



UN
3-7-2025

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

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. February 13, 2025

IV. DISCUSSION ITEMS

A. Award Recommendation – Task Order No. 1 for Design through Bidding Services for the 24-Inch Transmission Main from Newton Creek Drive to NE Emerald Drive

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, March 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: April 10, 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
FEBRUARY 13, 2025
MINUTES**

CALL TO ORDER: The meeting of the City of Roseburg Public Works Commission was called to order at 3:32 p.m. Thursday, February 13, 2025 in the City Hall Council Chambers, Roseburg, Oregon.

ROLL CALL: Present: Commissioners John Seward, Ken Hoffine, Fred Dayton, Pat Lewandowski, and Stuart Liebowitz

Absent: Chair Ellen Porter and Commissioner Tim Swenson

Others Present:

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

APPROVAL OF MINUTES: Commissioner Liebowitz moved to approve the minutes of the January 9, 2025 Public Works Commission meeting. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Commissioners Seward, Hoffine, Dayton, Lewandowski, and Liebowitz voted yes. No one voted no.

DISCUSSION ITEMS:

Five-Year Water Transmission Main Replacement Program master Engineering Contract Award Recommendation Project WA-25-01: Anderson informed 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. The 2010 Water System Master Plan recommended replacement of that transmission main. Phases 1 and 2 have been completed, Phase 3 is near completion. Anderson stated Phase 4 will replace the pipe from NE Newton Creek Drive to approximately NE Emerald Drive, and Phase 5 will be from where Phase 4 stops to NE Garden Valley Boulevard. Anderson stated in December 2024 staff issued a Request for Qualifications (RFQ) for engineering services, four Statements of Qualifications (SOQ) were received. The SOQ's were ranked by a review committee consisting of three Public Works staff members. The highest ranking SOQ was from Consor North America (previously Murraysmith). The intent is to enter into a master engineering contract with the highest ranked proposer. Works to be performed will be authorized by individual task orders over the five-year period of the contract. There are provisions to extend the contract twice, each for an additional 2 year period for a maximum of 9 years. Anderson also mentioned that any task over \$100,000 will come to the commission and City Council for approval. Commissioner Seward questioned if this was the same company that did the previous phases. Anderson replied that it was and that they have been involved for the entire project so far. Commissioner Seward also asked why the project has been done in phases. Anderson said it is due to the cost. Discussion ensued. Commissioner Dayton asked if the existing line was leaking. Herinckx stated it was, as pipe is being replaced some wet soggy areas are drying up along NE Stephens. Commissioner Lewandowski inquired if this project was just lining the pipe or completely replacing it. Anderson stated this project is replacing the current pipe with a larger size pipe.

MOTION: Commissioner Seward moved to recommend to the City Council to award of a master engineering contract for engineering services related to the 24-inch water transmission main replacement project to Consor North America. Motion was seconded by Commissioner Hoffine and approved with the following vote: Commissioners Seward, Hoffine, Dayton, Lewandowski, and Liebowitz voted yes. No one

voted no.

Oregon Department of Transportation (ODOT) Safe Routes to School Grant Acceptance – Douglas Avenue: Herinckx informed in 2017, the Oregon Legislature passed House Bill 2017 which included dedicated funding for a statewide Safe Routes to School (SRTS) program. Herinckx said the City had applied in 2019 and 2020 but were denied, we applied again in 2022 and missed getting funding by three projects. Staff applied again in the summer of 2024 and were approved for funding this time. This project will be on Douglas Avenue from Deer Creek to Patterson Street. Improvements will include curb, gutter, sidewalks, bike lanes, utility upgrades, and an enhanced crosswalk treatment near Eastwood Park. Herinckx stated not all elements of the project are grant eligible so the City's portion is estimated to be \$1,263,819. Herinckx said 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, so this project would follow the completion of the bridge project. Herinckx informed a portion of the project will be sewer improvements so there will be an IGA with RUSA for their portion. Commissioner Dayton asked if RUSA was ready for this project. Herinckx replied that they have been planning for a while and staff notified RUSA recently that we would be receiving the grant funding.

MOTION: Commissioner Hoffine moved 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. Motion seconded by Commissioner Liebowitz and approved with the following vote: Commissioners Seward, Hoffine, Dayton, Lewandowski, and Liebowitz voted yes. No one voted no.

AUDIENCE PARTICIPATION: None

INFORMATIONAL ITEMS: Anderson provided a verbal update on the SE Stephens St. water line replacement project and the 24-inch water line project. Herinckx informed the Military storm line project recently got started and should be completed in about one month.

BUSINESS FROM THE COMMISSION: Commissioner Dayton inquired what the commission meetings were held in the Council Chambers rather than the City Hall conference room like they used to be. Herinckx said he believed it was due to the live streaming, the technology is in the Council Chambers.

NEXT MEETING DATE: March 13, 2025

ADJOURNMENT: Meeting adjourned at 4:06 pm.



Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG
MEMORANDUM**



DATE: March 13, 2025

TO: Public Works Commission

FROM: Daryn Anderson, P.E.

VIA: Ryan Herinckx, Public Works Director

SUBJECT: **Award Recommendation – Task Order No. 1 for Design through Bidding Services for the 24-Inch Transmission Main from Newton Creek Drive to NE Emerald Drive**

ISSUE STATEMENT AND SUMMARY

On February 24, 2025 the City Council awarded a master engineering contract to Consor North America to provide design, bidding, and construction management services for the Five-Year Water Transmission Main Replacement Program. The issue for the Commission is whether to recommend to City Council the authorization of a task order for design through bidding services for Phase 4 of the project.

BACKGROUND/ANALYSIS

The City of Roseburg utilizes two major water transmission mains that are located along 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.

Each task order under the master contract is individually negotiated, based on an agreed upon scope of work. Task Order No. 1 has been negotiated with Consor North America and includes design and bidding services for Phase 4 of the 24" transmission main replacement from NE Newton Creek Dive to NE Emerald Drive at a cost not to exceed \$344,907.00.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The FY 2024-25 adopted Water Fund budget includes \$350,000 for design of Phase 4 of the transmission main. Funds are available in the current year budget to proceed with this task order.

TIMING ISSUES

If the Commission provides a recommendation to authorize the task order, it will be presented to the City Council at their March 24, 2025 meeting.

COMMISSION OPTIONS

The Public Works Commission has the following options:

- a. Recommend to the City Council authorize a task order to Consor North America for an amount not to exceed \$344,907.00; or
- b. Request additional information; or
- c. Recommend that the Council not authorize the task order and not move forward with the project at this time.

STAFF RECOMMENDATION

Staff recommends that the Commission forward a recommendation to the City Council to authorize Task Order No.1 with Consor North America.

SUGGESTED MOTION

I move to recommend the City Council authorize a task order with Consor North America for design and bidding services for the 24-Inch Transmission Main from NE Newton Creek Drive to NE Emerald Drive for an amount not to exceed \$344,907.00.

ATTACHMENTS

None.