda Ave.
 Rocky Ridge Dr. to End
 Ramp St. to 100' E. of Rifle Range
 Lookingglass Rd. to Tarragon Dr.
 Domenico Dr. to Cul de Sac

4.3 miles

The project was designed in-house by staff and advertised for bid on May 16, 2019. Two bids were received and are summarized below.

#	Bidder	Total Bid Amount
1	Pave Northwest, Inc.	\$209,070.65
2	VSS International, Inc.	\$251,661.00
	<i>Engineer's Estimate</i>	\$ 196,570.65

FINANCIAL CONSIDERATIONS

The draft FY 19-20 Transportation Fund Materials & Services budget includes \$250,000 to complete this project. Total project costs are estimated below.

Construction	\$209,071
Contingency (10% of const.)	\$ 20,907
Materials & Supplies	\$ 10,000
i.e. Engineering – CM Services	\$ 10,000
<i>Total Estimated Costs</i>	<i>\$249,978</i>

TIMING ISSUES

If the Commission recommends award, the bid results will be presented to the City Council at their June 24th meeting. This project is budgeted in FY 19-20 so the Notice to Proceed (NTP) will not be issued until after July 1st. 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 \$209,070.65; 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 \$209,070.65

SUGGESTED MOTION

I move to recommend the City Council award the 2019 Pavement Management Program Slurry Seals Project to the lowest responsible bidder, Pave Northwest, Inc. for \$209,070.65.

ATTACHMENTS

None

**CITY OF ROSEBURG
MEMORANDUM**



DATE: June 13, 2019
TO: Public Works Commission
FROM: Loree Pryce, P.E., City Engineer
VIA: Nikki Messenger, P.E., Public Works Director
**SUBJECT: 2019 Pavement Management Overlay Project
Bid Award Recommendation - 19PW01**

ISSUE STATEMENT AND SUMMARY

The City will be receiving construction bids for the 2019 Pavement Management Overlay project. The issue for the Commission is whether to forward a recommendation to the City Council to award the construction contract.

BACKGRROUND/ANALYSIS

The construction bids were advertised on May 21, 2019 and will be opened on June 11, 2019. In order to ensure adequate funding was available, the four sections of pavement rehabilitation were broken out separately into schedules as follows;

- Schedule A includes NE Garden Valley Boulevard from NE Stephens St. to NE Sunset Ln.
- Schedule B includes SE Main Street from SE Hawthorne Dr. to SE Lane Ave.
- Schedule C includes Aviation Drive from NW General Ave. to the Lowes entrance.
- Schedule D includes NE Alameda from NE Vine St. to NE Sunset.

The pavement rehabilitation work will involve a grind and inlay of between 2 to 3 inches depending on the existing thickness of asphalt and condition of the core samples. The work for all schedules above represents approximately $\frac{3}{4}$ of a mile 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 19-20 Transportation Fund budget includes \$1.3 million for design and construction of overlay projects.

TIMING ISSUES

The Commission's recommendation will be presented to the City Council at the June 24th meeting. If awarded, the Notice to Proceed would be given after execution of the construction contract.

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 13, 2019

TO: Public Works Commission

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

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

SUBJECT: Task Order Authorization – Construction Management Services for 2019 Pavement Management Program, Project No. 19PW01

ISSUE STATEMENT AND SUMMARY

Staff recently negotiated a proposed scope and fee for limited construction management (CM) services for the 2019 Overlay Project with Murraysmith, Inc. The issue for the Commission is whether to make a recommendation to the City Council to 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 February 2018, the Council authorized a task order with Murraysmith, Inc. (MS) to provide study and design services required to prepare biddable construction documents for the Pavement Management Program. The project was advertised for bids on May 21, 2019. Bids will be opened on June 11, 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 ADA ramps and storm drainage work. MS would provide inspection during the nighttime paving work.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The design task order was \$118,737 and was paid from current fiscal year Transportation funds. The cost of the proposed CM task order is \$80,378. The estimated cost for additional resident observation services through i.e. Engineering, Inc. is \$20,000. The FY 2019-20 Transportation Fund includes \$1.3 million for design and construction of pavement management overlay projects.

TIMING ISSUES

If the Commission provides a recommendation to authorize the task order, it will be presented to the City Council at their June 24th meeting. Construction would begin in late July or early August. The contractor will have 100 days to complete the project.

COMMISSION OPTIONS

The Public Works Commission has the following options:

1. Recommend the City Council authorize a task order for construction management services with Murraysmith for an amount not to exceed \$80,378 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 \$80,378.

SUGGESTED MOTION

I move to recommend the City Council authorize a task order with Murraysmith, Inc. for construction management services for the 2019 Pavement Management Overlay Project for an amount not to exceed \$80,378.

ATTACHMENTS

None

**CITY OF ROSEBURG
MEMORANDUM**



DATE: June 13, 2019

TO: Public Works Commission

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

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

SUBJECT: Design Services Task Order for PMP Projects on Winchester and Lincoln Street

ISSUE STATEMENT AND SUMMARY

Staff recently negotiated a proposed scope and fee for design services for Lincoln and Winchester Streets with Murraysmith, Inc. The issue for the Commission is whether to make a recommendation to the City Council to authorize a task order for these design services.

BACKGROUND/ANALYSIS

On December 8, 2014, Council awarded a Five Year Pavement Management Program engineering contract to Murraysmith (MS). Since that time, fourteen task orders have been executed under the master contract (not counting the two on the June 13th agenda).

Staff requested a scope and fee to design two streets that are in need of repairs and have challenges that may take longer to design than a typical street. These two streets are Winchester Avenue from Stephens Street to Diamond Lake Boulevard and Lincoln Street from Sunset Avenue to Malheur Avenue. Both streets will require extensive sidewalk access ramp improvements to meet ADA standards. Winchester includes twenty-eight sidewalk ramps and Lincoln has twelve. The intent is to design these projects prior to the expiration of the existing master contract at the end of the calendar year. This will provide better cost estimating for staff to consider when budgeting for FY 20-21 next winter. The design scope of work includes; survey, geotechnical evaluation, pavement boring section evaluation, ADA ramp design, and pavement section design, preparation of design plans and specifications, and bid support.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The proposed task order totals \$209,525. The total budget for engineering and construction of Pavement Management Projects in the draft FY 19-20 Transportation Fund budget is \$1.3 million.

TIMING ISSUES

If the Commission provides a recommendation to authorize the task order, it may be presented to the City Council at their June 24th meeting. The design work would occur prior to the end of the calendar year.

COMMISSION OPTIONS

The Public Works Commission has the following options:

1. Recommend the City Council authorize a task order for design services with Murraysmith for an amount not to exceed \$209,525 or
2. Request additional information; or
3. Recommend not authorizing a task order.

STAFF RECOMMENDATION

Prior to making a recommendation on this task order, staff will need to analyze the bid results from the 2019 PMP Overlay Project to ensure adequate funding. As such, Staff will provide a recommendation and suggested motion at the June 13th meeting.

SUGGESTED MOTION

To be provided at the meeting

ATTACHMENTS

None

Chapter 2.26 - PUBLIC WORKS COMMISSION

2.26.010 - Creation of the Commission.

There is created and established a Commission of the City to be designated as the "Public Works Commission."

(Ord. 2897 § 1 (part), 1995)

2.26.020 - Purpose.

The purposes for the creation and continued existence of the Commission are:

- A. To provide long-range planning of capital improvements for the City's infrastructure, including but not limited to sidewalks, streets, streetlights, and the City's water and storm drainage systems. Capital improvements concerning sewer, parks, industrial development and the airport are excluded from the purview of the Public Works Commission;
- B. To study the public need for capital improvements to the City's infrastructure under the Commission's purview and establish priorities thereof;
- C. To develop long-range strategies for financing capital improvements for the infrastructure studied by the Commission and make recommendations on such strategies to the Budget Committee and the Council; and
- D. To serve in an advisory capacity to the Council and the various departments which deal with the infrastructure addressed by the Commission.

(Ord. 3260 § 2, 2007; Ord. 2897 § 1 (part), 1995)

2.26.030 - Duties—Responsibilities.

The duties and responsibilities of the Commission shall include, but not be limited to the following:

- A. To conduct studies of the current condition of the City's infrastructure, including the City's water and storm drainage systems, which are within the purview of the Commission and make recommendations to the Council for the construction, repair, modification or other needs of such infrastructure.
- B. To study, prepare and make a continuing review of the rate structure established for the City's water and storm drainage systems, and of the rules and regulations governing the operation of the systems, to ensure the effective and economic operation of each

system. The Commission shall also submit recommendations to the Council on matters relating to water system services provided to areas outside the City limits.

- C. To solicit comment from the general public and develop long-range strategies for financing capital improvements to, and the operation and management of, the City's infrastructure addressed by the Commission and make recommendations to the Council, Budget Committee and appropriate City departments regarding the ways and means for improving the infrastructure and the services provided thereby.
- D. To conduct hearings on contested cases involving the construction, repair or modification of infrastructure under the Commission's purview. Decisions shall be based on substantial evidence and shall be in writing, stating its findings of fact and conclusion.
- E. With the exception of variances from the requirements relating to annexation of property, fire protection requirements, cross-connection requirements, fees, rates and charges, upon application, the Commission may grant variances from the Water System Rules and Regulations and from the Storm Drainage Regulations enacted in Title 5 of this Code when it finds that:
 - 1. Strict application of the rules and regulations create undue economic hardship for the applicant with no significant benefit to the water system, when the variance involves the water rules or regulations, or to the storm drainage system when the variance involves the storm drainage rules or regulations;
 - 2. The variance requested has no adverse effect upon the affected system and is consistent with established policies of the Council.

Applications for variances shall be on forms provided by the City Manager or his designee, shall be filed with the responsible City department and shall not be complete unless accompanied by the application fee set by the Council. Upon proper filing, the applicant shall be notified when the Commission will consider the application and that at the time of Commission consideration, the applicant may present relevant testimony, evidence and argument in support of the application. The Commission may request such additional information of the applicant or City staff, as it deems necessary to render its decision. The Commission may grant, grant with conditions or deny the application. The Commission shall render its decision within sixty days of filing of application, unless the applicant consents to an extension of such time.

- F. To make recommendations to the Council relative to all the above-mentioned matters and as to any other matters which the Commission may feel to be for the good of the City's infrastructure, the overall public interest and for the benefit of the consumer or property affected by any such matters.

2.26.040 - Organization of Commission.

The Commission shall consist of nine members, one of whom shall be the Chair. At least six of the members must be residents of the City; the three other members must either own a business or property within the City's urban services boundary which shall include all land served by the City of Roseburg's water system.

(Ord. 3260 § 4, 2007; Ord. 2897 § 1 (part), 1995)

(Ord. No. 3340, § 1, 3-22-2010)