

# City of Brookings

## MEETING AGENDA

### **CITY COUNCIL**

**Monday, July 10, 2023 - 7:00pm**

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

#### **A. Call to Order**

#### **B. Pledge of Allegiance**

#### **C. Roll Call**

#### **D. Oral Requests and Communications from the audience**

(\*Public Comments on non-agenda items – five (5) minute limit per person, please submit Public Comment Form in advance)

#### **E. Consent Calendar**

1. Approve Council minutes for June 26, 2023 [Pg. 1]
2. Accept Planning Commission minutes for May 2, 2023 [Pg. 4]

#### **F. Staff Reports/Public Hearings/Ordinances/Resolutions/Final Orders**

1. Weaver Lane Improvements [Pg. 6]
  - a. Dyer Task Order No. 106 - Weaver Lane Improvements [Pg. 8]
  - b. Map – Weaver Lane Extension [Pg. 11]
2. Chetco Avenue Pedestrian Improvements [Pg. 12]
  - a. Dyer Task Order 107 – Chetco Avenue Pedestrian Improvements [Pg. 13]

#### **G. Informational Non-Action Items**

1. June Vouchers [Pg. 19]

#### **H. Remarks from Mayor and Councilors**

#### **I. Adjournment**

\*Public Comment forms and the agenda packet are available on-line at [www.brookings.or.us](http://www.brookings.or.us), at Brookings City Hall and at Chetco Community Public Library. Return completed Public Comment forms to the City Recorder before the start of the meeting or during regular business hours.

All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 72 hours advance notification. Please contact 469-1102 if you have any questions regarding this notice.

**City of Brookings**  
**CITY COUNCIL MEETING MINUTES**  
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415  
**Monday, June 26, 2023**

**Call to Order**

Mayor Hedenskog called the meeting to order at 7:01 PM

**Roll Call**

Council Present: Mayor Ron Hedenskog, Councilors Isaac Hodges, Andy Martin, and Ed Schrieber; a quorum present

Absent: Councilor Michelle Morosky

Staff present: City Manager Janell Howard, Finance Director Lu Ehlers, PWDS Director Anthony Baron, PWDS Deputy Director Lauri Ziemer

Media Present: 1

Others Present: Approximately 28

**Appointments/Announcements**

1. Parks & Recreation Commission Appointment – Sage Bruce

**Mayor Hedenskog moved, Councilor Hodges seconded, and Council voted unanimously to appoint Sage Bruce to Planning Commission, Position #2, with a term expiring April 1, 2024.**

2. Yard of the Month
  - a. Residential – 935 Hidden Court – Sheila Hagbom
  - b. Commercial – 729 Chetco Avenue – Rogue Credit Union

**Oral Requests and Communications from the Audience**

1. Don Bemis & Debra Salzman, Brookings - addressed Council regarding Wreaths Across American scheduled December 16, 2023 and invited the Council to attend.
2. Daniel Jue, 1127 Boyer Court, Brookings – addressed Council on objectivity and accountability.
3. Victor Ortega, 96511 West Cliff Drive, Brookings – believed Council was not representing citizens regarding land use issue in Dawson tract area and spoke in opposition of City Manager Janell Howard.
4. Steve Jewell, Harbor – spoke in opposition of reinstatement of City Manager Janell Howard.

**Consent Calendar**

1. Approve City Council meeting minutes for June 12, 2023
2. Accept monthly financial reports for May, 2022

**Mayor Hedenskog moved, Councilor Hodges seconded, and Council voted unanimously to approve the Consent Calendar.**

**Staff Reports**

1. Weaver Lane Improvements  
*Staff report presented by Tony Baron*

Council discussed costs of engineering and street development. Councilor Schrieber was concerned public input has not been obtained from neighboring property owners. Consensus of Council was to conduct a Workshop to discuss residential impacts and invite Weaver Lane property owners to attend.

2. Alder Street Sewer Laterals

*Staff report presented by Tony Baron*

**Mayor Hedenskog moved, Councilor Martin seconded, and Council voted unanimously to authorize the City Manager to sign McLennan Excavation Task Order No. 8 for as needed services in the amount of \$40,730.59 for the repair of sanitary sewer laterals on Alder Street.**

3. Kidtown Soft Floor Award

*Staff report presented by Tony Baron*

**Councilor Hodges moved, Councilor Martin seconded, and Council voted unanimously to authorize the City Manager to enter into an agreement with I Play Safety Surfacing in the amount of \$170,206 for the new soft floor system at Kidtown in Azalea Park.**

4. Increase Appropriations due to Grants and Donations for FY 2022-23 Budget

*Staff report presented by Lu Ehlers*

**Mayor Hedenskog moved, Councilor Hodges seconded, and Council voted unanimously to adopt Resolution 23-R-1245 accepting specific purpose grants and donations in the General Fund and Special Police Fund and appropriating those funds.**

5. Increase Appropriations from Insurance Proceeds for FY 2022-23 Budget

*Staff report presented by Lu Ehlers*

**Mayor Hedenskog moved, Councilor Hodges seconded, and Council voted unanimously to adopt Resolution 23-R-1246 accepting insurance proceeds in the General Fund and appropriating those funds.**

6. Transfer of Appropriations from Contingency for FY 2022-23 Budget

*Staff report presented by Lu Ehlers*

**Mayor Hedenskog moved, Councilor Hodges seconded, and Council voted unanimously to adopt Resolution 23-R-1247 approving appropriation transfers from contingency in the General Fund, Water Fund and Wastewater Treatment Fund.**

7. Transfer of Appropriations for FY 2022-23 Budget

*Staff report presented by Lu Ehlers*

**Councilor Hodges moved, Mayor Hedenskog seconded, and Council voted unanimously to adopt Resolution 23-R-1248 approving appropriation transfers in the General Fund, Street Fund, and Capital Projects Reserve Fund.**

**8. Accepting Loan Proceeds and Appropriating Funds for FY 2022-23**

*Staff report presented by Lu Ehlers*

**Mayor Hedenskog moved, Councilor Schreiber seconded, and Council voted unanimously to adopt Resolution 23-R-1249 approving appropriation transfers in the Water System Replacement Fund.**

**Remarks from Mayor and Councilors**

Councilor Hodges requested the Golf Course contractor provide Council additional updates throughout the year to keep them informed of their status. City Manager advised she will request them to start providing in September.

**Adjournment**

Mayor Hedenskog adjourned the meeting at 7:59 PM.

Respectfully submitted:

ATTESTED:  
this 10<sup>th</sup> day of July, 2023:

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Ron Hedenskog, Mayor

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Janell K. Howard, City Manager

## **BROOKINGS PLANNING COMMISSION MINUTES**

**May 2, 2023**

### **CALL TO ORDER**

The regular meeting of the Brookings Planning Commission was called to order by Chair Watwood at 7:00 pm in the Council Chambers at Brookings City Hall followed by the Pledge of Allegiance.

### **ROLL CALL**

Commissioners Present: Anthony Bond, Cody Coons, Skip Hunter, Clayton Malmberg, Gerry Wulkowicz, Chair Skip Watwood

Staff Present: PWDS Director Tony Baron, Deputy PWDS Director Lauri Ziemer

Others Present: 4 audience members

### **PLANNING COMMISSION CHAIR PERSON ANNOUNCEMENTS - None**

### **PUBLIC HEARINGS**

- 4.1 In the matter of File No. CUP-5-23, a request for approval of a Conditional Use Permit to operate a Short Term Rental facility at 312 Railroad Street; Assessors Map & Tax Lot No. 4113-05CA-02300

There was no ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:06 pm. PWDS Director Tony Baron reviewed the staff report.

Applicant's representative, Ron Reel, Premier Ocean Properties, was present to answer any questions. No members of the public spoke in opposition and no participant requested additional time to submit materials. Public hearing was closed at 7:10 pm.

The Commission deliberated on the matter. **Motion made by Commissioner Wulkowicz to approve File CUP-5-23 a request for a Conditional Use Permit to operate a short term rental at 312 Railroad Street based on the findings and conclusions stated in the staff report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

**Motion made by Commissioner Malmberg to approve the Final Order regarding file CUP-5-23, based on the findings and conclusions stated in the staff report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

- 4.2 In the matter of File No. CUP-6-23, a request for approval of a Conditional Use Permit to operate a Short Term Rental facility at 1326 Crissey Circle; Assessors Map & Tax Lot No. 4113-0BC-01001

There was no ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:12 pm. PWDS Director Tony Baron reviewed the staff report.

Applicant's representative, Ron Reel, Premier Ocean Properties, was present to answer any questions. No members of the public spoke in opposition and no participant requested additional time to submit materials. Public hearing was closed at 7:16 pm.

The Commission deliberated on the matter. **Motion made by Commissioner Bond to approve File CUP-6-23 a request for a Conditional Use Permit to operate a short term rental at 1326 Crissey Circle based on the findings and conclusions stated in the staff report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

**Motion made by Commissioner Wulkowicz to approve the Final Order regarding file CUP-6-23, based on the findings and conclusions stated in the staff report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

4.3 In the matter of File No. M3-1-23, a request for a partition to divide a .59 acre parcel into two (2) parcels, located at 610 Hassett Street; Assessor's Map & Tax Lot No. 4013-31DD-04000;

There was no ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:18 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant, Scott Sanders, was present to answer any questions.

John Marrington, 612 Hassett St, Brookings, spoke as an interested party and advised his property adjoins the parcel and is concerned the natural drainage between the properties is deteriorating his driveway. PWDS Director Baron advised that as the property is developed the property owners should work together to address the issue and potentially connect to the existing City storm drain on Hassett.

No members of the public spoke in opposition and no participant requested additional time to submit materials. Public hearing was closed at 7:45 pm.

The Commission deliberated on the matter. Commission Malmberg felt the rezone was not in the best interest of the City citing the shortage of affordable multi-housing units and the developing of more single family housing does not equate to long term housing when single family residences can be turned into short term rentals which does not solve the existing housing shortage. The Commission deliberated on the matter.

**Motion made by Commissioner Malmberg to approve File M3-1-23 a request for a partition to divide a .59 acre parcel into two (2) parcels, located at 610 Hassett Street based on the findings and conclusions stated in the staff report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

**Motion made by Chair Watwood to approve the Final Order regarding file M3-1-23, based on the findings and conclusions stated in the staff report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

#### **MINUTES FOR APPROVAL**

5.1 Minutes of regular Planning Commission meeting of March 7, 2023

**Motion made by Commissioner Bond to approve the Planning Commission minutes of March 7, 2023; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

**UNSCHEDULED PUBLIC APPEARANCES - None**

**REPORT FROM THE PLANNING STAFF - None**

**COMMISSION FINAL COMMENTS – None**

#### **ADJOURNMENT**

Chair Watwood adjourned the meeting at 8:05 pm.

Respectfully submitted,


  
Skip Watwood, Brookings Planning Commission Chair  
Approved at the June 27, 2023 meeting

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: July 10, 2023

Originating Dept: PW/DS

  
Signature (submitted by)

  
City Manager Approval

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Subject: Weaver Lane Improvements – Dyer Task Order

Recommended Motion:

Authorize the City Manager to proceed with the Dyer task Order No.106 in the amount of \$86,700 for the design of full street improvements on the first 460 lineal feet of Weaver Lane.

Financial Impact:

\$86,700 from Streets and Stormwater SRF/SDC funds.

Background/Discussion:

Weaver Lane is currently 460 lineal feet of unimproved gravel road and could eventually extend to Meadow Lane if the lot between is developed. Street design standards as defined in the City of Brookings Land Development Code and the Engineering Requirements and Standard Specifications for Public Works Construction, require 24 - 28 feet width of street paving, 5-foot-wide sidewalks on both sides of the street and storm drainage improvements and full street paving.

Council considered improving Weaver Lane up to the undeveloped lot during their June 2, 2014 council workshop but ultimately decided to not commit to any improvements of Weaver Lane until the vacant lot between was developed.

The new land owner of the undeveloped lot between Weaver Lane and Meadow Lane is now asking the city to consider full street improvements of Weaver Lane up to his property in order to allow them to develop their lot and continue Weaver Lane through to Meadow Lane. In 2014 when the development of Weaver Lane up to the vacant lot was considered, the cost estimate was \$325,560. The cost to extend Weaver Lane to Meadow Lane would be the responsibility of the landowner of the vacant lot who intends to develop into a 10-lot subdivision. The developer will be required to complete full street improvements on his portion of Weaver Lane.

Council directed staff at the April 4, 2023 workshop to get an updated estimate to perform the engineering services for the design of full street improvements on the first 460 lineal feet of

Weaver Lane which is currently an undeveloped gravel road. Dyer provided a preliminary cost estimate for the required improvements that total nearly \$620,000. The design would include storm water infrastructure, curb gutter and sidewalk on both sides and full street paving.

Council discussed at the June 26, 2023 regular city council meeting. Consensus was to have this brought back to a Council workshop and invite Weaver Lane residents and Contractor of neighboring property. This has been scheduled for the Council Workshop immediately preceding the regular City Council meeting. Depending on the Council's consensus at the Workshop, the City Council may choose to take action.

Attachments:

- a. Dyer Task Order No. 106 - Weaver Lane Improvements
- b. Map – Weaver Lane



**TASK ORDER 106**  
**City of Brookings**  
**WEAVER LANE IMPROVEMENTS**

**SCOPE OF WORK:** The City plans on improving Weaver Lane from the intersection of Hassett Street to the north approximately 500 feet to the vacant lot that is intended to be developed by the land owner. Overall project includes:

- Widening the existing street section along Weaver Lane to 24-foot and paving.
- Curbs, gutters, and 5-foot-wide concrete sidewalks along both sides of Weaver Lane.
- Sidewalk improvements include two (2) new access ramp at intersection of Weaver Lane and Hassett Street.
- Filling in existing ditches and providing new 12" storm drain with inlets along both sides of Weaver Lane.

**SCOPE OF ENGINEERING SERVICES**

The City needs engineering services for the design of these improvements, bidding period services, and construction administration. Engineering services include:

**Design Period Services**

- Coordinate with City staff, affected utilities, and conduct design review meeting with City staff. Arrive at concurrence on alignment of new curbs and sidewalks as well as storm drain routing. Provide monthly progress reports to staff throughout the process.
- Route survey includes establishing project control with vertical datum based on 1988 NAVD and horizontal datum will be based on NAD83 based on Oregon Coordinate Reference System – Oregon Coast Zone. Topographic route survey will be completed for the proposed street improvements. These surveys will concentrate along Weaver lane from the intersection of Hassett Street to the north approximately 500 feet to the vacant lot and will include underground utilities as located by the utility companies. Survey will include property corner monuments along the route for determining existing rights-of-ways.
- Reduce field survey data including development of base map.
- Provide final construction documents including drawings. Final design plans will be developed in Auto-CAD Civil 3D, version 2021. The design will use City Standards wherever applicable.
- Provide final construction documents including technical specifications.

- Design review meetings will be conducted at 90 percent complete with plans and specifications. Comments received from Staff will be incorporated into the documents.
- Provide final estimated costs for construction and an estimated time line for construction. Submit construction documents to City for review and approval.

### **Bidding Period Services**

- Prepare bidding documents including bidding requirements and contract documents. Prepare advertisement for bids and send to City-approved publications (City to pay advertising expense). Develop electronic copies (pdf) of final bidding documents and distribute to QuestCDN for bidders and suppliers to purchase and download. Reproduce bidding documents and distribute to Owner, Engineer, and interested bidders.
- Respond to bidder questions and prepare necessary addendums, if needed.
- Attend and perform bid opening at Dyer's Coos Bay office location.
- Review bids and recommend contract award based on public contracting rules. Prepare construction contracts for City approval. Issue Notice of Intent to Award, Notice of Award, and Notice to Proceed.

### **Construction Administration Services**

- Provide construction management and administer construction contract. Notify City staff immediately of potential construction problems and recommend a cost-effective remedy in order to not delay the construction. Project Manager to make periodic site visits and review submittals. Attend and administer a Pre-Construction job meeting. Conduct project meetings with Contractor and Owner, as needed.
- Develop construction stakeout points and layout sheets for stakeout.
- Provide construction staking for the new curb and gutter, storm drain, and related improvements.
- Project Representative will provide up to 120 hours of construction observation services during construction to observe progress of the overall work. (City to supplement construction observation services, if required).
- Review and process pay requests, change orders, and requests for information.
- Provide project closeout documents.

### **Schedule (anticipated)**

- Design –August 2023 through October 2023.
- Bidding Period – January 2024 to March 2024.
- Construction – Late Spring/Early Summer 2024.

### **Assumptions and Exclusions**

- City is responsible for obtaining temporary construction easements or any right-of-way acquisition that is needed.
- City to provide 6 potholes of the existing gravel street in the presence of the Engineer to verify depth of existing aggregate base and suitability of subgrade.
- All potholing of utilities (if needed) is to be performed by Owner.
- The developer of the vacant lot to the north of this project shall submit storm drain calculations per Brookings Standard Specifications for Public Works Infrastructure per section 18.20.003. Storm drain calculations for this development will not be evaluated as part of this project. Any future development will require evaluation of downstream storm drain impact and any mitigation measures required.

### **Proposed Fee**

Services will be performed and billed on a time and materials basis, in accordance with the conditions of the Professional Services Agreement and fee listed herein and Attachment A. The fee for these services is not to exceed a maximum \$86,700 including all professional services and reimbursable expenses.

### **PAYMENT METHOD: Monthly Billing**

City of Brookings

The Dyer Partnership  
Engineers & Planners, Inc.

\_\_\_\_\_  
Janell Howard, City Manager

\_\_\_\_\_  
Aaron Speakman, President

Date: \_\_\_\_\_

Date: \_\_\_\_\_



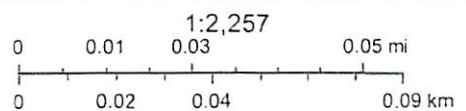
# Weaver Lane Extension



3/29/2023, 10:57:43 PM

- |                              |                         |
|------------------------------|-------------------------|
| World Imagery                | Parcel Labels           |
| Low Resolution 15m Imagery   | All Roads               |
| High Resolution 60cm Imagery | Highways (1)            |
| High Resolution 30cm Imagery | Situs Address (Current) |

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# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: July 10, 2023

Originating Dept: PWDS

  
Signature (submitted by)  
  
City Manager Approval

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Subject: Dyer Task Order - Safe Routes to School (SRTS) – Pedestrian Improvements Chetco Avenue at the intersections of 5th Street and Pacific Avenue.

Recommended Motion:

Authorize City Manager to sign Dyer Partnership Task Order 107 for \$154,300, to provide engineering services for segment three of the Safe Routes to School project, Chetco Avenue pedestrian improvements.

Financial Impact:

\$154,300 from the Streets SRF/SDC fund.

Background/Discussion:

In 2020 the city was awarded funding for pedestrian improvement projects through the Oregon Department of Transportation (ODOT) Safe Routes to School (SRTS) program. The projects listed for funding includes partial street surface work, storm water improvements, curb, gutter and sidewalks along Fern Avenue from Ransom Avenue to the intersection of Fern Avenue and Elk Drive as well as pedestrian crossing enhancements on Chetco Avenue at the intersections of Pacific Avenue and 5th Street.

The total project costs were originally estimated at \$1,796,140, of which ODOT awarded a grant for \$1,372,950. The SRTS grant funded project is divided into three segments. Segment one and two included Fern Avenue from Ransom Avenue to Elk Drive and was completed in 2022. Segment three is on Chetco Avenue at the intersections of 5<sup>th</sup> Street and Pacific Avenue, and is currently estimated at \$1,016,950, including this engineering of \$154,300.

Tidewater Contracting completed the Fern Avenue portion of the project (segment one and two) in 2022. The remaining portion of work that still remains (segment three) are pedestrian improvements on Chetco Avenue at Pacific Avenue and 5th Street. The Dyer task order 107 includes engineering and construction administration for the remaining improvements tied to the SRTS grant.

Attachment(s):

- a. Dyer Task Order 107



**TASK ORDER 107**  
**City of Brookings**  
**2024 HIGHWAY 101 SRTS IMPROVEMENT PROJECT**

**SCOPE OF WORK:** Provide site survey for design, excluding any areas previously surveyed within the last year. Determine if the scoped Americans with Disabilities Act (ADA) ramps meet current ADA design, and if not, provide design as required to allow the ADA ramps and pedestrian crossing design to conform to ADA and Oregon Department of Transportation (ODOT) requirements.

Design will include the redesign of eight (8) ADA ramps at the intersection of Highway 101 (Chetco Avenue) and 5<sup>th</sup> Street. One of these redesigns includes modifying the southwest corner at the intersection of Highway 101 and 5<sup>th</sup> Street to accommodate truck traffic to navigate the turn from Highway 101 around Fred Meyer, onto 5<sup>th</sup> Street. The design vehicle for this modification will be a WB-67 truck.

Review the turning movement at the 5<sup>th</sup> Street intersection of Highway 101, from north-eastbound 5<sup>th</sup> onto Highway 101 south. The Engineer will review the existing utilities, sight distances, and identify if utilities and or landscaping should be relocated or modified to improve the pedestrians visibility as pedestrians stand at the south west corner of the intersection, and wait to cross northbound across 5<sup>th</sup> Street. Utility relocation and landscaping design is not included with this task order.

Redesign four (4) ADA ramps at the existing pedestrian crossing across Highway 101 located approximately 40-feet south of the Highway 101 and Pacific intersection. The design shall include two signs with overhead arms that will support rectangular rapid flashing beacons (RRFB) for pedestrian crossings.

**Background:** The City of Brookings received ODOT Safe Routes to Schools (SRTS) funding for improvements along Highway 101 and on Fern Drive. The Fern Drive work was completed by the City under a separate task order. The City is in need of design, bidding, and construction management for the completion of the Highway 101 portion of the SRTS funding package.

Meetings with the City, ODOT, and the Dyer Partnership were conducted to confirm the overall scope of work for the Highway 101 improvements associated with this project. The ADA ramps and pedestrian crossing identified in the attached Exhibit B outline the project area and ADA ramp locations. The original City/ODOT SRTS project identified additional improvements, which have been reduced in scope to match the improvements shown in Exhibit B. Should additional improvements be required outside the scope of work, an amendment to this task order will be issued to the City for review and approval.

The City is working with the Owner of the existing Fred Meyer property for an easement or right-of-way acquisition to allow the existing sidewalks and roadway alignment to be reconstructed, resulting in the truck traffic turning from Highway 101 southbound, onto 5<sup>th</sup> Street, from having trailers track across the sidewalk.

The turning movement from traffic heading east on 5<sup>th</sup> Street, turning south onto Highway 101 south, creates a perceived visual constraint for pedestrians that are heading north, across

5<sup>th</sup> street. Preliminary investigations have indicated that there may be shrubbery, landscaping, or existing utilities that may need to be relocated to improve pedestrian visibility at this location.

## **SCOPE OF ENGINEERING SERVICES**

The City needs engineering services for the design of these SRTS improvements, bidding period services, and construction administration. Engineering services include:

### **Coordination**

- Coordinate with City staff, ODOT, and affected utilities.
- Conduct design review meeting with City staff and ODOT. Arrive at concurrence on improvement limits, layouts, sign locations, etc. Provide monthly progress reports to staff throughout the process.

### **Design Surveys**

Design surveys will be included as part of the overall scope. This will include the following main items:

- Project Control: Vertical datum will be based on 1988 NAVD and horizontal datum will be based on NAD83 based on Oregon Coordinate Reference System – Oregon Coast Zone.
- Topographic route survey will be completed for the proposed improvements. These surveys will concentrate on the ADA ramps and pedestrian crossings, and include underground utilities that may be in the reconstruction areas. Survey will include tying out existing right-of-way and property corner monuments along the route for determining existing rights-of-ways. A portion of the Highway 101 and 5<sup>th</sup> street intersection (west side) has been surveyed, and will not be resurveyed except as required to tie-in the additional survey work.

### **Design**

Design 12 ADA ramps, two (2) ground mounted RRFBs, two (2) mast mounted RRFBs (per ODOT standards), redesign the turning movement from Highway 101 to 5<sup>th</sup> Street westbound, and evaluate sight distance and utilities that may be creating visual obstruction on the eastbound 5<sup>th</sup> and Highway 101 pedestrian crossing. Refer to Exhibit B for a sketch of the improvement locations.

The following major tasks will be completed during the design phase:

- Design review meetings will be conducted at City Hall at 50 and 90 percent complete with plans and specifications. Comments received from Staff will be incorporated into the documents.
- The design will use City Standards wherever applicable.

- All plans will be developed in Auto-CAD Civil 3D, version 2021.
- Final documents will be sent to the regulatory agencies for review and comment.
- Prepare construction documents to include drawings and specifications. Drawings and specifications will be in Dyer's standard format, not explicit ODOT drawings or specifications.
- Provide final estimated costs for construction and an estimated timeline for construction. Submit construction documents to City for review and approval.

### **Bidding and Contracts**

- Prepare online bidding documents including bidding requirements and contract documents.
- Prepare advertisement for bids and send to City-approved publications (City to pay advertising expense).
- Develop electronic copies (pdf) of final bidding documents and distribute to QuestCDN for bidders and suppliers to purchase and download. Reproduce bidding documents and distribute to Owner, Engineer, and interested bidders.
- Respond to bidder questions and prepare necessary addendums, if needed.
- Review bids and recommend contract award based on public contracting rules. Prepare construction contracts for City approval. Issue Notice of Intent to Award, Notice of Award, and Notice to Proceed.

### **Contract Administration**

- Administer construction contract. Notify City staff immediately of potential construction problems and recommend a cost effective remedy in order to not delay the construction.
- Tabulate payment quantities and recommend payments to the Contractor.
- Project Manager to make periodic site visits during construction.
- Develop construction stakeout points and layout sheets for stakeout.
- Provide construction staking for the new curb and gutters, ADA ramps, sign poles, and other improvements.
- Conduct bi-monthly project meetings as needed.
- Attend and administer a Pre-Construction job meeting.



- Review submittals. Review and process requests for information, change orders, and pay requests.
- Attend meetings with Owner and Contractor as required.

### **Construction Observation Services**

- Project Representative will provide 160 hours construction observation during construction to observe progress of the overall work. (City to supplement construction observation services).

### **Schedule (anticipated)**

- Design –July 2023 through December 2023.
- Bidding Period- January through February 2024.
- Construction – Spring 2024.

### **Assumptions and Exclusions:**

- ODOT will allow the design drawings, specifications, and bid documents to be Dyer standard format which has been used for the 2022 City of Brookings design plans.
- Geotechnical, Structural, and Environmental Engineering is excluded from this task order. If these items are identified as needed, they will be addressed in a task order amendment.
- No environmental/storm water permitting required. The City will pay all permit fees if required by regulatory agencies. No permits are anticipated.
- The City will coordinate easements/ROW acquisition with property owners.
- Utility infrastructure (Sanitary sewer lines and laterals, manholes, catch basins, storm drains, water lines, electrical, phone, and gas) are assumed to be in fair condition and will be protected in place. It is assumed they will not require engineering review or correction. If these items are identified as replacement by the City, they will be addressed in a task order amendment.
- Utility Contractors are required to provide their own engineering and coordination for utility coordination or modifications.
- Any required street lighting or power pole relocation will be coordinated by the City.
- City to coordinate with private property owners and businesses.
- Engineer shall not be responsible for the construction Contractor's means and methods of construction or their means of safety.
- Easements (if required) will not be stamped by a professional surveyor.
- Construction claim support is excluded from this task order. If this item is identified as needed, it will be addressed in a task order amendment.
- All Rectangular Rapid Flashing Beacons (RFB's) are assumed to be solar powered. If RRFB's requires hardwired electrical it will be addressed in a task order amendment.
- If a Landscape Architect is required it will be addressed in a task order amendment.

**Proposed Fee**

Services will be performed and billed on a time and materials basis, in accordance with the conditions of the Professional Services Agreement and fee listed herein and Exhibit A. The fee for these services is not to exceed a maximum \$154,300 including all professional services and reimbursable expenses.

**PAYMENT METHOD: Monthly Billing**

City of Brookings

The Dyer Partnership  
Engineers & Planners, Inc.

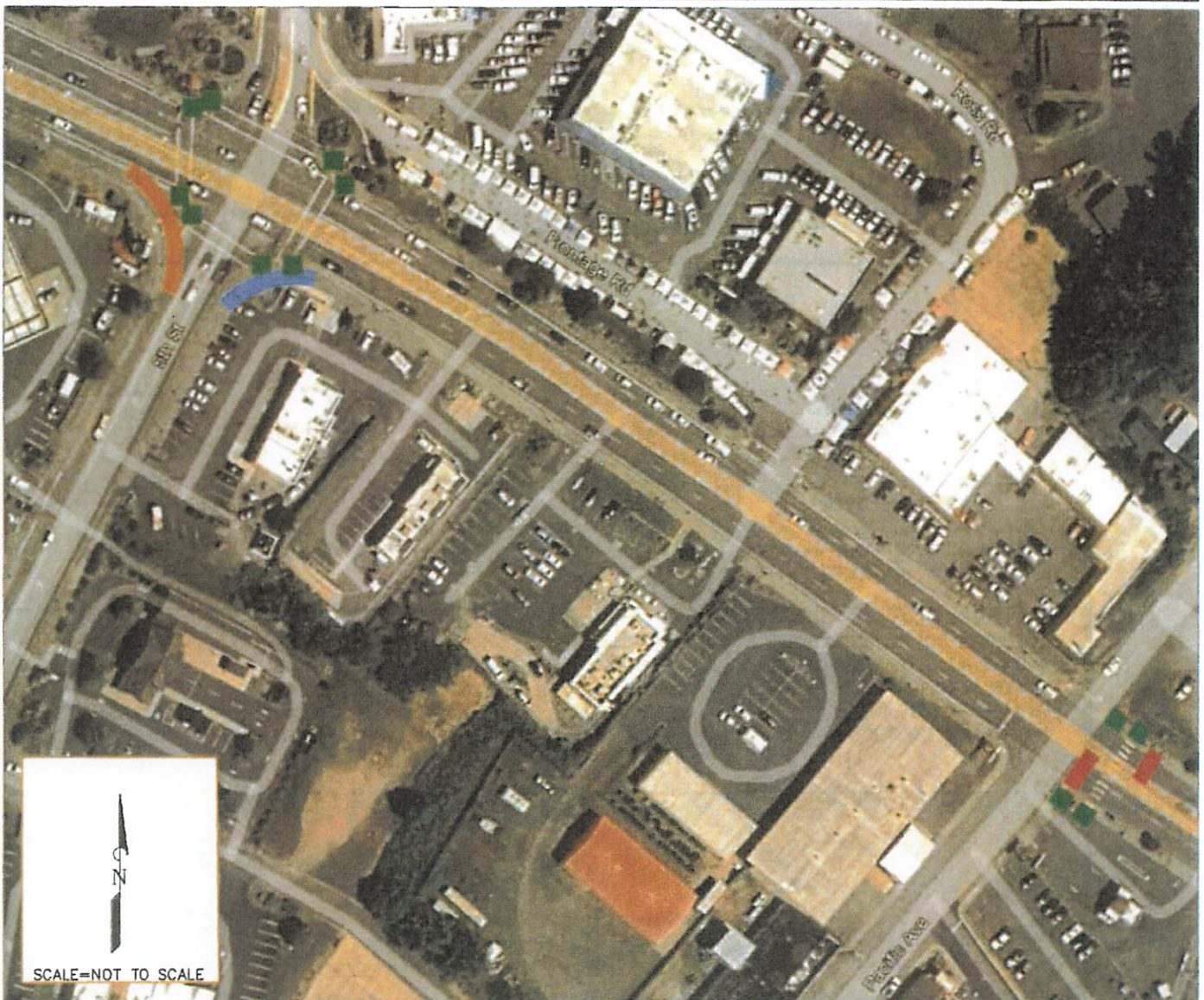
\_\_\_\_\_  
Janell Howard, City Manager

\_\_\_\_\_  
Aaron Speakman, President

Date: \_\_\_\_\_

Date: \_\_\_\_\_





- DYER TO REDESIGN THE SIDEWALK AND ADA RAMP TO FACILITATE THE TURNING MOVEMENT OF WB-67 TRUCKS FROM HIGHWAY 101 TO 5TH STREET WESTBOUND AT THIS LOCATION. DYER HAS SURVEYED THIS AREA UNDER A PREVIOUS TASK ORDER. CITY TO OBTAIN RIGHT-OF-WAY (ROW) OR EASEMENTS FROM FRED MEYER/PROPERTY OWNER. THE DESIGN OF UTILITY RELOCATIONS IS NOT ANTICIPATED AT THE TIME OF PROJECT SCOPING AND ARE NOT INCLUDED
- DYER TO EVALUATE SIGHT DISTANCE CONCERNS FROM PEDESTRIANS THAT STAND AT THE INTERSECTION OF HIGHWAY 101 AND 5TH STREET, SPECIFICALLY PEDESTRIANS CROSSING 5TH STREET HEADING NORTHBOUND. IDENTIFY IF EXISTING UTILITY BOXES OR ABOVE GRADE LANDSCAPING REQUIRES MODIFICATION TO IMPROVE SIGHT DISTANCE. PROVIDE RECOMMENDATIONS TO CITY. REDESIGN OF CURBS/SIDEWALKS OR UTILITY RELOCATION SERVICES IS NOT INCLUDED. RESTRIPING OF THE ROADWAY OR PEDESTRIAN CROSSINGS ARE ANTICIPATED OR INCLUDED. IF ROW OR EASEMENTS ARE REQUIRED BY DYER, A TASK ORDER AMENDMENT WILL BE GENERATED FOR THIS WORK
- DYER TO PROVIDE REDESIGN OF THE ADA RAMPS AT THE TWELVE (12) LOCATIONS SHOWN. LIGHTING ILLUMINATION AND RAMP DESIGN WILL BE ODOT ADA COMPLIANT. RIGHT-OF-WAY OR EASEMENTS ARE NOT ANTICIPATED FOR THESE LOCATIONS. IF ROW OR EASEMENTS ARE REQUIRED BY DYER, A TASK ORDER AMENDMENT WILL BE GENERATED FOR THIS WORK. THE DESIGN OF UTILITY RELOCATION IS NOT ANTICIPATED AT THE TIME OF THE PROJECT SCOPING AND IS NOT INCLUDED. RESTRIPING OF THE ROADWAY OR PEDESTRIAN CROSSINGS ARE ANTICIPATED OR INCLUDED
- DYER TO PROVIDE DESIGN OF TWO (2) OVERHEAD SIGNS WITH ARMS THAT HANG OVER HIGHWAY 101 AND SUPPORT RRFB PEDESTRIAN CROSSINGS. SIMILAR TO THE EXISTING RRFB SIGNS THAT EXIST IN FRONT OF THE REDWOOD THEATER IN BROOKINGS OREGON. SIGN POLE DESIGN WILL BE PROVIDED BY USING ODOT DESIGN. LIGHTING AND ILLUMINATION WILL BE PROVIDED FOR THE ADA RAMPS, WHICH WILL COMPLY WITH ODOT STANDARDS. A TOTAL OF 4 RRFBs ARE ANTICIPATED. RESTRIPING OF THE ROADWAY OR PEDESTRIAN CROSSINGS ARE ANTICIPATED OR INCLUDED. THE EXISTING CONCRETE MEDIAN AT THE PEDESTRIAN CROSSING WILL REMAIN IN-PLACE, WITH NO DESIGN OR REMOVAL ANTICIPATED FOR THIS TASK ORDER. CITY TO IDENTIFY THE LOCATION FOR SIGN BASES. IF ROW OR EASEMENTS ARE REQUIRED BY DYER, A TASK ORDER WILL BE GENERATED FOR THIS WORK. RETAINING WALLS OR OTHER STRUCTURAL COMPONENTS ARE NOT ANTICIPATED AT THE TIME OF THE PROJECT SCOPING AND ARE EXCLUDED.

THE DYER PARTNERSHIP ENGINEERS & PLANNERS, INC.	CITY OF BROOKINGS 2024 HIGHWAY 101 SRTS IMPROVEMENT PROJECT  PROPOSED IMPROVEMENTS MAP	EXHIBIT  B
DATE: JUNE2023		
PROJECT NO.: 145.107		

## Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/23	06/01/2023	90070	313	Brookings Vol Firefighters	10-00-2005	2,250.00
06/23	06/01/2023	90071	715	Budge McHugh Supply	25-00-2005	10,294.44
06/23	06/01/2023	90072	5567	CAL/OR Insurance Agency	30-00-2005	683.33
06/23	06/01/2023	90073	6031	Cascade Home Center	10-00-2005	859.38
06/23	06/01/2023	90074	5952	Chetco Auto Marine & Industrial Supply	15-00-2005	65.32
06/23	06/01/2023	90075	3834	Clean Sweep Janitorial Service	10-00-2005	2,162.00
06/23	06/01/2023	90076	5827	Coastal Investments LLC	10-00-2005	960.00
06/23	06/01/2023	90077	1745	Coastal Paper & Supply, Inc	10-00-2005	1,104.81
06/23	06/01/2023	90078	182	Coos-Curry Electric	10-00-2005	11,514.31
06/23	06/01/2023	90079	5804	Early Management Team Inc	50-00-2005	2,000.00
06/23	06/01/2023	90080	5432	First Community Credit Union	25-00-2005	4,662.00
06/23	06/01/2023	90081	298	Freeman Rock, Inc	25-00-2005	430.16
06/23	06/01/2023	90082	6195	Scott Graves	32-00-2005	90.00
06/23	06/01/2023	90083	5754	iFocus Consulting Inc	30-00-2005	715.00
06/23	06/01/2023	90084	5660	Leathers & Associates Inc	50-00-2005	48,876.51
06/23	06/01/2023	90085	328	Les Schwab Tire Center	15-00-2005	312.68
06/23	06/01/2023	90086	4269	Gary Milliman	10-00-2005	325.00
06/23	06/01/2023	90087	4443	Napa Auto Parts-Golder's	10-00-2005	11.42
06/23	06/01/2023	90088	3561	Oil Can Henry's	10-00-2005	87.18
06/23	06/01/2023	90089	4	Curry County Cruisers	10-00-2005	368.00
06/23	06/01/2023	90090	322	Postmaster	25-00-2005	1,075.00
06/23	06/01/2023	90091	5768	Proficient Auto Center Inc	20-00-2005	900.50
06/23	06/01/2023	90092	6198	Quinn Thomas LLC	10-00-2005	5,000.00
06/23	06/01/2023	90093	6197	Theresa Ann Sparks	10-00-2005	2,619.86
06/23	06/01/2023	90094	956	Suiter's Paint & Body	61-00-2005	125.00
06/23	06/01/2023	90095	990	UPS Supply Chain Solutions Inc	10-00-2005	14.81
06/23	06/01/2023	90096	2863	Verizon Wireless	10-00-2005	713.58
06/23	06/01/2023	90097	861	Village Express Mail Center	10-00-2005	89.06
06/23	06/01/2023	90098	6136	Western Display Fireworks LTD	32-00-2005	7,500.00
06/23	06/08/2023	90099	5908	Amazon Capital Services	49-00-2005	280.31
06/23	06/08/2023	90100	4734	Aramark Uniform Services	10-00-2005	150.00
06/23	06/08/2023	90101	6121	AutoZone Inc	10-00-2005	32.36
06/23	06/08/2023	90102	4939	Bi - Mart Corporation	10-00-2005	40.04
06/23	06/08/2023	90103	2407	Blue Star Gas	10-00-2005	8,253.74
06/23	06/08/2023	90104	6116	Brookings Chrysler Dodge Jeep Ram	10-00-2005	102.30
06/23	06/08/2023	90105	1169	Brookings Electronic Svs Inc	10-00-2005	85.00
06/23	06/08/2023	90106	147	Brookings Glass Inc	10-00-2005	190.00
06/23	06/08/2023	90107	5070	Canon Solutions America	10-00-2005	42.22
06/23	06/08/2023	90108	193	Central Equipment Co, Inc	20-00-2005	737.29
06/23	06/08/2023	90109	5822	Chaves Consulting Inc	49-00-2005	370.20
06/23	06/08/2023	90110	4882	Coastal Heating & Air	10-00-2005	545.50
06/23	06/08/2023	90111	5939	Country Media Inc	75-00-2005	954.33
06/23	06/08/2023	90112	317	DCBS - Fiscal Services	10-00-2005	548.52
06/23	06/08/2023	90113	185	Del Cur Supply	10-00-2005	93.42
06/23	06/08/2023	90114	1	Sean Gibbons	20-00-2005	198.81
06/23	06/08/2023	90115	1	Bruce Greene	20-00-2005	60.00
06/23	06/08/2023	90116	1	High Desert Utilities	20-00-2005	300.00
06/23	06/08/2023	90117	1	Reno Swanner	20-00-2005	113.33
06/23	06/08/2023	90118	1	Joanne O'Connor	20-00-2005	300.00
06/23	06/08/2023	90119	749	Emerald Pool & Patio	10-00-2005	2,072.70
06/23	06/08/2023	90120	6097	GP Energy	10-00-2005	3,631.13
06/23	06/08/2023	90121	139	Harbor Logging Supply	61-00-2005	109.43
06/23	06/08/2023	90122	5858	Jacobs Engineering Group Inc	25-00-2005	123,266.75

M = Manual Check, V = Void Check



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/23	06/08/2023	90123	4487	Net Assets Corporation	10-00-2005	240.00
06/23	06/08/2023	90124	329	New Hope Plumbing	10-00-2005	923.00
06/23	06/08/2023	90125	3159	NorthCoast Health Screening	10-00-2005	925.00
06/23	06/08/2023	90126	3561	Oil Can Henry's	10-00-2005	144.00
06/23	06/08/2023	90127	5008	Online Information Services	10-00-2005	79.46
06/23	06/08/2023	90128	252	Paramount Pest Control	10-00-2005	140.00
06/23	06/08/2023	90129	4	Brookings Harbor Baseball Club	10-00-2005	609.00
06/23	06/08/2023	90130	4	Bruin Music Foundation	10-00-2005	143.00
06/23	06/08/2023	90131	4	Carla Penaloza	10-00-2005	244.00
06/23	06/08/2023	90132	207	Quill Corporation	10-00-2005	329.53
06/23	06/08/2023	90133	6198	Quinn Thomas LLC	10-00-2005	5,000.00
06/23	06/08/2023	90134	6199	Recreation Supply Co, Inc	10-00-2005	7,844.89
06/23	06/08/2023	90135	6102	South Coast Shopper	10-00-2005	88.50
06/23	06/08/2023	90136	797	Town & Country Animal Clinic	61-00-2005	26.50
06/23	06/08/2023	90137	4542	Umpqua Bank	45-00-2005	5,322.00
06/23	06/08/2023	90138	2122	Cardmember Service	61-00-2005	11,972.73
06/23	06/08/2023	90139	169	Waste Connections Inc	33-00-2005	926.92
06/23	06/08/2023	90140	5071	Wes' Towing	10-00-2005	175.00
06/23	06/08/2023	90141	5992	Ziply Fiber	30-00-2005	191.30
06/23	06/15/2023	90142	5908	Amazon Capital Services	10-00-2005	209.45
06/23	06/15/2023	90143	6032	Bicoastal Media LLC	32-00-2005	4,990.00
06/23	06/15/2023	90144	4788	Bureau of Labor & Industries	51-00-2005	812.38
06/23	06/15/2023	90145	6078	Curry County Reporter	10-00-2005	315.00
06/23	06/15/2023	90146	4746	Curry County Treasurer	10-00-2005	211.50
06/23	06/15/2023	90147	1	Marie Garcia	20-00-2005	300.00
06/23	06/15/2023	90148	5951	Executech Utah LLC	49-00-2005	30.35
06/23	06/15/2023	90149	153	Ferrellgas	10-00-2005	524.58
06/23	06/15/2023	90150	4980	iSecure	10-00-2005	33.00
06/23	06/15/2023	90151	5858	Jacobs Engineering Group Inc	53-00-2005	68,329.32
06/23	06/15/2023	90152	5860	Lane Council of Governments	10-00-2005	5,761.57
06/23	06/15/2023	90153	6200	Scott Larson	75-00-2005	21,000.00
06/23	06/15/2023	90154	6065	Local Government Law Group PC	10-00-2005	14,859.50
06/23	06/15/2023	90155	4981	McLennan Excavation, Inc	52-00-2005	193,400.30
06/23	06/15/2023	90156	4981	McLennan Excavation, Inc	52-00-2005	91,734.98
06/23	06/15/2023	90157	329	New Hope Plumbing	10-00-2005	503.50
06/23	06/15/2023	90158	5155	Oregon Department of Revenue	10-00-2005	963.75
06/23	06/15/2023	90159	4	Southern Oregon Coast Pride	10-00-2005	663.50
06/23	06/15/2023	90160	5101	Pitney Bowes Reserve Acct	10-00-2005	500.00
06/23	06/15/2023	90161	3369	Schwabe Williamson & Wyatt PC	20-00-2005	751.00
06/23	06/15/2023	90162	6134	Patrick Smith	10-00-2005	2,399.12
06/23	06/15/2023	90163	956	Suiter's Paint & Body	10-00-2005	1,765.50
06/23	06/15/2023	90164	4542	Umpqua Bank	10-00-2005	4,352.49
06/23	06/15/2023	90165	169	Waste Connections Inc	32-00-2005	888.00
06/23	06/15/2023	90166	5992	Ziply Fiber	10-00-2005	221.83
06/23	06/22/2023	90167	5908	Amazon Capital Services	49-00-2005	689.64
06/23	06/22/2023	90168	6072	Salmon Run Golf Course	50-00-2005	51,528.82
06/23	06/22/2023	90169	6147	Bullard Law	10-00-2005	8,282.50
06/23	06/22/2023	90170	5070	Canon Solutions America	32-00-2005	1,177.45
06/23	06/22/2023	90171	3015	Charter Communications	30-00-2005	599.98
06/23	06/22/2023	90172	5822	Chaves Consulting Inc	49-00-2005	370.20
06/23	06/22/2023	90173	6115	Douglas A Bergstrom, Ph.D.	10-00-2005	375.00
06/23	06/22/2023	90174	3342	Fastenal	15-00-2005	534.71
06/23	06/22/2023	90175	6097	GP Energy	10-00-2005	2,887.83
06/23	06/22/2023	90176	6030	Hartwick Automotive LLC	10-00-2005	66.39
06/23	06/22/2023	90177	6201	Travis Jolley	10-00-2005	206.00
06/23	06/22/2023	90178	3978	KLB Enterprises	20-00-2005	582.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/23	06/22/2023	90179	5813	Mark Rogers Painting	10-00-2005	1,459.40
06/23	06/22/2023	90180	3789	Oak Street Health Care Center	25-00-2005	150.00
06/23	06/22/2023	90181	6202	Oregon Water Resources Dept	20-00-2005	125.00
06/23	06/22/2023	90182	6202	Oregon Water Resources Dept	20-00-2005	2,450.00
06/23	06/22/2023	90183	4	Anna Marie Aguilar	10-00-2005	244.00
06/23	06/22/2023	90184	4	Bonnie Bremer	10-00-2005	80.00
06/23	06/22/2023	90185	207	Quill Corporation	10-00-2005	483.95
06/23	06/22/2023	90186	6084	REMAX Coast & Country	32-00-2005	2,000.00
06/23	06/22/2023	90187	956	Suiter's Paint & Body	10-00-2005	5,513.60
06/23	06/22/2023	90188	142	Tidewater Contractors Inc	15-00-2005	416.33
06/23	06/22/2023	90189	5992	Ziply Fiber	25-00-2005	1,153.42
06/23	06/29/2023	90190	5908	Amazon Capital Services	49-00-2005	464.52
06/23	06/29/2023	90191	6116	Brookings Chrysler Dodge Jeep Ram	10-00-2005	62.56
06/23	06/29/2023	90192	5144	Tim Brush	25-00-2005	170.23
06/23	06/29/2023	90193	5070	Canon Solutions America	10-00-2005	5.71
06/23	06/29/2023	90194	3015	Charter Communications	10-00-2005	149.98
06/23	06/29/2023	90195	4882	Coastal Heating & Air	10-00-2005	503.34
06/23	06/29/2023	90196	182	Coos-Curry Electric	10-00-2005	11,504.74
06/23	06/29/2023	90197	6205	James Crafton	15-00-2005	189.00
06/23	06/29/2023	90198	5874	Cumulus Global	49-00-2005	48.00
06/23	06/29/2023	90199	173	Curry Equipment	15-00-2005	134.99
06/23	06/29/2023	90200	1	Trisha Davis	20-00-2005	228.86
06/23	06/29/2023	90201	371	DEQ - CRIS	25-00-2005	580.73
06/23	06/29/2023	90202	5344	Dooley Enterprises, Inc	10-00-2005	1,946.56
06/23	06/29/2023	90203	2640	Dyer Partnership, The	52-00-2005	56,619.92
06/23	06/29/2023	90204	269	Grainger	20-00-2005	1,072.86
06/23	06/29/2023	90205	6030	Hartwick Automotive LLC	10-00-2005	1,071.50
06/23	06/29/2023	90206	2834	Kelby McCrae	10-00-2005	496.10
06/23	06/29/2023	90207	4981	McLennan Excavation, Inc	54-00-2005	40,730.59
06/23	06/29/2023	90208	329	New Hope Plumbing	10-00-2005	165.00
06/23	06/29/2023	90209	4	Samantha Adair	10-00-2005	244.00
06/23	06/29/2023	90210	4	Allen Kruse	10-00-2005	244.00
06/23	06/29/2023	90211	4	Amanda Whittemore	10-00-2005	235.00
06/23	06/29/2023	90212	4	Kelly Pettit	10-00-2005	75.00
06/23	06/29/2023	90213	207	Quill Corporation	10-00-2005	257.92
06/23	06/29/2023	90214	6204	T.J.'s Carpet Cleaning	10-00-2005	675.00
06/23	06/29/2023	90215	142	Tidewater Contractors Inc	51-00-2005	135,991.00
06/23	06/29/2023	90216	2863	Verizon Wireless	10-00-2005	713.64
06/23	06/29/2023	90217	2122	Cardmember Service	61-00-2005	9,681.84
Grand Totals:						1,044,770.99