



ROSEBURG PUBLIC WORKS COMMISSION AGENDA
THURSDAY, June 12, 2025
3:30 Regular Meeting

✓
6-11-2025

In Person at Roseburg City Hall, Third Floor Conference Room
Public Access: Facebook Live at [www.Facebook.com/CityofRoseburg](https://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 | Brad Johnson |
| | John Seward | Fred Dayton | Vacant |
| | Pat Lewandowski | Tim Swenson | |

III. APPROVAL OF MINUTES

A. March 13, 2025

IV. DISCUSSION ITEMS

- A. Harvard Avenue Storm Improvements, Ballf to Umpqua Bid Award Recommendation – 24PW10
- B. 2025 Garden Valley Boulevard & Stewart Parkway Pavement and Curb Ramp Improvements – Bid Award Recommendation – 25PW01
- C. Pavement Management 2025 Slurry Seals Bid Award Recommendation – 25PW02

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@roseburgor.gov or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg **prior to 12:00 pm on Thursday, June 12, 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: July 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
MARCH 13, 2025
MINUTES**

CALL TO ORDER: The meeting of the City of Roseburg Public Works Commission was called to order at 3:31 p.m. Thursday, March 13, 2025 in the City Hall Council Chambers, Roseburg, Oregon.

ROLL CALL: Present: Chair Ellen Porter, Commissioners John Seward, Ken Hoffine, Fred Dayton, Pat Lewandowski, and Brad Johnson

Absent: Commissioners Tim Swenson and Stuart Liebowitz

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 Seward moved to approve the minutes of the February 13, 2025 Public Works Commission meeting. Motion was seconded by Commissioner Johnson and approved with the following vote: Chair Porter, Commissioners Seward, Hoffine, Dayton, Lewandowski, and Johnson voted yes. No one voted no.

Chair Porter introduced the new commission member Brad Johnson and had him give a little information about himself.

DISCUSSION ITEMS:

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: Anderson informed on February 24, 2025 the City council awarded a master engineering contract to Consor North America 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. Anderson stated Phase 4 will replace pipe from NE Newton Creek Drive to approximately NE Emerald Drive, then Phase 5 will continue 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 and includes design and bidding services for Phase 4 at a cost not to exceed \$344,907.00. Chair Porter questioned if there were any matching funds. Anderson replied that there were not any for this phase. Commissioner Seward stated the price seemed high. Herinckx said the City has used the company for this project in the past, so staff did some comparisons on the previous phases and material costs and wages have increased over the years. Discussion ensued regarding Phase 5.

MOTION: Commissioner Dayton moved to recommend to 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. Motion was seconded by Commissioner Lewandowski and approved with the following vote: Chair Porter, Commissioners Seward, Hoffine, Dayton, Lewandowski, and Johnson voted yes. No one voted no.

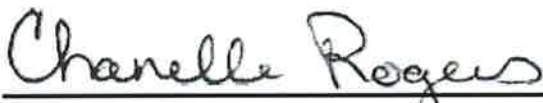
AUDIENCE PARTICIPATION: None

INFORMATIONAL ITEMS: Staff provided verbal updates on multiple projects. Herinckx informed every four or five years the city water system and fire department is audited by the Insurance Service Office and they put a rating on the fire protection readiness. The most recent audit was done in the fall of 2024. Herinckx stated there are many factors that are looked at during the audit. The water system scored a 39.83 out of a 40 score. This score put the City in a Class 2 ranking which helps the citizens with homeowners insurance. Herinckx also mentioned the commission meeting can be held in the 3rd floor conference room and still be live on Facebook. Some of the commission members would prefer the conference room as it is little less formal than the Council Chambers, others were neutral on location of future meetings.

BUSINESS FROM THE COMMISSION: Commissioner Lewandowski questioned how the generator at the Water Treatment Plant was working. Herinckx said it was used a few weeks prior for about six hours and ran just fine. Commissioner Lewandowski also inquired if the downtown parking is something that the Public Work Commission would be involved in. Herinckx replied that it is not something that the Public Works Commission handles.

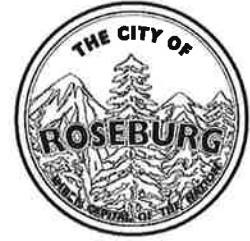
NEXT MEETING DATE: April 10, 2025

ADJOURNMENT: Meeting adjourned at 4:16 pm.

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

Chanelle Rogers, Public Works Department Technician

**CITY OF ROSEBURG
MEMORANDUM**



DATE: June 12, 2025

TO: Public Works Commission

FROM: Daryn Anderson, P.E.

VIA: Ryan Herinckx, Public Works Director

SUBJECT: **Harvard Avenue Storm Improvements, Ballf to Umpqua
Bid Award Recommendation - 24PW10**

ISSUE STATEMENT AND SUMMARY

The City received bids for the Harvard Avenue Storm – Ballf to Umpqua Project. The issue for the Commission is whether to forward a recommendation to the City Council to award the construction contract.

BACKGROUND/ANALYSIS

This project consists of replacing approximately 300 LF of new 12-inch storm sewer pipe, 1,050 LF of new 30-inch storm sewer pipe, 4 new storm sewer manholes, 6 new concrete storm inlets, and two new accessible concrete ramps on Harvard Avenue. The 2011 Roseburg Storm Water Master Plan identifies the area west of I-5 and east of Keady Court as being a problem area where the storm system is under capacity. In 2013, i.e. Engineering Inc. created a hydraulic model of this area which was followed up by a study providing recommended phases and upgrades. One of the recommendations was to replace undersized storm sewer pipe on Harvard Avenue between Ballf Street and Umpqua Street. Previously completed projects resulting from this study include the Ballf Street upgrades in 2014, and Harrison Street upgrades in 2021.

Due to their familiarity with the storm system in this area, staff negotiated directly with i.e. Engineering, Inc. to provide civil design services to develop construction drawings and bid documents for this project. The construction bid documents were advertised for bid on May 16, 2025 and bids were opened on June 4, 2025.

Two bids were received and are summarized below:

| # | Bidder | Total Bid Amount |
|---|---------------------------------|------------------|
| 1 | Black Pearl Paving & Excavation | \$ 484,427.00 |
| 2 | Cradar Enterprises, Inc. | \$ 598,467.00 |
| | <i>Engineer's Estimate</i> | \$ 559,890.00 |

FINANCIAL CONSIDERATIONS

The FY 25-26 Storm Drainage Fund budget includes \$580,000 for this project.

The total project costs are estimated below:

| | |
|----------------------------|----------------------|
| Construction | \$ 484,427.00 |
| CM Services and Inspection | \$ 55,000.00 |
| Contingency (7.5%) | \$ 36,332.00 |
| Total | \$ 575,759.00 |

TIMING ISSUES

The City has 45 days from bid opening to accept or reject all bids. If the Commission recommends award, the bid results will be presented to City Council at the June 23, 2025 meeting. If awarded, the Notice to Proceed would be issued in July. The contractor is allowed 70 calendar days to complete the project.

COMMISSION OPTIONS

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

- Recommend the City Council award the contract to the lowest responsible bidder, Black Pearl Paving & Excavation; or
- Request additional information; or
- Recommend that the City Council reject all bids.

STAFF RECOMMENDATION

The lowest bidder submitted all required documentation and is considered responsive and responsible. Funds have been budgeted for this project. Therefore, staff recommends awarding the project to the lowest responsible bidder, Black Pearl Paving & Excavation, for \$484,427.00.

SUGGESTED MOTION

I move to recommend the City Council to award the Harvard Avenue Storm Improvements – Ballf to Umpqua Project to the low bidder, Black Pearl Paving & Excavation, for \$484,427.00.

ATTACHMENTS

Engineer's Recommendation



i.e. Engineering, Inc.
809 SE Pine St.
P.O. Box 1271
Roseburg, OR 97470

ieengineering.com
541.673.0166

June 05, 2025

City of Roseburg
Attn: Daryn Anderson
900 SE Douglas Ave
Roseburg, OR 97470

Re: **Harvard Storm Ballf to Umpqua – Project No. 24PW10**

Dear Mr. Anderson,

Please find the enclosed bid summary for the Harvard Storm Ballf to Umpqua project (24PW10) that opened at 2:00pm on June 04, 2025. Two bids were received, which appear to have been completed fairly and in conformance to the conditions outlined in the contract documents.

We recommend the City consider **Black Pearl Paving & Excavation**, with their low bid of **\$484,427.00**, as the General Contractor for the Harvard Storm Ballf to Umpqua project. The submitted bid is about eighty-seven percent of the engineer's estimate of \$559,890.00.

We look forward to working with you until the project's completion. Please call me at (541)-673-0166 if you have any questions or when we can be of any further assistance. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Cole Riley", is written over a light blue horizontal line.

Cole Riley, EIT
Engineering Technician II

**CITY OF ROSEBURG
MEMORANDUM**



DATE: June 12, 2025

TO: Public Works Commission

FROM: Jesten Brenner, P.E.

VIA: Ryan Herinckx, Public Works Director

SUBJECT: 2025 Garden Valley Boulevard & Stewart Parkway Pavement and Curb Ramp Improvements – Bid Award Recommendation, 25PW01

ISSUE STATEMENT AND SUMMARY

The City received bids for the 2025 Garden Valley Boulevard & Stewart Parkway Pavement and Curb Ramp Improvement Project. The issue for the Commission is whether to forward a recommendation to the City Council to award the construction contract.

BACKGROUND/ANALYSIS

The City of Roseburg refers to the Pavement Management Plan (PMP) to determine which sections of roadways within the City require maintenance or improvements and how to best use City funds. The design of this project was recommended in the PMP. The project improvements include grinding and repaving approximately 800 lineal feet of Garden Valley and 2050 linear feet of Stewart Parkway.

In addition to the street improvements, 25 sidewalk curb ramps will require upgrades to meet current Americans with Disabilities (ADA) standards.

The construction bid documents were advertised on May 13, 2025 and bids were opened on June 3, 2025.

Four bids were received as shown below.

| No. | <i>Bidder</i> | <i>Schedule A</i> | <i>Schedule B</i> | <i>Schedule A Alternate</i> | <i>Total Bid Amount</i> |
|------------|----------------------------|--------------------------|--------------------------|------------------------------------|--------------------------------|
| 1 | Guido Construction | \$938,654.80 | \$460,300.50 | \$52,008.00 | \$1,450,963.30 |
| 2 | River Bend Construction | \$962,350.90 | \$458,843.30 | \$57,750.00 | \$1,478,944.20 |
| 3 | LTM dba Knife River | \$1,016,543.00 | \$493,332.00 | \$37,950.00 | \$1,547,825.00 |
| 4 | Brown Contracting | \$1,073,926.00 | \$519,897.00 | \$72,600.00 | \$1,666,423.00 |
| | <i>Engineer's Estimate</i> | <i>\$1,127,214.00</i> | <i>\$460,178.00</i> | <i>\$75,900.00</i> | <i>\$1,663,292.00</i> |

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

The proposed FY 25-26 budget includes the following funds for this project.

| | |
|---------------------------|---------------------|
| Transportation Fund | \$ 1,435,000 |
| Streetlight/Sidewalk Fund | \$ 320,000 |
| Storm Drainage Fund | \$ 125,000 |
| Total | \$ 1,880,000 |

The project construction costs are estimated below.

| | |
|--------------------------|------------------------|
| Construction (SCH A & B) | \$ 1,450,963.30 |
| Contingency (10%) | \$ 145,096.33 |
| CM Services (est.) | \$ 25,000.00 |
| Total | \$ 1,621,059.63 |

TIMING ISSUES

The City has 45 days from bid opening to accept or reject all bids. If the Commission recommends award, the results will be presented to the City Council at their June 23, 2025 meeting. If awarded, the Notice to Proceed would be issued in July. The Contract states that a Construction period of 90 days is provided to complete the work.

COMMISSION OPTIONS

The Public Works Commission has the following options:

1. Recommend the City Council award the construction contract to Guido Construction for \$1,450,963.30; or
2. Request additional information; or
3. Recommend that the Board and Council reject all bids.

STAFF RECOMMENDATION

Funds have been budgeted and are available to construct the project. The low bidder submitted all required documentation and appears to be responsive and responsible. The Engineering Consultant is recommending that the project be awarded to the low bidder, Guido Construction Inc. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to recommend to award the construction contract for the Garden Valley Boulevard & Stewart Parkway Pavement and Curb Ramp Improvement Project to the lowest responsible bidder, Guido Construction Inc. for \$1,450,963.30.

ATTACHMENTS

Engineer's letter of recommendation



June 5, 2025

Jesten Brenner, PE
City of Roseburg
900 SE Douglas
Roseburg, Oregon 97470

Re: 2025 Garden Valley Blvd & Stewart Pkwy Pavement and Curb Ramp Improvements
Project No. 25PW01

Dear Jesten:

On June 3rd, 2025, four (4) bids were received to construct the above referenced project. Guido Construction, Inc. submitted the apparent low bid for \$1,449,506.10 which is 13% lower than the Engineer's estimate of \$1,663,311.00.

The bid form was properly signed and executed, and the bid submission included a Bid Bond, 1st Tier Subcontractor List, a Drug Testing Program Certification Form, Pay Equity Compliance Training Certification Form, a Public Works Bond Pre-Bid Notice & Certification Form, and a Pay Equity Compliance Training Certification Form.

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

Guido Construction, Inc.

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 that reads "Paige Chadbourne". The signature is fluid and cursive, with a long horizontal line extending from the end.

Paige Chadbourne, PE
Project Manager

**CITY OF ROSEBURG
MEMORANDUM**



DATE: June 12, 2025

TO: Public Works Commission

FROM: Ryan Herinckx, Public Works Director

**SUBJECT: Pavement Management 2025 Slurry Seals
Bid Award Recommendation - 25PW02**

ISSUE STATEMENT AND SUMMARY

The City received bids for the Pavement Management 2025 Slurry Seals project on May 29, 2025. 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 15, 2025 and bids were opened on May 29, 2025.

Three bids were received and are summarized below:

| No. | Bidder | Schedule A | Schedule B | Total Bid |
|-----|------------------------|---------------|--------------|---------------|
| 1 | Doolittle Construction | \$ 165,269.75 | \$ 41,730.25 | \$ 207,000.00 |
| 2 | Pave Northwest | \$ 177,094.82 | \$ 47,021.20 | \$ 224,116.02 |
| 3 | VSS International | \$ 199,564.90 | \$ 41,760.10 | \$ 241,325.00 |

Engineer's Estimate \$ 172,566.25 \$ 55,769.25 \$ 228,335.50

Schedule A of this project consists of 17 street segments at various locations totaling approximately 37,500 square yards. Schedule B of this project consists of slurry seal coating and striping of the Gaddis Park parking lot, Schedule B work is funded from the Facilities Improvement Fund.

FINANCIAL CONSIDERATIONS

The FY 25-26 Transportation Fund Materials & Services budget includes \$250,000 for road maintenance projects. The FY 25-26 Facilities Improvement Fund includes \$55,000 for the Schedule B work at Gaddis Park.

Total project costs are estimated below.

| | |
|-------------------------------|----------------------|
| Construction (Schedule A & B) | \$ 207,000.00 |
| Contingency (5% of const.) | \$ 10,350.00 |
| <hr/> | |
| Total Estimated Cost | \$ 217,350.00 |

TIMING ISSUES

The City has 45 days from bid opening to accept or reject all bids. If the Commission recommends award, the bid results will be presented to the City Council at their June 23, 2025 meeting. 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, Doolittle Construction, LLC for \$207,000.00; 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, Doolittle Construction, LLC for \$207,000.00.

SUGGESTED MOTION

I move to recommend the City Council award the Pavement Management 2025 Slurry Seals Project to the lowest responsible bidder, Doolittle Construction, LLC for \$207,000.00.

ATTACHMENTS

None