



**ROSEBURG PUBLIC WORKS COMMISSION AGENDA
THURSDAY, SEPTEMBER 12, 2019**

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**3:30 Regular Meeting City Hall Third Floor Conference Room
900 SE Douglas Ave, Roseburg OR 97470**

NOTE: IT IS UP TO EACH OF YOU AS COMMISSIONERS TO CALL 541-492-6730 AND LET STAFF KNOW BEFORE THE DAY OF THE MEETING IF YOU WILL NOT BE ATTENDING. THANK YOU.

I. CALL TO ORDER

II. ROLL CALL:

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

III. APPROVAL OF MINUTES

A. August 8, 2019

IV. DISCUSSION ITEMS

- A. Award Recommendation – Five-Year Pavement Management Services Engineering Services Contract
- B. Vehicle Purchase – Replacement of Storm Service Truck for Street Division

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. Southwest Quadrant Expansion – Verbal Update

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: October 10, 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
AUGUST 8, 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, August 8, 2019 in the Third Floor Conference Room at City Hall.

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

Absent: Ken Hoffine and John Seward

Others Present: None

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

APPROVAL OF MINUTES: Commissioner Dayton moved to approve the minutes of the May 23, 2019 Special Public Works Commission meeting. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Chair Cotterell and Commissioners Lewandowski, Liebowitz, Groshong, Munion, Whitcomb, and Dayton voted yes. No one voted no.

DISCUSSION ITEMS:

Southwest Quadrant Expansion Analysis: Pryce informed that development is starting to occur within the Urban Growth Boundary (UGB) in the Lookingglass/Military area. Umpqua Basin Water Association (UBWA), through an Urban Service Agreement, has historically served this area. The City contracted with Murraysmith to analyze the area and make recommendations on how it could be served. The consultant analyzed two options based on where development may occur first. Anderson went over the two options and the costs plus a third option (not covered by the report) that is to continue to work with UBWA to serve the area. Anderson informed that UBWA has reservoirs at higher elevations and their distribution systems operate at higher pressures than the City's water system in this area, which allows them to serve higher elevation than the City system. Staff said if Option 3 was recommended, staff would need to work on a revised Urban Services Agreement with UBWA, which would include requiring a consent to annex, ensuring fire protection be met and determining how customers would be served – a master meter billed to the City or UBWA serving them directly. Commissioner Dayton questioned why both option 1 and 2 required installing 6,100 LF of new main line. Commissioner Groshong said to be able to provide fire service. Staff mentioned that UBWA is willing to work with the City and they have plans to increase the lines they have already, although some will be development driven. Commissioner Groshong suggested getting a written commitment from UBWA. Chair Cotterell asked if went with Option #3 and things change in the future, what would the cost be to the City. Messenger said if UBWA invests in upgrades then the City would probably have to compensate UBWA for the work they had done and the money spent. Discussion ensued. Chair Cotterell asked if staff could contact UBWA and see what they say, if they are willing to accommodate with regards to providing fire service.
Consensus of the Commission was to have staff bring back additional information.

Request from Commissioner Lewandowski: Commissioner Lewandowski said he would like the Commission to consider requiring the companies that test the backflow devices be required to put a tag on the device indicating when it has been tested, similar to what fire extinguishers have. Commissioner Lewandowski said he had a situation that he called a company to test. They said they would but he received second notice from the City saying it needed to be tested. He tried calling the first company again but the voicemail was full. He then called a different company that came out the same day and tested. The following day, the original company he called showed up to do the test but he was able to stop them since he was home and let them know someone else had already tested it. Commissioner Lewandowski said if a tag was required on the

device both the homeowner and other testing companies would know that it had already been tested. Commissioner Groshong said that backflow testing is a State requirement not City. Chair Cotterell said that would be penalizing the other companies because of one company.

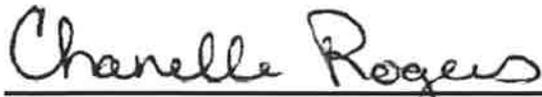
AUDIENCE PARTICIPATION: None

INFORMATIONAL ITEMS:

BUSINESS FROM THE COMMISSION: Pryce informed that the Urban Renewal projects were meeting the deadline for completion.

NEXT MEETING DATE: September 12, 2019

ADJOURNMENT: Meeting adjourned at 4:56 p.m.



Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG
MEMORANDUM**



DATE: September 12, 2019

TO: Public Works Commission

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

VIA: Nikki Messenger, P.E., City Manager/Public Works Director

SUBJECT: Award Recommendation – Five-Year Pavement Management Services Engineering Services Contract

ISSUE STATEMENT AND SUMMARY

The City's existing five-year contract with Murraysmith will expire at the end of this calendar year. Staff has recently completed a qualifications based selection process for engineering services related to pavement management services. The issue for the Commission is whether to recommend the City Council award an engineering services contract for the five-year pavement management program.

BACKGROUND

The City has previously utilized five-year contracts for pavement engineering services with Murraysmith from 2015-2019 and Pace Engineering from 2000-2015. Per Oregon Revised Statutes, in order to select a professional engineering consultant over \$100,000 a Request for Qualifications (RFQ) is required which includes advertising and a competitive qualifications-based selection process.

The RFQ was issued to solicit qualified engineering and related professional services necessary to perform the following:

- Pavement inspection/evaluation services
- Data collection
- Field data and PCI calculations
- Maintenance and rehabilitation recommendations
- Budget planning including update of a 5 year CIP plan
- Training and assistance
- Preliminary design
- Preliminary street selection
- Final design including required ADA upgrades
- Prepare construction bid packages in compliance with ADA standards
- Assist during the bid process/ make award recommendation
- Perform inspection services during construction
- Construction administration services
- Perform construction close out services
- Council and commission presentations
- Other miscellaneous services as required

The intent is to enter into a master contract with the highest ranked consultant. Work to be performed will be authorized by individual task orders over the five-year period of the contract. Standards, formats, and specifications for the deliverables will be outlined in each task order. Project tasks may range in scope from a few hours to several months to complete. Start and completion dates for services will be negotiated.

ANALYSIS

In June, the City issued a Request for Qualifications (RFQ) for planning, engineering, and design services related to the pavement management program. On July 16, 2019, two statements of qualifications (SOQ's) were received. Interviews were conducted and the SOQ's were ranked by three members of the Public Works staff. The proposers and their final rankings are shown below. The scoring was based on 125 points maximum.

<u>Consultant</u>	<u>Score</u>
Murraysmith	106
Century West	114

The scoring was based on the criteria outlined in the RFQ. The proposer's were scored on the content of the SOQ's submitted and the information provided during the interviews.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The City has historically budgeted \$1.2 million annually for the pavement management program. This includes engineering and construction. In FY 2019-20, the Transportation Fund included \$1.55 million for pavement management. The fee associated with each task order under the five-year master contract will be negotiated individually. Each task order over \$50,000 will be presented to the Commission and City Council for authorization.

TIMING ISSUES

If the Commission provides a recommendation to award the contract, it will be presented to the City Council at their September 23rd meeting. The master contract would be executed soon after the award and would expire on December 31, 2024.

COMMISSION OPTIONS

The Public Works Commission has the following options:

- a. Recommend the City Council award the Five Year Pavement Management Engineering Services contract to Century West Engineering; or
- b. Request additional information; or
- c. Recommend that the City Council reject the proposals and not move forward with a contract at this time.

STAFF RECOMMENDATION

Based on the above rankings, staff recommends approval of a contract to Century West Engineering.

SUGGESTED MOTION

I move to recommend the City Council award the Engineering Services contract for Five-Year Pavement Management Program to Century West Engineering.

**CITY OF ROSEBURG
MEMORANDUM**



DATE: September 12, 2019
TO: Public Works Commission
FROM: Nikki Messenger, P.E., City Manager/Public Works Director
SUBJECT: Vehicle Purchase – Replacement of Storm Service Truck for Street Division

ISSUE STATEMENT AND SUMMARY

The Street Division is budgeted to replace the storm service truck this fiscal year. The issue for the Commission is whether to recommend the City Council authorize this purchase.

BACKGROUND/ANALYSIS

The Street Division utilizes the storm service truck as the primary support vehicle for storm maintenance operations. It carries repair bands and nozzles for jetting lines, a portable mini camera, and various hand tools. It also provides traffic control, primarily within traffic lanes. The existing storm truck is a 2006 Chevy Duramax with 52,860 miles. There is significant wear and tear and maintenance issues that reflect the age and level of wear.

Staff utilized the ORPIN contracting system and compared capabilities and pricing of various comparable models. Staff recommends purchasing a 2019 Dodge 3500 Tradesman regular cab (gas engine). Withnell Auto Group is the ORPIN vendor and the purchase through them will include the installation of the service body and dump bed.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Staff has received quotes to replace the storm service truck utilizing ORPIN contract pricing. The FY 19-20 Storm Drainage Fund budget includes \$65,000 to replace the truck and reader board. Total cost for the truck, service body and reader board are as follows:

2019 Dodge 3500 Tradesman Regular Cab (Gas)	\$25,447.61
Service Body with Dump Bed	<u>\$25,969.00</u>
Subtotal	\$51,416.61
Reader Board	<u>\$12,310.15</u>
Total Cost	\$63,726.76

TIMING ISSUES

Staff's intent is to make this purchase and have the truck in service prior to the end of the fiscal year on June 30, 2020. If approved, the vehicle will be ordered and should be available within four to six months.

COMMISSION OPTIONS

The Public Works Commission has the following options:

1. Recommend the City Council authorize the purchase of a new service truck from Withnell Dodge for \$51,416.61; or
2. Request additional information; or
3. Not recommend awarding this purchase.

STAFF RECOMMENDATION

Money has been budgeted and is available to make this purchase. The storm service truck works closely with both the storm vacuum truck and the camera truck. It is also used to respond to storm drainage related issues independently. As such, staff recommends proceeding with the purchase of a new storm service truck.

SUGGESTED MOTION

I move to recommend the City Council authorize the purchase of a new storm service truck from Withnell Dodge for \$51,416.61.

ATTACHMENTS

None

