



**ROSEBURG PUBLIC WORKS COMMISSION AGENDA**  
**THURSDAY, FEBRUARY 13, 2025**  
**3:30 Regular Meeting**

2/7/25  
an

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	Vacant
	John Seward	Fred Dayton	Vacant
	Pat Lewandowski	Tim Swenson	

**III. APPROVAL OF MINUTES**

A. January 9, 2025

**IV. DISCUSSION ITEMS**

- A. Five-Year Water Transmission Main Replacement Program Master Engineering Contract Award Recommendation Project WA-25-01
- B. Oregon Department of Transportation (ODOT) Safe Routes to School Grant Acceptance – Douglas Avenue

**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, February 13, 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**

**VI. BUSINESS FROM THE COMMISSION**

**VII. NEXT MEETING DATE: March 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  
JANUARY 9, 2025  
MINUTES**

**CALL TO ORDER:** The meeting of the City of Roseburg Public Works Commission was called to order by Chair Ellen Porter at 3:32 p.m. Thursday, January 9, 2025 in the City Hall Council Chambers, Roseburg, Oregon.

**ROLL CALL:** Present: Chair Ellen Porter, Commissioners Tim Swenson, Fred Dayton, Pat Lewandowski, and Stuart Liebowitz

Absent: John Seward and Ken Hoffine

Others Present: Roger Snyder

Attending Staff: City Manager Nikki Messenger, Public Works Director Ryan Herinckx, Civil Engineer Jesten Brenner and Public Works Department Technician Chanelle Rogers

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

**DISCUSSION ITEMS:**

**Five-Year Pavement Management Program – Request for Qualifications:** Brenner informed the City 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 current Five-Year contract with Century West Engineering recently expired at the end of 2024. Staff put out a Request for Qualifications (RFQ). Statements of Qualifications (SOQ) were received from four consultants, one was disqualified for not providing the prerequisite information or experience. The review process followed State contracting review requirements. The scores were out of 100 points total, the two top scoring consultants were interviewed by staff and the highest original scoring consultant Century West Engineering still was the high scorer after the staff interviews. Brenner stated the City has historically budgeted \$1.2 to \$1.5 million annually for the pavement management program. Brenner mentioned that each task that is over \$100,000 will be presented to the Commission and City Council for authorization. Commissioner Lewandowski questioned where are the consultant companies located. Brenner replied Century West Engineering is from Portland, Consor North America is from Eugene, and Pinnacle Engineering is local. Commissioner Lewandowski also asked if there had been any communication issues with Century West since they are located in Portland. Herinckx said they have been the consultant for the last five years and staff hasn't had any communication issues. Commissioner Lebowitz questioned if bike lanes would be looked at. Herinckx stated yes they would be and each project will be reviewed and brought to the commission. Herinckx mentioned the last five year contract did 16 task orders for a total of around \$709,000. Chair Porter asked what the criteria was that staff used to score. Brenner stated some of the requirements were their references, other jobs they have done, what work they have done in cities of similar size. Herinckx also mentioned how many employees they will have assigned to us and what other sub-contractors they will work with. Chair Porter feels there is a need to look into how a local firm could get their foot in the door to get the experience to be considered for these jobs. Commissioner Dayton inquired how this inter-relates with the bike plan for Diamond Lake Blvd. Herinckx said it doesn't really since this contract is for city streets and ODOT oversees Diamond Lake Blvd. Chair Porter asked if Century West typically sub contracts with i.e. Engineering or do they have other consultants. Herinckx replied that they do typically

work with i.e. Engineering and until recently i.e. Engineering also did the inspection but the City now has an inspector on staff to do that work.

**MOTION:** Commissioner Dayton moved to recommend to the City Council to award the five-Year Pavement Management Program to Century West Engineering. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Chair Porter, Commissioners Dayton, Lewandowski, and Liebowitz. No one voted no. Commissioner Swenson abstained from discussion and voting due to conflict of interest.

**AUDIENCE PARTICIPATION:** None

**INFORMATIONAL ITEMS:**

**5-Year Storm Projects:** Maps showing the areas of town that have had the storm pipe projects completed in the last five years were provided in the agenda. Herinckx informed the total value was almost \$5.3 million over the last five years. Discussion ensued regarding how the storm drain fee started. Messenger stated that all the rain received at end of December would have closed multiple streets due to flooding in the past but since we have been able to upgrade the storm systems, from the funding received with the storm drain fee, those streets don't flood anymore. Chair Porter questioned if the City is required to test the outfalls for any contaminants. Herinckx replied that we do that when inspecting the outfalls in August but only samples are required at the Airport. Messenger said that the Airport has its own 1200Z permit that requires the samples. Brenner mentioned that new development is required to treat storm water before it enters the city system.

**BUSINESS FROM THE COMMISSION:** Staff informed a vice-chair needed to be appointed. Commission nominated Fred Dayton, the nomination was approved unanimously.

**NEXT MEETING DATE:** February 13, 2025

**ADJOURNMENT:** Meeting adjourned at 4:14 pm.



Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** February 13, 2025

**TO:** Public Works Commission

**FROM:** Daryn Anderson, P.E.

**VIA:** Ryan Herinckx, Public Works Director

**SUBJECT: Five-Year Water Transmission Main Replacement Program  
Master Engineering Contract Award Recommendation  
Project WA-25-01**

**ISSUE STATEMENT AND SUMMARY**

Staff has recently completed a qualifications based selection process for design, bidding, and construction management services related to the 24-Inch Transmission Main replacement project. The issue for the Commission is whether to recommend the City Council an award a master engineering contract for the Five-Year Water Transmission Main Replacement Program.

**BACKGROUND/ANALYSIS**

The City of Roseburg utilizes two major water transmission mains that are located along NE Stephens Street between the water treatment plant in Winchester and the main reservoir complex on NE Bellview Court. The older of the two original transmission mains was installed in 1934.

In 2010, the City adopted the current Water System Master Plan, which recommends replacement of the 1934 20-inch diameter water transmission main in phases. Phase 1 was completed in 2013 and is located between the City's Water Treatment Plant and Hooker Road along NE Stephens Street (Highway 99). Phase 2 was completed in 2022 and is located between Hooker Road and Isabell Avenue. Phase 3, which is just now being completed, is located between Isabell Avenue and NE Newton Creek Drive. Phase 4 will replace pipe from NE Newton Creek Drive to approximately NE Emerald Drive, and Phase 5 will replace pipe from approximately NE Emerald Drive to NE Garden Valley Boulevard.

On December 11, 2024, staff issued a Request for Qualifications for engineering services. Four Statements of Qualifications (SOQs) were received on January 16, 2025. The SOQ's were ranked by a review committee consisting of three Public Works staff members. The final rankings are as follows.

#	Proposer	Ranking
1	Conсор North America (Previously Murraysmith)	95
2	RH2 Engineers, Inc.	86
3	Keller Associates, Inc.	75
4	ZCS	68

The intent is to enter into a master engineering contract with the highest ranked proposer. Work to be performed will be authorized by individual task orders over the five-year period of the contract. The term of the contract is for 5-years, there are provisions to extend the contract twice, each for an additional 2 year period for a maximum of 9 years.

### **FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

The FY 2024-25 adopted Water Fund budget includes \$350,000 for design of Phase 4 of the water transmission main replacement. 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 Water Transmission Main Replacement Program will be negotiated individually. Each task order over \$100,000 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 February 24, 2025 City Council meeting.

### **COMMISSION OPTIONS**

The Public Works Commission has the following options:

- a. Recommend the City Council the award the Five-Year Water Transmission Main Replacement Program to Consor North America; 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 entering into a master engineering contract with Consor North America, to provide engineering services related to the design of Phase 4 and Phase 5 of the 24-inch water transmission main replacement project.

### **SUGGESTED MOTION**

**I move to recommend the City Council award of a master engineering contract for engineering services related to the 24-inch water transmission main replacement project to Consor North America.**

### **ATTACHMENTS**

None.

**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** February 13, 2025

**TO:** Public Works Commission

**FROM:** Ryan Herinckx, Public Works Director

**SUBJECT:** Oregon Department of Transportation (ODOT)  
Safe Routes to School Grant Acceptance – Douglas Avenue

**ISSUE STATEMENT AND SUMMARY**

ODOT Safe Routes to School (SRTS) Program has approved funding for the Douglas Avenue SRTS Improvement Project. The issue for the Commission is whether or not to recommend the Council authorize the City Manager to execute the grant agreement.

**BACKGROUND/ANALYSIS**

In 2017, the Oregon Legislature passed House Bill 2017 which included dedicated funding for a statewide Safe Routes to School (SRTS) program. For the current biennium, \$31.5 million has been programmed in the Competitive Construction Grant Program.

In July of last year, staff submitted a construction grant application for an improvement project on Douglas Avenue from Deer Creek east to Patterson Street. Douglas Avenue is currently a narrow street with no shoulders on either side. Improvements will include curb, gutter, sidewalks, bike lanes, utility upgrades, and an enhanced crosswalk treatment near Eastwood Park. The intent is to provide a safe pedestrian route along Douglas Avenue with connection to the multi-use path that runs along the eastside of Eastwood Park to a pedestrian bridge that crosses Deer Creek and connects to the elementary school. The project will also include sidewalk improvements on Rifle Range Street between Douglas Avenue and Diamond Lake Boulevard.

**FINANCIAL AND/OR RESOURCE CONSIDERATIONS**

The SRTS grant award amount is \$2,750,000. ODOT has modified the cash match requirements for this funding cycle and this project qualifies for a 0% cash match from the City. The current project cost estimate is \$4,606,403. Not all construction elements are grant eligible, as a result, the City's portion of the project is estimated to be \$1,263,819.

Project cost estimates are as follows:

<u>Description</u>		
SRTS Eligible Improvements	\$	2,720,531
SRTS Eligible Contingency (10%)	\$	272,053
Non Eligible Roadway Improvements (Travel Lanes)	\$	655,482
Non Eligible Improvements (Water Main Replacement)	\$	811,626
Non Eligible Contingency (10%)	\$	146,711
Non Eligible Sewer Improvements (Roseburg Urban Sanitary)	\$	1,600,000
<b>Total:</b>	<b>\$</b>	<b>6,206,403</b>

Proposed Funding Sources:

<u>Funding Source</u>		
Safe Routes to School Grant	\$	2,750,000
Urban Renewal, Storm and Transportation Funds	\$	963,614
Water Capital Improvement Fund	\$	892,789
Roseburg Urban Sanitary Authority	\$	1,600,000
<b>Total:</b>	<b>\$</b>	<b>6,206,403</b>

The adopted Five Year Capital Improvement Program includes funding in the Transportation, Sidewalk/Streetlight, and Urban Renewal Funds to be utilized for the project.

### **TIMING ISSUES**

Staff has received a draft Grant Agreement from ODOT for the Douglas Avenue Safe Routes to School project. The City has five years from the effective date of the agreement to complete the project. The Deer Creek bridge replacement project is currently scheduled to begin construction the summer of 2026, this SRTS project would follow completion of the bridge project.

### **COMMISSION OPTIONS**

The Commission has the following options:

1. Make a recommendation that the City Council authorize the City Manager to execute the Safe Routes to School Grant agreement; or
2. Request additional information; or
3. Recommend that Council not accept the Safe Routes to School Grant funding at this time.

### **STAFF RECOMMENDATION**

Staff recommends that the Commission forward a recommendation to the City Council to authorize the City Manager to execute the Safe Routes to School grant agreement for the Douglas Avenue improvements project. Douglas Avenue is identified as a critical route in the adopted Bicycle and Pedestrian Plan. Currently, students are bussed from Douglas Avenue to Eastwood Elementary School. In the afternoon, what could be a five minute walk becomes a 45 minute bus ride for kids that live across the street from Eastwood Park. Staff

recommends that the Commission forward a recommendation to the City Council to authorize the City Manager to execute the ODOT Safe Routes to School Grant Agreement.

**SUGGESTED MOTION**

***I move to recommend that the City Council authorize the City Manager to execute the ODOT Safe Routes to School Grant Agreement for improvements to Douglas Avenue.***

**ATTACHMENTS**

None