



ROSEBURG PUBLIC WORKS COMMISSION AGENDA
THURSDAY, JANUARY 9, 2025
3:30 Regular Meeting

1-9-2025

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	Vacant
	John Seward	Fred Dayton	Vacant
	Pat Lewandowski	Tim Swenson	

III. APPROVAL OF MINUTES

A. November 14, 2024

IV. DISCUSSION ITEMS

A. Five-Year Pavement Management Program Request for Qualifications

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 or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg **prior to 12:00 pm on Thursday, January 9, 2025**. 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

A. 5-year Storm Projects

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: February 13, 2025

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
NOVEMBER 14, 2024
MINUTES**

CALL TO ORDER: The meeting of the City of Roseburg Public Works Commission was called to order by Chair Ellen Porter at 3:30 p.m. Thursday, November 14, 2024 in the City Hall Council Chambers, Roseburg, Oregon.

ROLL CALL: Present: Chair Ellen Porter, Commissioners John Seward, Fred Dayton, Pat Lewandowski, and Stuart Liebowitz

Absent: Tim Swenson and Ken Hoffine

Others Present: Tom Michalek – City Councilor

Attending Staff: Design and Construction Manager Ryan Herinckx, Civil Engineers Daryn Anderson and Jesten Brenner and Public Works Department Technician Chanelle Rogers

APPROVAL OF MINUTES: Commissioner Lewandowski moved to approve the minutes of the July 11, 2024 Public Works Commission meeting. Motion was seconded by Commissioner Liebowitz and approved with the following vote: Chair Porter, Commissioners Seward, Dayton, Lewandowski, and Liebowitz. No one voted no.

DISCUSSION ITEMS:

Military and Altamont Storm Water Improvement Project bid Award Recommendation – 23PW14: Brenner informed the City experiences storm water drainage deficiencies in the area near the intersection of Military Ave. and Altamont Street. This project would include approximately 425 lineal feet of storm drainage pipe, two new manholes, and other site improvements to capture and re-route storm water to an existing storm water manhole located within City right-of-way. The project was advertised for bid in October 2024. Six bids were received with Mars Construction being low bidder with an amount of \$117,710.00 which was lower than the engineer's estimate. The project was designed by City staff and construction management will also be done by City staff. Commissioner questioned where this area was exactly. Brenner stated it was near the east end of Military Ave. The storm water used to drain through a vacant lot but that lot has since been developed. Herinckx stated the developer of that lot provided drainage from the property, this project is to manage the water that is running off of Military Ave.

MOTION: Commissioner Seward moved to recommend to the City Council the award of the Military and Altamont Storm Water Improvement Project, to Mars Construction for \$117,710.00. Motion was seconded by Commissioner Dayton and approved with the following vote: Chair Porter, Commissioners Seward, Dayton, Lewandowski, and Liebowitz. No one voted no.

Award Recommendation – Streetlight Maintenance Services Contract: Herinckx informed the City maintains approximately 350 streetlights and previously have utilized two-year contracts for streetlight maintenance services. The existing streetlight maintenance contract will expire at the end of this calendar year. Herinckx stated maintenance costs have increase over the years, mainly due to vehicle accidents taking out street lights. Chair Porter questioned if there seems to be a pattern or cause for the vehicle accidents. Herinckx replied there doesn't seem to be any specific cause per Police reports. Commissioner Lewandowski asked if the company that gets the contract make the repairs if a light goes out of does City staff make those repairs. Herinckx said City staff does audits of all the street lights then reports any issues to the appropriate company to make the repairs. In October 2024 staff issued a Request for Proposals for

Streetlight Maintenance Services. Three proposals were received, three Public Works staff then reviewed and ranked the proposals. Sims Electric received an overall score of 96 out of 100.

MOTION: Commissioner Dayton moved to recommend to the City Council to award the Streetlight Maintenance contract to Sims Electric, Inc. Motion was seconded by Commissioner Lewandowski and approved with the following vote Chair Porter, Commissioners Seward, Dayton, Lewandowski, and Liebowitz. No one voted no.

Stewart Park Drive / South Umpqua River Bridge Project – 23GR05 Intergovernmental Agreement – Amendment No. 2: Herinckx explained in March 2019 the City was awarded a grant through the ODOT Local Bridge Program for rehabilitation of the Stewart Park Drive Bridge over the South Umpqua River. In April 2024 City Council authorized the execution of Amendment No. 1 to the IGA which was for added design scope change, this increased the City match by 10.27%. In August 2024, ODOT received construction bids and the low bid was over the engineers estimate. Staff have received a draft Amendment No. 2 for the additional construction costs. This amendment will increase the City match by \$56,679.11. Herinckx informed since the original project scope was done in 2022, costs have increased due to inflation. Herinckx stated if the City doesn't approve this amendment then the project wouldn't move forward and the City could be responsible for all costs to date, which would be around \$1.18 million. Commissioner Seward asked what is being rehabilitated on the bridge. Herinckx replied some of the structure will be repaired from damage, it will also be sandblasted and repainted. Commissioner Seward questioned if the cost to do the rehabilitation was more than to just replace the bridge. Herinckx said years ago the City requested to replace the bridge but were rejected and told to do rehabilitation. Herinckx stated currently the bridge has a 12-ton load rating but used to have a 34-ton load rating, after the rehabilitation it will be back up to the 34-ton which would allow the fire trucks to go over it again. Commissioner Dayton feels there are other places that the funds could be used, as he doesn't see much traffic use that bridge. Chair Porter asked how long the bridge would be closed. Herinckx said approximately 6 months but there would still be pedestrian access across the bridge during the project.

MOTION: Commissioner Dayton moved to recommend to the City Council the authorization to execute Amendment No. 2 to the Stewart Park Drive South Umpqua River Bridge project Intergovernmental Agreement with ODOT. Motion was seconded by Commissioner Seward and approved with the following vote: Chair Porter, Commissioners Seward, Dayton, Lewandowski, and Liebowitz. No one voted no.

AUDIENCE PARTICIPATION: None

INFORMATIONAL ITEMS:

Project Updates: Ryan went over the list of updates that was provided in the agenda packet. Chair Porter questioned if the Water Master Plan would be coming back to the commission. Herinckx replied that it would be.

BUSINESS FROM THE COMMISSION:

NEXT MEETING DATE: December 12, 2024

ADJOURNMENT: Meeting adjourned at 4:16 pm.



Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG
MEMORANDUM**



DATE: January 9, 2025
TO: Public Works Commission
FROM: Jesten Brenner, P.E.
VIA: Ryan Herinckx, Public Works Director

SUBJECT: Five-Year Pavement Management Program Request for Qualifications

ISSUE STATEMENT AND SUMMARY

The City's existing five-year master contract with Century West Engineering expired on December 31, 2024. Staff has recently completed a qualifications based selection process for engineering services related to pavement management. The issue for the Commission's consideration is whether to recommend the City Council award an engineering services contract for the Five-Year Pavement Management Program.

BACKGROUND/ANALYSIS

The City of Roseburg contracts with a consultant to develop a pavement management program to determine how to maintain City streets in the most effective and cost efficient manner. The projects, treatments, and other work recommended in the plan will be executed in the upcoming years. The term of the contract is for 5-years, there are provisions to extend the contract annually for a maximum of 10 years.

To determine the most qualified candidate City staff prepared a Request for Qualifications (RFQ) that interested consulting firms can submit on. There was a criteria chosen in this RFQ that would showcase the expected experience, qualifications, and vision needed to prepare a competent management plan. The RFQs were advertised on October 11, 2024.

Statements of Qualifications (SOQs) were received on November 5, 2024 from four consultants. The SOQs were then reviewed based on the criteria that was developed. Of the four submissions, one was disqualified for not providing the prerequisite information or experience, and three were considered for further evaluation. The review criteria for the SOQs provided a numeric score based on how well the submitter provided the requested items. The review process followed State contracting review requirements. The scores awarded were out of a total of 100 points.

No.	SOQ Submitter	Averaged Review Score
1	Century West Engineering	96
2	Conсор North America	92
3	Pinnacle Engineering	62
4	Tiger Eye Engineering	Disqualified

INTERVIEWS

City Staff submitted a Notice of Competitive Range for the two highest scoring submitters to be able to conduct interviews. Interviews were scheduled the Dec 12th and 13th, 2024. The interviews provided an opportunity for the City review staff to confirm the initial scoring or change their scores if needed.

Based on the interviews conducted, the consultant that ranked highest in the initial scoring process was still considered the strongest candidate. 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.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The City has historically budgeted \$1.2 to \$1.5 million annually for the pavement management program. There are no financial impacts at this time as the RFQ process only identifies the consultant that is best suited for the task. Fees associated with future task orders under the five-year master contract will be negotiated individually. Each task order over \$100,000 will be presented to the Commission and City Council for authorization.

TIMING

If the Commission provides a recommendation to award the contract, it will be presented at the January 27, 2025 City Council meeting. The master contract would be executed soon after the award and would expire 5-years from contract execution.

COMMISSION OPTIONS

The Public Works Commission has the following options:

- a. Recommend the City Council the award the Pavement Management Program to Century West Engineering; or
- b. Request additional information; or
- c. Recommend that the Council not authorize the award of a contract and not move forward with the award at this time.

STAFF RECOMMENDATION

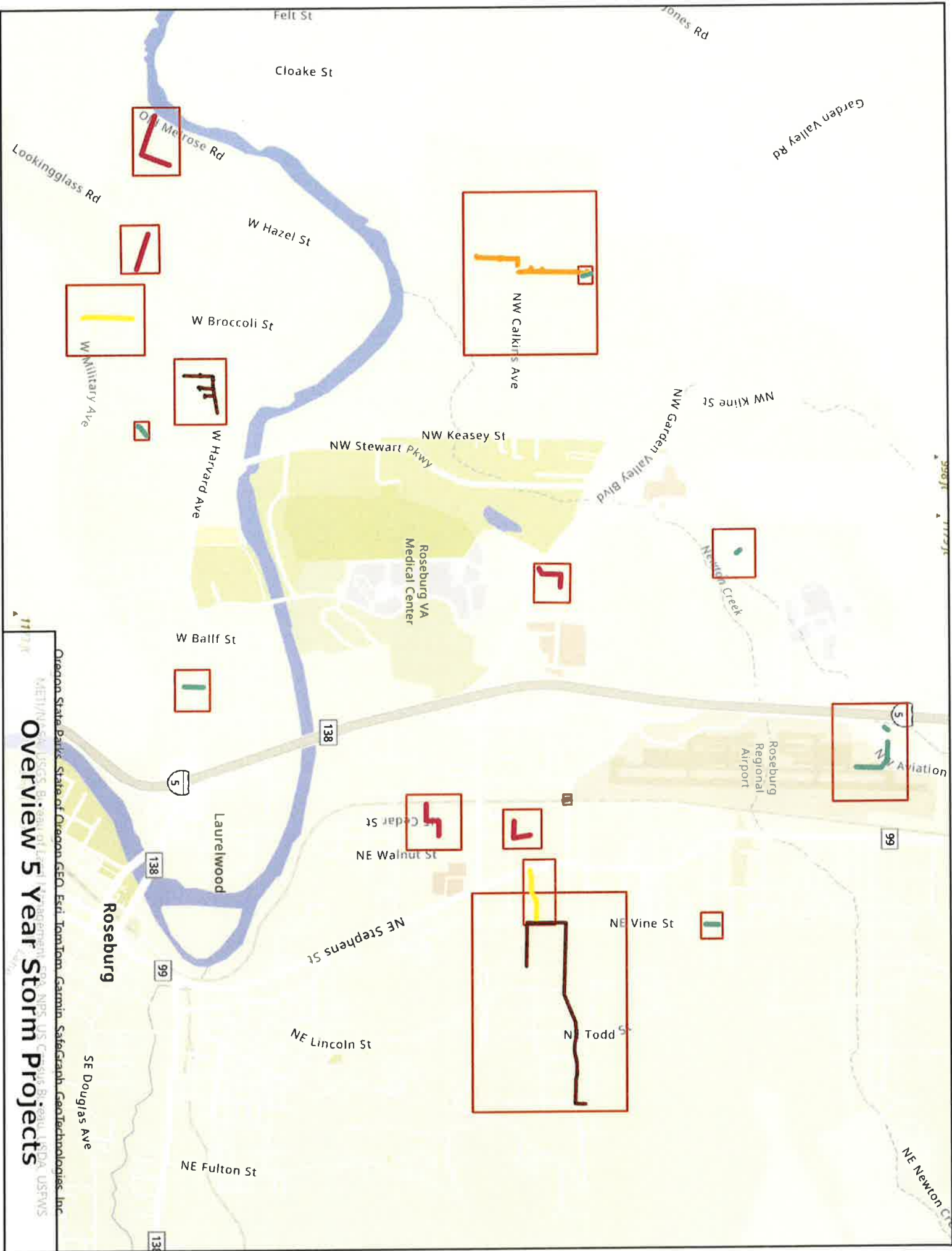
Staff recommends that the Commission forward a recommendation to the City Council to award the Five-Year Pavement Management Program to Century West Engineering.

SUGGESTED MOTION

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

ATTACHMENTS

None.



Overview 5 Year Storm Projects

Oregon State Parks, State of Oregon GEO. Esri, TomTom, Garmin, Safaricom, Geotronics, Inc. MET/NASA, USGS, Bureau of Land Management, EPA, NPS, US Forest Service, USDA, USFWS



LOOKINGGLASS

LORRAINE

LORRAINE

LORRAINE

19PW09 | Lorraine

ESRI Community Maps Contributors, Oregon State Parks, State of Oregon GEO, OpenStreetMap, Mapbox, Esri, TomTom, Garmin, SatNav, Google, Bing, Mapbox, Esri, DeLorme, Swatch, USGS, AeroGRID, IGN, Esri, Land



OLD MELROSE

OLD MELROSE

RIVERIDGE

RIVERIDGE

HICKORY

NORMANDY

HICKORY LORRAINE

19PW09 | Riveridge-Hickory

Map data © OpenStreetMap contributors, Imagery © Mapbox, © 2023



GOETZ

GARDEN VALLEY

GARDEN VALLEY

CROUCH

CROUCH

BLACK

PATRICIA

BLACK

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19PW09 | Black-Crouch-Garden Valley



CEDAR

CEDAR

WARD

WARD

19PW09 | Cedar

For additional maps, contact the Oregon State Planning Office, State of Oregon, 1500 NE Oregon Street, Salem, OR 97331. Phone: 503-325-7000. Website: www.oregon.gov/PS/Planning/Pages/default.aspx



19PW09 | Lithia Parking Lot

OAKLAND

FROMDAHL



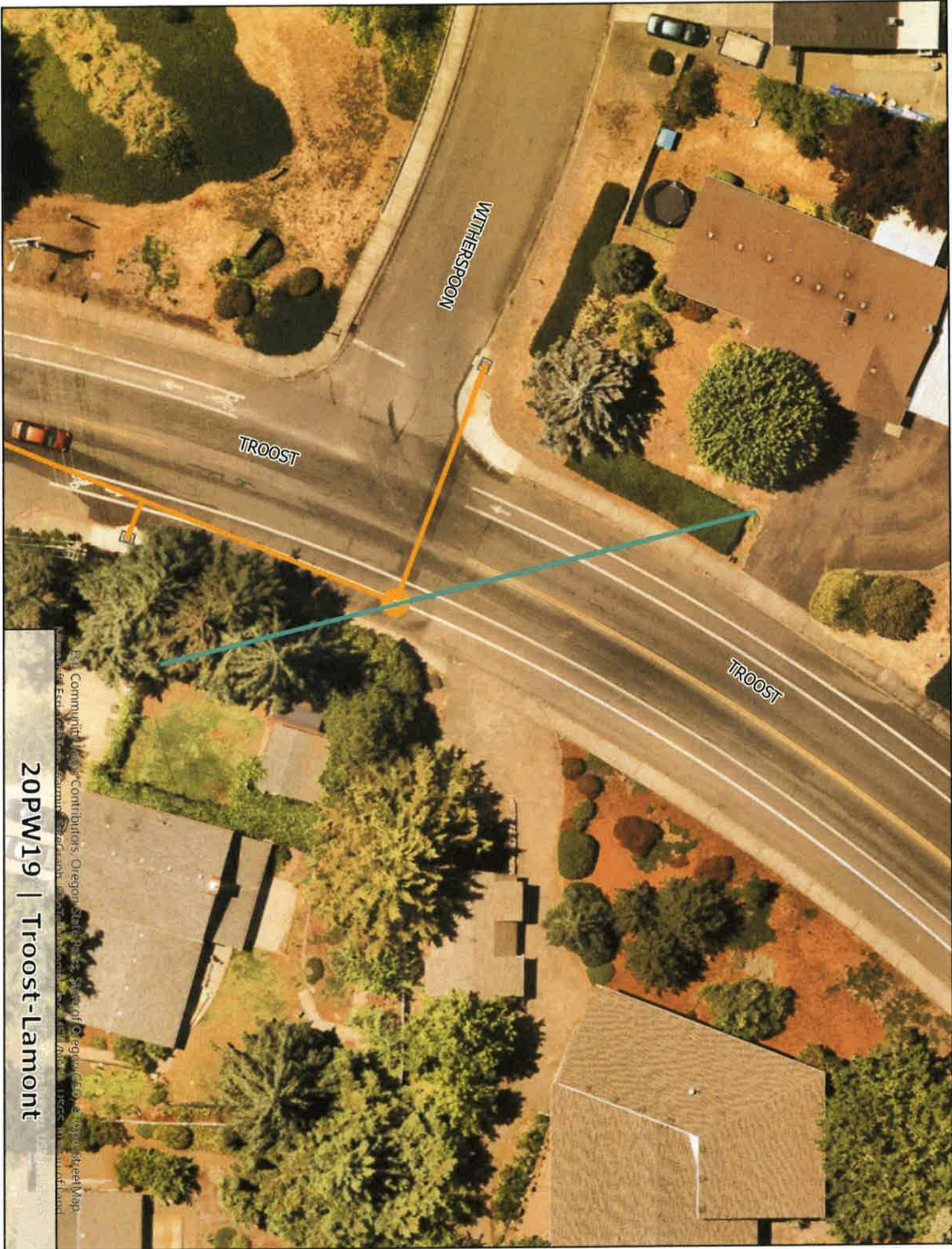
20PW19 | Fromdahl

For more information, please contact the Oregon State Parks, State of Oregon, 1000 NE Oregon Street, Portland, OR 97232. Phone: 503-325-7200. Website: www.oregonstateparks.com



20PW21 | Harrison St-Harvard Ave

East Community Maps, Contributor of 2021 State GIS, State of Oregon, 2021 © 2021 EastMap



20PW19 | Troost-Lamont

City of Portland, Oregon
Community Development Department
2020 Planning Year
City of Portland, Oregon
Community Development Department
2020 Planning Year
City of Portland, Oregon
Community Development Department
2020 Planning Year



20PW12 | Vine

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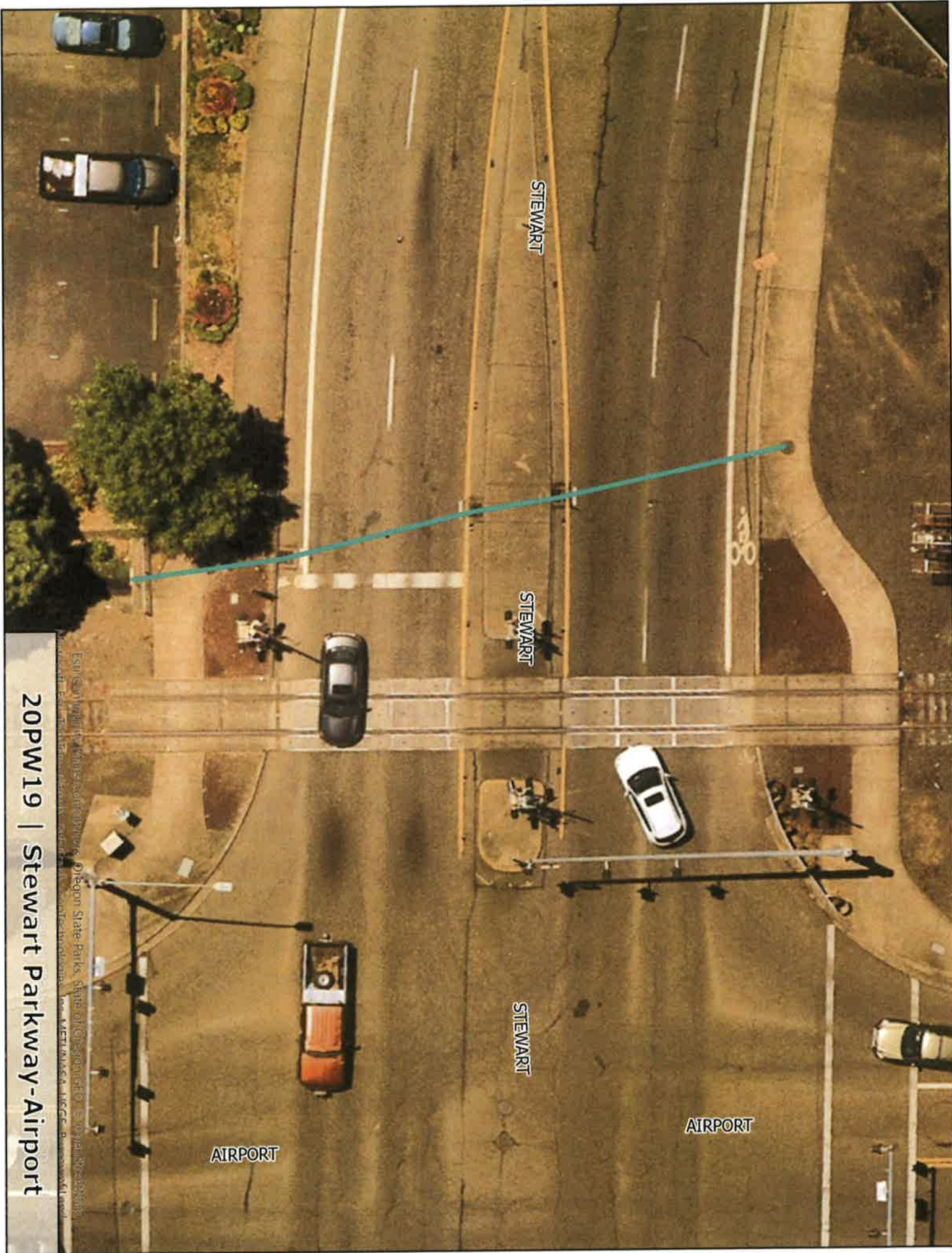
AVIATION

AVIATION

AVIATION

20PW19 | Home Depot-Airport

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STEWART

STEWART

STEWART

AIRPORT

AIRPORT

20PW19 | Stewart Parkway-Airport

East Gresham Park and Mobile Home Park, Oregon State Parks, State of Oregon, 10000 NE 28th Street, Gresham, OR 97030. METALINKA LLC, B. M. METALINKA AND ASSOCIATES, INC. METALINKA & ASSOCIATES, INC. METALINKA & ASSOCIATES, INC.



STEPHENS

JOHN

BROOKLYN

VINE

VINE

21PW14 | Brooklyn

Esti © 2014 Mapbox, Maps © 2014 OpenStreetMap contributors, Imagery © 2014 Mapbox



21PW16 | W. Broccoli St.

Map data © OpenStreetMap contributors, Imagery © Mapbox, © 2023



VALLEJO

GLENMAR

LOMA VISTA

MERLE

ESQUIRE

VERONICA

WITHERSPOON

GROVE

CANTERBURY

HOPPER

HOPPER

CALKINS

TROOST

TROOST

CHERRY

LAMONT

SELLWOOD

22GR20 | Troost

OERDING

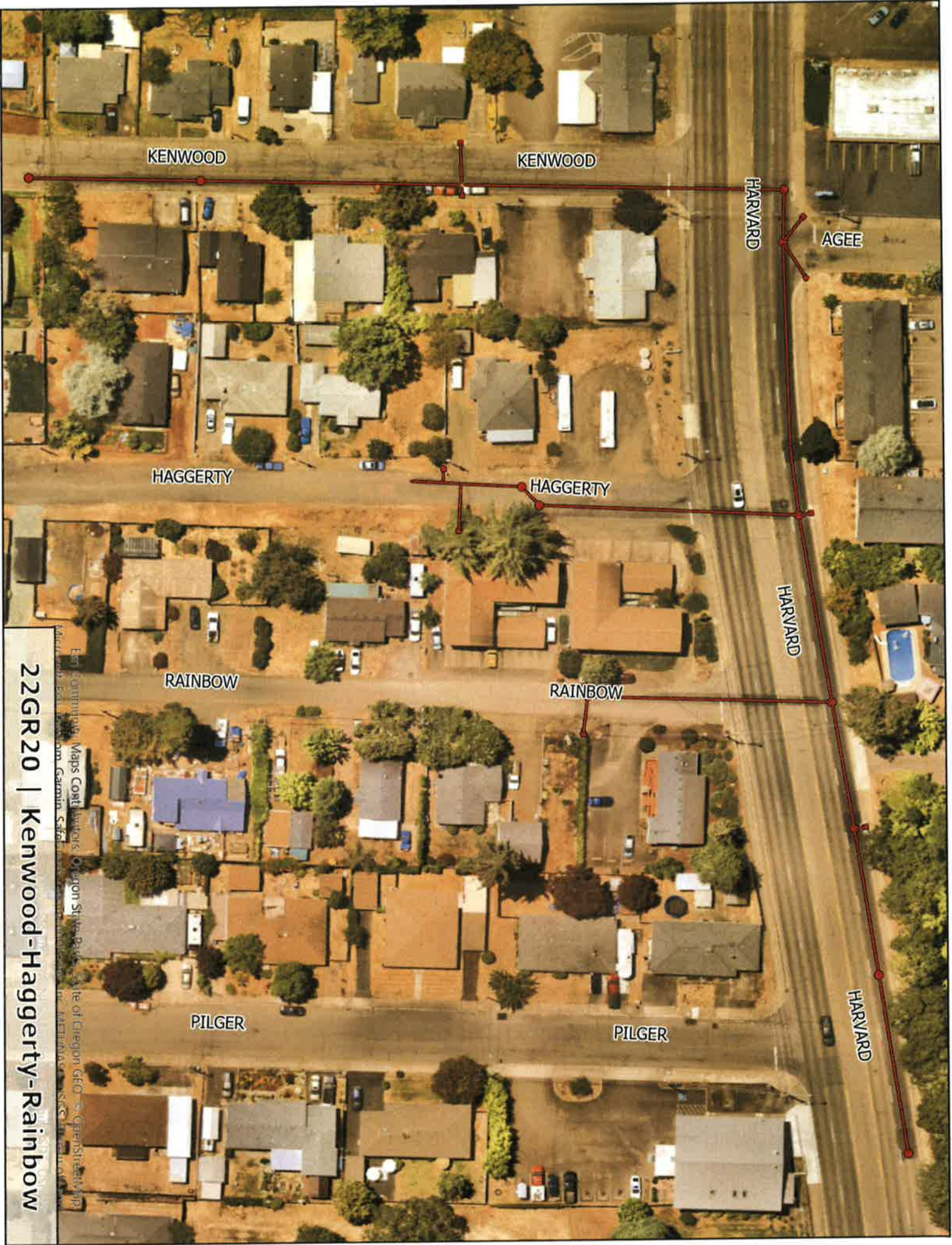
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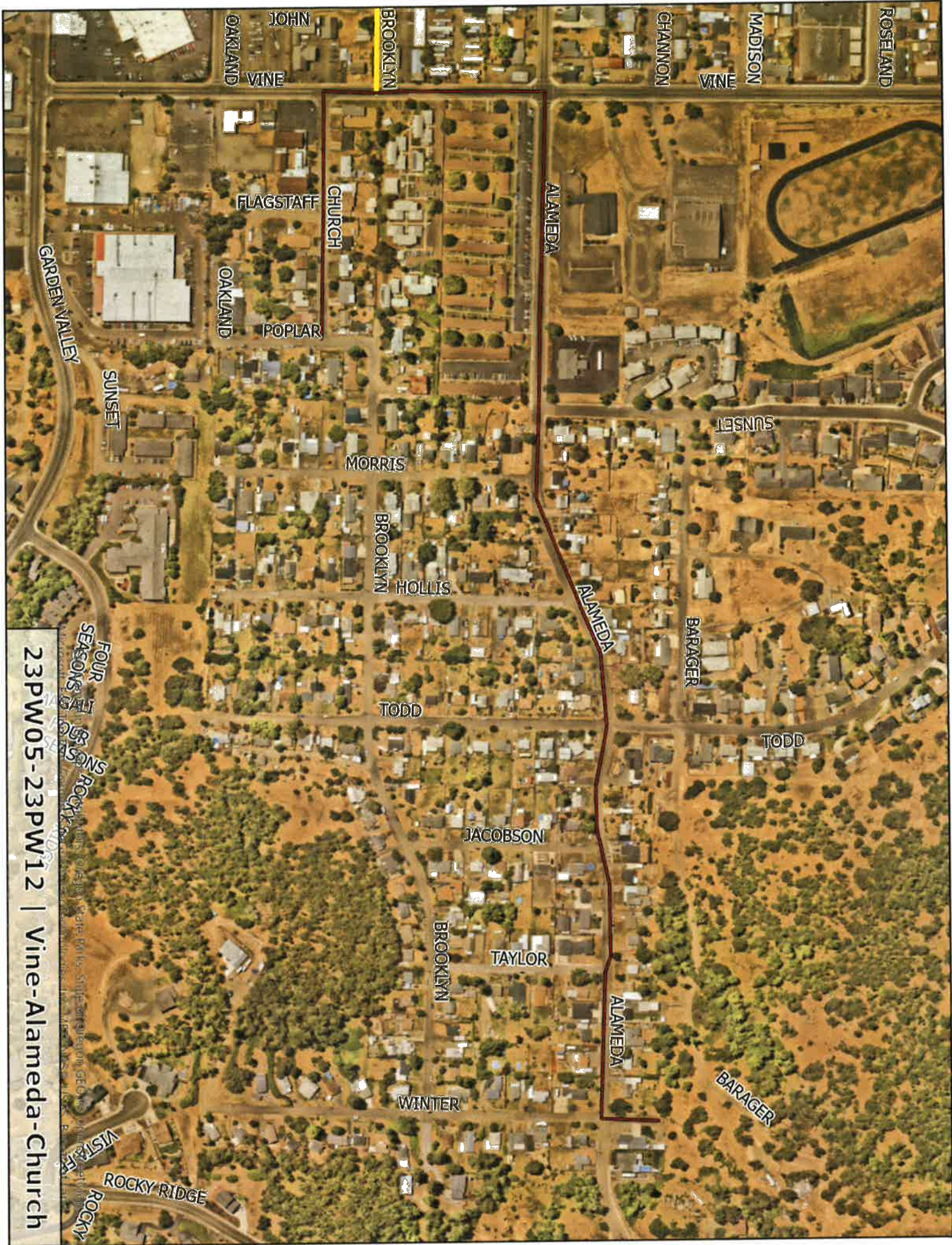
APACHE

BEAUMONT



22GR20 | Kenwood-Haggerty-Rainbow

Engineering Maps County of Oregon State of Oregon GEOGRAPHIC INFORMATION SYSTEMS



23PW05-23PW12 | Vine-Alameda-Church

FOUR SEASONS
ROCKY RIDGE
VISTA
ROCKY