



**ROSEBURG PUBLIC WORKS COMMISSION AGENDA**  
**THURSDAY, JUNE 13, 2024**  
**3:30 Regular Meeting**

*W  
6-6-2024*

In Person at Roseburg City Hall, Council Chambers  
**Public Access: Facebook Live at [www.Facebook.com/CityofRoseburg](http://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. May 9, 2024

**IV. DISCUSSION ITEMS**

- A. Amendment No.1 to the Traffic Signal Maintenance Intergovernmental Agreement with the Oregon Department of Transportation
- B. Pavement Management 2024 Slurry Seals – Bid Award Recommendation – 24PW02
- C. 2024 Pavement Management Program Project NE Stephens Street Roadway Improvements – Bid Award Recommendation – 24PW01

**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@cityofroseburg.org](mailto:pwd@cityofroseburg.org) or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg **prior to 12:00 pm on Thursday, June 13, 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: July 11, 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  
MAY 9, 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, May 9, 2024 in the City Hall Council Chambers, Roseburg, Oregon.

**ROLL CALL:** Present: Commissioners John Seward, Fred Dayton, Roger Whitcomb, Pat Lewandowski, Tim Swenson, Stuart Liebowitz and Brandon Pearsall

Absent: Chair Ellen Porter and Commissioner Ken Hoffine

Others Present: None

Attending Staff: Design and Construction Manager Ryan Herinckx, and Public Works Department Technician Chanelle Rogers

**APPROVAL OF MINUTES:** Commissioner Whitcomb moved to approve the minutes of the March 14, 2024 Public Works Commission meeting. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Commissioners Seward, Dayton, Whitcomb, Lewandowski, Hoffine, Liebowitz, Swenson, and Pearsall. No one voted no.

**DISCUSSION ITEMS:**

**Parker Road Newton Creek Bridge Intergovernmental Agreement for Right-of-Way Services with Oregon Department of Transportation:** Herinckx stated in July 2022, the City of Roseburg was awarded a grant through the ODOT Local Bridge Program to design and replace the bridge on Parker Road over Newton Creek. In January 2023, the Council authorized an Intergovernmental Agreement (IGA) with ODOT to deliver the federal project on behalf of the City of Roseburg. The City is not a certified local agency and is not qualified to deliver the project according to Federal Highway Administration (FHWA) rules. Since ODOT is delivering the project, it makes sense for ODOT to perform the right-of-way acquisition services for the project as well. Herinckx said the proposed bridge is 45ft wide and the right-of-way is 50ft wide so this agreement is just in case any acquisition will be needed to be done. Commissioner Whitcomb asked what the time frame was for this project. Herinckx replied possibly to be done in 2026. Commissioner Dayton questioned why this was not part of the original agreement. Herinckx stated he was not sure but maybe they did not think they would possibly need to acquire any right of way.

**MOTION:** Commissioner Liebowitz moved to recommend to the City Council the authorization to execute the Parker Road Newton Creek Bridge Right-of-Way Services Intergovernmental Agreement. Motion was seconded by Commissioner Whitcomb and approved with the following vote: Commissioners Seward, Dayton, Whitcomb, Lewandowski, Hoffine, Liebowitz, Swenson, and Pearsall. No one voted no.

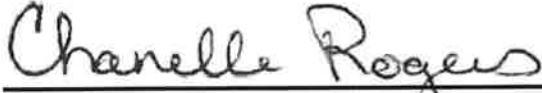
**AUDIENCE PARTICIPATION:** None

**INFORMATIONAL ITEMS:** None

**BUSINESS FROM THE COMMISSION:** Commissioner Lewandowski inquired what the status of the Edenbower railroad-crossing repair was. Herinckx said he was not sure, but he did see someone from the railroad at the location looking at the issue recently. Commissioner Lewandowski questioned at what point does the City Council and/or Mayor need to get involved to get this issue taken care of. Discussion ensued.

**NEXT MEETING DATE:** June 13, 2024

**ADJOURNMENT:** Meeting adjourned at 3:56 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:** June 13, 2024

**TO:** Public Works Commission

**FROM:** Dawn Easley, Public Works Director

**SUBJECT:** **Amendment No. 1 to the Traffic Signal Maintenance Intergovernmental Agreement with the Oregon Department of Transportation**

**ISSUE STATEMENT AND SUMMARY**

The City currently contracts with the Oregon Department of Transportation (ODOT) to maintain City-owned traffic signals through an Intergovernmental Agreement (IGA). ODOT is requesting an amendment to the contract. The amendment increases the total amount not to exceed the contract amount and extends the expiration date. The issue for the Commission is whether to forward a recommendation to the City Council to execute Amendment No. 1 to the Traffic Signal Maintenance IGA.

**BACKGROUND/ANALYSIS**

The City has been contracting with ODOT to perform signal maintenance since around 2005. Before contracting with ODOT, the City would go through a selection process for a local electrician to perform signal maintenance. The local electricians were not equipped to keep up with technology changes and did not stock the equipment needed for the traffic signals.

Under the terms of the existing agreement, the City pays the energy costs and maintenance of all city-owned signals and only the energy costs for the signals that ODOT owns. Amendment No. 1 increases the not to exceed total of the contract, and it extends the expiration date from December 31, 2026, to December 31, 2036. The agreement is for the 31 signals, 2 rapid flashing beacons owned by the City, and 13 state-owned signals.

**FINANCIAL/RESOURCE IMPACTS**

The current agreement allows maintenance and timing costs of up to \$3,000 per year per signal and a maximum energy cost of \$2,000 annually. Amendment No. 1 makes no changes to these costs but changes the overall amount of the contract from \$2,300,000 to \$4,700,000 due to the 10-year extension of the contract. Maintenance does not include repairs performed on an emergency basis or as a result of a construction contract; those are not included in this agreement. The City pays the power costs directly, so the power cost is not an actual part of this contract. ODOT staff has indicated that it must still be part of the agreement to meet their requirements.

The following outlines actual costs for signal maintenance and power over the past two fiscal years:

FY 22-23	Maintenance ODOT	Power PP&L	Total
FY 22-23	\$ 28,665	\$ 25,882	\$ 54,548
FY 23-24 Estimated	\$ 15,000	\$ 27,200	\$ 42,200

The amendment identifies the maximum cost for power and maintenance at \$4,700,000 for the twelve-year period. As demonstrated by the previous two years' spending, actual costs are expected to be much lower.

### **TIMING ISSUES**

If the Commission recommends authorizing the execution of Amendment # 1, it will be presented to the City Council at its June 24, 2024, meeting.

### **COMMISSION OPTIONS**

Commission has the following options:

1. Recommend that the City Council authorize the City Manager to negotiate and execute Amendment No. 1 to the IGA with ODOT for Traffic Signal Maintenance; or
2. Request additional information; or
3. Not recommend executing the amendment to the IGA at this time.

### **STAFF RECOMMENDATION**

Staff recommends negotiating and executing Amendment No. 1 to the IGA with ODOT for Traffic Signal Maintenance.

### **SUGGESTED MOTION**

***I move to recommend that the City Council authorize the City Manager to negotiate and execute Amendment No. 1 to the IGA with ODOT for Traffic Signal Maintenance.***

### **ATTACHMENTS**

Exhibit "A" from draft Amendment No. 1

REVISED EXHBIT A

The traffic signals and flashing beacons listed in the table below are both part of the city street system under the jurisdiction and control of the Agency, and under the jurisdiction of Agency, but serve both Agency and State systems. **State shall perform maintenance and timing on all Signals and Signal Illumination at the intersections listed below.**

UNIT 1

Agency-owned Traffic Signals and Signal Illumination

LOCATION	TSSU CODE #	MAINTENANCE COSTS	POWER COSTS
1. Harvard Avenue @ Umpqua	06058	Agency – 100%	Agency – 100%
2. Harvard Avenue @ Stewart Parkway	06006	Agency – 100%	Agency – 100%
3. Harvard Avenue @ Stewart Park Drive	06007	Agency – 100%	Agency – 100%
4. Harvard Avenue @ Mark's Shopping Center	06008	Agency – 100%	Agency – 100%
5. Harvard Avenue @ Keady Court	06009	Agency – 100%	Agency – 100%
6. Garden Valley @ BLM Entrance	06046	Agency – 100%	Agency – 100%
7. Garden Valley @ Goetz/Fred Meyer Entrance	06047	Agency – 100%	Agency – 100%
8. Garden Valley @ Stewart Parkway	06048	Agency – 100%	Agency – 100%
9. Garden Valley @ Kline Street	06052	Agency – 100%	Agency – 100%
10. Garden Valley @ Cedar/Airport Road	06051	Agency – 100%	Agency – 100%
11. Garden Valley @ Walnut Street	06050	Agency – 100%	Agency – 100%
12. Garden Valley @ Estelle (VA Entrance)	06043	Agency – 100%	Agency – 100%
13. Garden Valley @ Troost	06049	Agency – 100%	Agency – 100%
14. Stewart Parkway @ Harvey Avenue	06053	Agency – 100%	Agency – 100%
15. Stewart Parkway @ Airport Road	06021	Agency – 100%	Agency – 100%
16. Stewart parkway @ Renann	06054	Agency – 100%	Agency – 100%
17. Stewart parkway @ Aviation/Mulholland	06055	Agency – 100%	Agency – 100%
18. Stewart Parkway @ Edenbower	06056	Agency – 100%	Agency – 100%
19. Stewart Parkway @ Wal-Mart	06058	Agency – 100%	Agency – 100%
20. Stewart Parkway @ Mercy Drive/Big 5	06022	Agency – 100%	Agency – 100%
21. Stephens @ Newton Creek	06060	Agency – 100%	Agency – 100%
22. Stephens @ Edenbower	06020	Agency – 100%	Agency – 100%
23. Stephens @ Stewart Pkwy/Alameda	06019	Agency – 100%	Agency – 100%
24. Stephens @ Garden Valley	06019	Agency – 100%	Agency – 100%
25. Stephens @ Kaiser Aetna/Sonic	06018	Agency – 100%	Agency – 100%
26. Stephens @ Lane	06001	Agency – 100%	Agency – 100%
27. Stephens @ Cass	06002	Agency – 100%	Agency – 100%
28. Stephens @ Kenneth Ford Drive	06080	Agency – 100%	Agency – 100%
29. Stephens @ Chestnut Street	06081	Agency – 100%	Agency – 100%
30. Pine @ Lane	06013	Agency – 100%	Agency – 100%
31. Edenbower @ Aviation	06077	Agency – 100%	Agency – 100%

**Agency-owned Flashing Beacons**

LOCATION	MAINTENANCE COSTS	POWER COSTS
1. Stephens @ Hewitt (RRFB)	Agency – 100%	Agency – 100%
2. Clover-Stephens @ RoselandHewitt (RRFB)	Agency – 100%	Agency – 100%

The traffic signal listed in the table below are part of the state highway system under the jurisdiction and control of the Oregon Transportation Commission, and under the jurisdiction of State, but serve both Agency and State systems. **State shall perform Maintenance and timing on all Signals and Signal Illumination at the intersections listed below.**

**Unit 2**

**State-owned Traffic Signals and Signal Illumination**

LOCATION	TSSU CODE #	MAINTENANCE COSTS	POWER COSTS
1. OR 138E – Pine @ Oak	06012	State – 100%	Agency – 100%
2. OR 138E – Stephens @ Oak	06003	State – 100%	Agency – 100%
3. OR 138E – Stephens/Pine @ Washington	06011	State – 100%	Agency – 100%
4. OR 138E – Stephens @ Douglas	06005	State – 100%	Agency – 100%
5. I-5 Exit 124 Southbound Ramp @ Bellows @ Harvard	06026	State – 100%	Agency – 100%
6. I-5 Exit 124 Northbound Ramp /RHS @ Harvard	06027	State – 100%	Agency – 100%
7. OR 138E – Harvard @ Madrone	06025	State – 100%	Agency – 100%
8. OR 138E – Diamond Lake @ Winchester/Jackson	06016	State – 100%	Agency – 100%
9. OR 138E - Diamond Lake @ Rifle Range Road	06079	State – 100%	Agency – 100%
10. OR 138E – Stephens @ Diamond Lake	06017	State – 100%	Agency – 100%
11. I-5 Exit 125 Southbound Ramp @ Garden Valley	06045	State – 100%	Agency – 100%
12. I-5 Exit 125 Northbound Ramp @ Garden Valley	06044	State – 100%	Agency – 100%
13. I-5 Exit 127 Southbound Ramp @ Edenbower	06074	State – 100%	Agency – 100%

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** June 13, 2024  
**TO:** Public Works Commission  
**FROM:** Ryan Herinckx  
**VIA:** Dawn Easley, Public Works Director  
**SUBJECT: Pavement Management 2024 Slurry Seals  
Bid Award Recommendation - 24PW02**

**ISSUE STATEMENT AND SUMMARY**

The City received bids for the Pavement Management 2024 Slurry Seals project on June 4, 2024. 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 an existing pavement. Slurry seals are used primarily as preventative maintenance to prolong the life of the paved surface.

The construction bid documents were advertised for bid on May 16, 2024 and bids were opened on June 4, 2024.

Four bids were received and are summarized below:

<b>No.</b>	<b>Bidder</b>	<b>Bid Amount</b>
1	VSS International, Inc.	\$ 256,000
2	One Way Trigger, LLC	\$ 270,980
3	Doolittle Construction, LLC	\$ 271,000
	<i>Engineer's Estimate</i>	<i>\$ 243,172.50</i>

The project consists of 20 street segments at various locations totaling approximately 58,000 square yards.

**FINANCIAL CONSIDERATIONS**

The FY 24-25 Transportation Fund Materials & Services budget includes \$250,000 for this project and an additional 50,000 for various needs. Total project costs are estimated below.

Construction	\$ 256,000
Contingency (5% of const.)	\$ 12,800
<b><i>Total Estimated Costs</i></b>	<b>\$ 268,800</b>



## **TIMING ISSUES**

If the Commission recommends award, the bid results will be presented to the City Council at the June 24, 2024 meeting. This project is budgeted for FY 24-25. If awarded, the Notice to Proceed (NTP) would be issued in July. 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, VSS International, Inc., for \$256,000; 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. Funds have been budgeted for this project. Therefore, staff recommends awarding the project to the lowest responsible bidder, VSS International, Inc., for \$256,000.

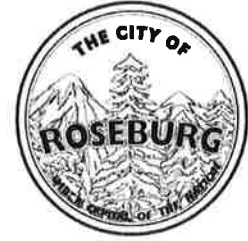
## **SUGGESTED MOTION**

***I move to recommend the City Council award the Pavement Management 2024 Slurry Seals Project to the lowest responsible bidder, VSS International, Inc. for \$256,000.***

## **ATTACHMENTS**

None

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** June 13, 2024  
**TO:** Public Works Commission  
**FROM:** Dawn Easley, Public Works Director  
**SUBJECT:** 2024 Pavement Management Program Project  
 NE Stephens Street Roadway Improvements  
 Bid Award Recommendation - 24PW01

**ISSUE STATEMENT AND SUMMARY**

Construction bids were received for the 2024 Pavement Management Program (PMP) project. The issue for the Commission is whether to forward a recommendation to the City Council to award the construction contract.

**BACKGRROUND/ANALYSIS**

As part of the City's annual pavement rehabilitation work, the City identified the rehabilitation of NE Stephens Street from NW Edenbower Boulevard to NE Danita Avenue. Rehabilitation work on NE Stephens Street will include a 200 square yard road base repair, approximately 1,400 feet north of NE Edenbower Boulevard and 2-inch asphalt grind and inlay. This project also includes a 240 square yard road base repair on NE Garden Valley Boulevard 250 feet west of NE Stephens Street.

The construction bid documents were advertised for bid on May 13, 2024 and bids were opened on June 4, 2024.

Three bids were received and is summarized below:

No.	Bidder	Total Bid Amount
1	Knife River Materials	\$ 1,175,355.00
2	Guido Inc.	\$ 1,197,240.90
3	Brown Contracting	\$ 1,438,888.00
	<i>Engineer's Estimate</i>	<i>\$ 967,993.00</i>

**FINANCIAL CONSIDERATIONS**

The proposed FY 24-25 Transportation Fund budget includes \$1,050,000, the Streetlight/Sidewalk Fund includes \$215,000 for ADA ramp Improvements and the Storm Drainage Fund includes \$100,000 for miscellaneous storm improvements projects. Total budget available for the construction of this project is \$1,365,000. Total project costs are estimated below.

Construction	\$ 1,175,355.00
Contingency (5% of const.)	\$ 58,768.00
CM Services	<u>\$ 25,000.00</u>
<i>Total Estimated Costs</i>	<i>\$1,259,123.00</i>

## **TIMING ISSUES**

If the Commission recommends award, the bid result will be presented to the City Council at their June 24, 2024 meeting. This project is budgeted in FY 24-25, if awarded the Notice to Proceed (NTP) would be issued in July. The contractor is allowed 90 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, Knife River Materials for \$1,175,355; 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. Funds have been budgeted and are available for this project. Therefore, staff recommends awarding the project to the lowest responsible bidder, Knife River Materials for \$1,175,355.

## **SUGGESTED MOTION**

***I move to recommend to the City Council award of the NE Stephens Street Roadway Improvements Project to the lowest responsible bidder, Knife River Materials for \$1,175,355.***

## **ATTACHMENTS**

Engineer's Recommendation



June 6, 2024

Ryan Herinckx  
City of Roseburg  
900 SE Douglas  
Roseburg, Oregon 97470

Re: NE Stephens Street Roadway Improvements  
Project No. 24PW01

Dear Ryan:

On June 4, 2024, three (3) bids were received to construct the above referenced project. The bids ranged from \$1,175,355.00 to \$1,438,888.00, with the Engineer's estimate of probable construction cost identified as \$967,933.00

The lowest bid was submitted by Knife River for a total of \$1,175,355.00, which is 21.4% greater than the Engineer's estimate.

The two low bids were within 2% of each other.

In discussion with the low bidder, Knife River, it was indicated that the bid items for Traffic Control, Level 3 HMAC with Fiber, and 2" CPPR were higher than engineer's estimate due to the following:

- Rising labor/materials costs
- Complexity of the traffic control near the Stephens/Edenbower and Stephens/Kenneth Ford intersections, the temporary pedestrian access routes along the corridor, and subsequent additional paving shifts required as a result.
- the additional traffic control efforts for the fog seal of the bike lanes.

The Knife River bid form was properly signed and executed, and applicable addendums were acknowledged. The bid submission included a First Tier Subcontractor Disclosure Form, an Employee Drug Testing Program Certification Form, a Bid Bond, a Public Works Bond Pre-Bid Notice & Certification Form, and a Pay Equity Compliance Training Certification Form.

Based upon our review of the bids, Century West Engineering recommends that the City of Roseburg award the construction contract to:

### **Knife River Materials**

This recommendation is pending final approval of the Public Works Commission, City Council and successful submittal of all required documents identified in the Contract Forms.

Sincerely,

A handwritten signature in black ink, appearing to read "Rawley", with a long horizontal stroke extending to the right.

Rawley Voorhies, PE  
Project Manager