



**ROSEBURG PUBLIC WORKS COMMISSION AGENDA
THURSDAY, AUGUST 8, 2024
3:30 Regular Meeting**

A.N.
8.1.24

In Person at Roseburg City Hall, Council Chambers
Public Access: Facebook Live at www.Facebook.com/CityofRoseburg

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>	Ellen Porter		
<u>Commissioners:</u>	Ken Hoffine	Stuart Liebowitz	Roger Whitcomb
	John Seward	Fred Dayton	Vacant
	Pat Lewandowski	Tim Swenson	

III. APPROVAL OF MINUTES

A. July 11, 2024

IV. DISCUSSION ITEMS

- A. Equipment Purchase – John Deer Tractor/Flail Mower
- B. Task Order No. 16 Award Recommendation – 2025 Pavement Management – ADA Curb Ramp Design 25PW01

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. Comments can be provided via email to the Commission at pwd@roseburor.gov or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg **prior to 12:00 pm on Thursday, August 8, 2024**. Comments must include the person’s name and address for the record. The Commission reserves the right to delay any action requested until they are fully informed on the matter.

V. INFORMATIONAL

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: September 12, 2024

VIII. ADJOURNMENT

***** AMERICANS WITH DISABILITIES ACT NOTICE *****

Please contact the City Administration Office at least 48 hours prior to the scheduled meeting time if you need accommodations in accordance with the Americans with Disabilities Act. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

**CITY OF ROSEBURG
PUBLIC WORKS COMMISSION MEETING
JULY 11, 2024
MINUTES**

CALL TO ORDER: The meeting of the City of Roseburg Public Works Commission was called to order by Vice-Chair Fred Dayton at 3:30 p.m. Thursday, July 11, 2024 in the City Hall Council Chambers, Roseburg, Oregon.

ROLL CALL: Present: Chair Ellen Porter (via Zoom) Commissioners Fred Dayton, Pat Lewandowski, Ken Hoffine, Tim Swenson, and Stuart Liebowitz (left 4:15)

Absent: Commissioners John Seward and Roger Whitcomb

Others Present: City Councilor Tom Michalek and Citizen Jim Tyler

Attending Staff: Public Works Director Dawn Easley, City Engineer Daryn Anderson, and Public Works Department Technician Chanelle Rogers

APPROVAL OF MINUTES: Commissioner Lewandowski moved to approve the minutes of the June 13, 2024 Public Works Commission meeting with corrections. Motion was seconded by Commissioner Swenson and approved with the following vote: Chair Porter, Commissioners Dayton, Lewandowski, Hoffine, Swenson, and Liebowitz. No one voted no.

DISCUSSION ITEMS:

Douglas Avenue Deer Creek Bridge Project – Intergovernmental Agreement – Revised Change Order No. 1: Easley informed staff recently received a revised Change Order No. 1 for the Intergovernmental Agreement (IGA) for the Douglas Avenue Deer Creek Bridge Project from the Oregon Department of Transportation (ODOT). Easley stated in March 2024, City Council approved Change Order No. 1 to the IGA which was to increase the total amount of the IGA. The Local Bridge Program selection committee rejected the Change Order and requested ODOT to submit a revised Change Order No. 1 requiring the City to contribute additional funds. Staff received the revised Change Order on July 10, 2024, it decreases the total project cost, but increases the required City match funds from \$1,297,934 to \$1,504,810. Easley said the City has reserved approximately \$1.3 million Surface Transportation Block Grant funds and Urban Renewal funding could also be used for a portion of the match, freeing up the Transportation Fund for other projects. Commissioner Lewandowski questioned who the Bridge Program committee was. Easley replied it is made up of a group of people that work at the state. Commissioner Hoffine inquired who was designing the project. Easley said it was a private engineer hired by ODOT. Commissioner Dayton asked if ODOT did a Right-of-Way study. Easley said this increase is for design not for Right-of-Way.

MOTION: Commissioner Hoffine moved to recommend to the City Council to authorize the execution of the Douglas Avenue Deer Creek Bridge Project Revised Change Order No. 1 to the Oregon Department of Transportation Intergovernmental Agreement. Motion was seconded by Commissioner Liebowitz and approved with the following vote: Chair Porter, Commissioners Dayton, Lewandowski, Hoffine, Swenson, and Liebowitz. No one voted no.

SE Stephens Water Main Replacement – Project No. 23WA12 – Construction Bid Recommendation: Anderson informed staff received bids for the SE Stephens Water Main Replacement Project. This project will consist of main replacement on SE Stephens Street. It will replace approximately 2,700 lineal feet of 6-inch diameter cast iron water main installed circa

1930's with new 12-inch ductile iron water main between SE Sykes Avenue and SE Oak Avenue. The existing main has reached the end of its useful service life and is in need of replacement. This project will also include approximately 450 lineal feet of water main connections at side streets, 46 water service connections, and 5 new fire hydrants. Anderson also mentioned the pouject will include approximately 877 lineal feet of sanitary sewer main of Roseburg Urban Sanitary Authority (RUSA). Anderson stated three bids were received with Cradar Enterprises, Inc. being the low bidder at \$1,708,905.00, which was below the engineer estimate.

MOTION: Commissioner Swenson moved to recommend the City Council award the Pavement Management 2024 Slurry Seals Project to the lowest responsible bidder, VSS International, Inc. for \$256,000. Motion was seconded by Commissioner Liebowitz and approved with the following vote: Chair Porter, Commissioners Dayton, Lewandowski, Hoffine, Swenson, and Liebowitz. No one voted no.

Intergovernmental Agreement with Roseburg Urban Sanitary Authority – SE Stephens Water Main Replacement – Project No. 23WA12: Anderson said staff has been contacted by Roseburg Urban Sanitary Authority (RUSA) regarding the potential for including sanitary sewer work to the SE Stephens Water Main Replacement Project. In order to include this work in the City's project, it is necessary to enter into a separate IGA. Anderson stated RUSA contracted directly with the design consultant to provide the design, specifications, and bid quantities. RUSA was given 10 days from bid opening to decide whether to move forward with the construction. Once the project is awarded by Council, RUSA will have 45 days to provide payment for the estimated cost of the bid items. At the end of the project, a final invoice and/or refund will be sent based on actual construction quantities. RUSA's share of the overall project costs based on bid items related to their improvements is \$270,397.17.

MOTION: Commissioner Liebowitz moved to recommend that the City Council authorize the City Manager to negotiate and execute Intergovernmental Agreements with RUSA to include sanitary sewer improvements with the SE Stephens Street Water Main Replacement Project. Motion was seconded by Commissioner Lewsndowski and approved with the following vote: Chair Porter, Commissioners Dayton, Lewandowski, Hoffine, Swenson, and Liebowitz. No one voted no.

SE Douglas Avenue Pavement Repairs Bid Award Recommendation – 24PW09: Easley informed that as part of the City's annual pavement rehabilitation work the City identified the rehabilitation of a portion of SE Douglas Avenue from SE Rose Street to SE Main Street. The project will include up to 625 square yards of road base repair and replacement of up to 6 ADA curb ramps. This project was bid in three schedules to make sure to get the most of the project completed based on potential bids. Staff received three bids with Guido Inc. being low bidder on all three schedules and the total amount, which were also all lower than engineer estimate. Commissioner Hoffine asked if there were any concerns with the bid. Easley replied that staff reviewed the bids and didn't find any issues.

MOTION: Commissioner Hoffine moved to recommend to the City Council award of the SE Douglas Avenue Pavement Repairs Project to the lowest responsible bidder, Guido Construction, Inc. for \$259,390.56. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Chair Porter, Commissioners Dayton, Lewandowski, Hoffine, Swenson, and Liebowitz. No one voted no.

AUDIENCE PARTICIPATION: None

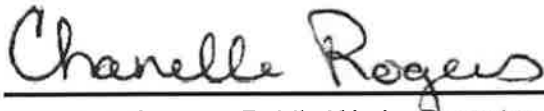
INFORMATIONAL ITEMS: Easley informed this was her last commission meeting, as she was leaving the City of Roseburg. She has taken another job with the City of Medford.

BUSINESS FROM THE COMMISSION: After the discussion of the Douglas Ave. Deer Creek Bridge Project – Intergovernmental Agreement – Revised Change Order No. 1 topic Commissioner Dayton asked if the commission would like to request ODOT provide staff with a Right-of-Way liaison study report.

MOTION: Commissioner Liebowitz moved to recommend staff request Oregon Department of Transportation (ODOT) provide staff with a Right-of-Way liaison study report for the Douglas Ave. Deer Creek Bridge Project. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Chair Porter, Commissioners Dayton, Lewandowski, Swenson, and Liebowitz, Commissioner Hoffine voted no.

NEXT MEETING DATE: August 8, 2024

ADJOURNMENT: Meeting adjourned at 4:21 pm.

A handwritten signature in cursive script that reads "Chanelle Rogers". The signature is written in black ink and is positioned above a horizontal line.

Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG
MEMORANDUM**



DATE: August 8, 2024
TO: Public Works Commission
FROM: Brice Perkins, PE, Interim Public Works Director
SUBJECT: Equipment Purchase – John Deere Tractor/Flail Mower

ISSUE STATEMENT AND SUMMARY

The Street Maintenance Division is budgeted to purchase a Tractor with a Flail Mower Attachment in FY 24-25. The issue for the Commission is whether to recommend the City Council authorize the purchase.

BACKGROUND/ANALYSIS

The Street Maintenance Division is responsible for maintenance of City streets and Right-of-Way. Currently the City has a 2003 model Tractor/Flail Mower that has reached the end of its service life. The purchase of a replacement Tractor/Flail Mower will allow the Street Division to continue to provide reliable mowing of Right-of-Ways both for aesthetics and reduction of potential fire hazards.

FINANCIAL CONSIDERATIONS

Acquisition of a John Deere 6105E Tractor and a Diamond Mowers DSF090-C Flail Mower can be made under the Sourcewell cooperative purchasing agreement that offers a seventeen and a half percent (17.5%) discount and a contract price of \$140,913.00. Additionally, the local Sourcewell vendor (Pape Machinery) has offered a trade-in value on the existing unit of \$20,009.00; resulting in a net cost of \$121,375.53 as detailed below.

Equipment Total	\$140,913.00
Trade- in	\$(20,009.00)
Sub-Total	\$120,904.00
State Tax (0.39%)	\$ 471.53
<u>Total</u>	<u>\$121,375.53</u>

The FY 24-25 Street Division budget includes \$140,000 for purchase of this equipment.

TIMING ISSUES

If the Commission recommends award, this item will be presented to the City Council at their August 26, 2024, Council meeting. The Sourcewell cooperative purchasing contract for this equipment expires in August, 2025.

COMMISSION OPTIONS

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

1. Authorize the purchase of a John Deere 6105E Tractor and a Diamond Mowers DSF090-C Flail Mower through the Sourcewell cooperative purchasing agreement;
or
2. Request additional information; or
3. Not purchase the equipment at this time.

STAFF RECOMMENDATION

Funds have been budgeted and are available. Therefore, staff recommends the Commission make a recommendation to the City Council to authorize the purchase of a John Deere 6105E Tractor and a Diamond Mowers DSF090-C Flail Mower through the Sourcewell cooperative purchasing agreement.

SUGGESTED MOTION

I move to recommend the City Council authorize the purchase of a John Deere 6105E Tractor and a Diamond Mowers DSF090-C Flail Mower through the Sourcewell cooperative purchasing agreement for \$121,375.53.

ATTACHMENTS

None

**CITY OF ROSEBURG
MEMORANDUM**



DATE: August 8, 2024
TO: Public Works Commission
FROM: Ryan Herinckx
VIA: Brice Perkins, P.E., Interim Public Works Director
**SUBJECT: Task Order No. 16 Award Recommendation
2025 Pavement Management - ADA Curb Ramp Design – 25PW01**

ISSUE STATEMENT AND SUMMARY

The Street Light and Sidewalk Fund includes funding for ADA curb ramp improvement projects. The issue for the Commission is whether to make a recommendation to approve a task order for design services under the master contract.

BACKGROUND/ANALYSIS

On September 23, 2019, Council awarded a Five Year Pavement Management Program engineering contract to Century West Engineering with the understanding that each task order would be negotiated based on the work to be accomplished. The Five Year Pavement Maintenance Plan was approved by Council at their August 23, 2021 meeting. The plan identifies the flowing pavement rehabilitation projects.

- NW Stewart Parkway from 442 ft north of Garden Valley Boulevard to NW Renann Avenue.
- NW Garden Valley Boulevard from NW Mulholland Drive to 100 ft west of NW Park St.

Title II of the Americans with Disabilities Act requires state and local governments to ensure that persons with disabilities have access to the pedestrian routes in the public right of way. Part of this requirement is that states and local government are require to provide curb ramps meeting ADA accessibility guidelines when streets are reconstructed, rehabilitated or resurfaced.

The scope of services for the current task order provides complete study and design services required to prepare biddable construction documents. The proposed services consist of the following:

- Topography survey of surface features at 32 identified curb ramps
- Curb ramp replacement design
- Pedestrian accessible route design
- Provide specifications, contract documents, and services during project bidding.
- Provide National Highway System project summary report to the State.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The proposed cost of the task order is \$129,821. The FY24/25 Street Light and Sidewalk Fund includes \$360,000 for the design and construction of this ADA curb ramp replacement project. Construction of the ADA curb ramps is planned to occur in FY 24/25 and may carry into FY 25/26.

TIMING ISSUES

If the Commission provides a recommendation to award Task Order No. 16, it will be presented to the City Council at their August 26, 2024 meeting. It is staff's intent to bid the ADA ramp construction phase of the project in the spring of 2025.

COMMISSION OPTIONS

The Public Works Commission has the following options:

- a. Recommend to the City Council the award of Task Order No. 16 to Century West Engineering for an amount not to exceed \$129,821; or
- b. Request additional information; or
- c. Recommend that the City Council not award the task order and not move forward with the project at this time.

STAFF RECOMMENDATION

Money has been budgeted and is available to proceed with design of this year's overlay projects. Staff recommends that this task order be awarded to Century West Engineering for the design of the curb ramps within the 2025 overlay project.

SUGGESTED MOTION

I move to recommend to City Council the award of a Task Order No. 16 for the 2025 Pavement Rehabilitation – ADA Curb Ramp design services to Century West Engineering, for an amount not to exceed \$129,821.

ATTACHMENT

None