



# City Council Agenda

**City Manager:**  
Nancy Newton  
**City Recorder:**  
Allyson Pulido  
541-726-3700

City Hall  
225 Fifth Street  
Springfield, Oregon 97477  
541-726-3700  
Online at [www.springfield-or.gov](http://www.springfield-or.gov)

**Mayor**  
Sean VanGordon  
**City Council**  
Michelle Webber, Ward 1  
Steve Moe, Ward 2  
Kori Rodley, Ward 3  
Vacant, Ward 4  
Andrew Buck, Ward 5  
Alan Stout, Ward 6

These meetings will be available via phone, internet using Zoom and in person. Members of the public wishing to attend these meetings electronically can call in or attend virtually by following the directions below. This information can also be found on the City's website.

The meeting location is wheelchair-accessible. For the hearing-impaired, an interpreter can be provided with 48 hours' notice prior to the meeting. For meetings in the Council Meeting Room, a "Personal PA Receiver" for the hearing impaired is available, as well as an Induction Loop for the benefit of hearing aid users.  
To arrange for these services, call 541-726-3700.

Meetings will end prior to 10:00 p.m. unless extended by a vote of the Council.

All proceedings before the City Council are recorded.

January 12, 2026  
Monday

5:45 p.m. Work Session  
Council Meeting Room

or

Virtual Attendance

Registration Required:

Attend from your computer, tablet or smartphone:

Zoom

Meeting ID: 836 5845 2064

Copy the link below into an internet browser to register

[https://us06web.zoom.us/webinar/register/WN\\_vkITirCtSo60AN8yJITfRg](https://us06web.zoom.us/webinar/register/WN_vkITirCtSo60AN8yJITfRg)

To dial in using your phone in Listen Only Mode:

Dial 1 (971) 247-1195

Toll Free 1 (877) 853-5247

Oregon Relay/TTY: 711 or 800-735-1232

(Council work sessions are reserved for discussion between Council, staff and consultants; therefore, Council will not receive public input during work sessions. Opportunities for public input are given during all regular Council meetings)

## CALL TO ORDER

ROLL CALL -- Mayor VanGordon \_\_\_\_, Councilors Webber \_\_\_\_, Moe \_\_\_\_, Rodley \_\_\_\_, Buck \_\_\_\_, and Stout \_\_\_\_.

1. Springfield Depot Building Deferred Maintenance  
[Allie Camp]

(10 mins)

## ADJOURNMENT

<b>AGENDA ITEM SUMMARY</b>	<b>Meeting Date:</b>	01/12/2026
	<b>Meeting Type:</b>	Work Session
<b>S P R I N G F I E L D C I T Y C O U N C I L</b>	<b>Staff Contact/Dept:</b>	Allie Camp/Economic Development
	<b>Staff Phone No:</b>	
	<b>Estimated Time:</b>	10 Minutes
	<b>Council Goals:</b>	Maintain and Improve Infrastructure and Facilities

**ITEM TITLE:**  
Springfield Depot Building Deferred Maintenance

**ACTION REQUESTED:**  
Discuss the deferred maintenance needs of the Springfield Depot and provide direction on the use of an alternative contracting method.

**ISSUE STATEMENT:**  
An alternative contracting method would best accommodate the project's need for timeliness and quality of delivery; an alternative contracting method requires City Council direction.

**DISCUSSION/FINANCIAL IMPACT:**  
The Springfield Depot is a historic property owned by the City of Springfield with deferred maintenance needs. An alternative contracting method, the Design-Build method, would be beneficial because of the project's required Historic Review land use process, the age of the building, and the building's tenancy.

The Design-Build method enables the simultaneous hiring of a design firm and construction contractor under one contract, increasing time efficiencies and collaboration on the project and minimizing procurement steps. It also allows the City, the design firm, and the construction contractor to work together iteratively to develop the best approach once the outcomes of the Historic Review land use process are determined. Timeliness is a key consideration for delivery of this project because all repairs are proposed to occur while the current tenant remains on-site. Additional information about this contracting method is included in Attachment 1.

The proposed scope of renovations for this project includes-

- Roof repair and/or replacement,
- Gutter repair and/or replacement,
- Building envelope (siding) repair and/or replacement,
- Exterior pressure washing and painting,
- Deck and railing repair and/or replacement,
- Rail car window and door replacement,
- Exterior signage,
- Exterior lighting repairs, and
- Miscellaneous exterior HVAC and plumbing repairs.

These repairs are essential to maintaining the building. The Fiscal Year 26 budget includes a line item for this maintenance using Fund 208, the Transient Lodging Tax (TLT) fund. Because the building serves as the Springfield visitor information center, a tourism-related facility, TLT funds are eligible for this use (ORS 320.350). Visitor information centers are specifically included as an eligible facility.

To use this alternative contracting method, Council would be required to conduct a public hearing, consider testimony, and adopt a Resolution. The project could then proceed with a formal, sealed Request for Proposals (RFP) process. Due to the anticipated size of the project, the final contract would then return to the City Council for award and approval.

**Attachments**

# MEMORANDUM

City of Springfield

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**Date:** 1/12/2026  
**To:** Nancy Newton **COUNCIL**  
**From:** Allie Camp, Economic Development Manager **BRIEFING**  
Niel Laudati, Assistant City Manager  
**Subject:** Springfield Depot Building Deferred Maintenance **MEMORANDUM**

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**ISSUE:** Discuss the deferred maintenance needs of the Springfield Depot and provide direction on the use of an alternative contracting method.

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## **COUNCIL GOALS/**

### **MANDATE:**

Maintain and Improve Infrastructure and Facilities

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## **BACKGROUND:**

The deferred maintenance on the exterior of the Springfield Depot building and Rail Car will require a Historic Review land use application. This step ensures that repairs made with modern materials align with the historic character of the building. To procure the expertise for the land use process, design, and construction will require two separate procurement processes. Time efficiency is important due to the occupancy of the building and to ensure repairs can be made in suitable weather.

### **The Design-Build Method, an alternative contracting method**

The Design-Build method is an alternative procurement option which procures the services of a design firm and a construction contractor simultaneously under one contract. This allows for iterative design development, more cost-efficient selection of materials, and a more streamlined project timeline and process. This approach tends to result in higher up-front costs at the time of bid award. This approach has the potential of reducing change orders and claims. It is best used when schedule is a priority and projects may be complex, multi-stepped, and time-sensitive.

For the Depot's repairs, the designers would work directly with the construction contractors to ensure their plans would work in practice while still meeting the requirements of the Historic Review land use decision. As repairs occur, the contractor would be able to communicate with the designers to ensure they are interpreting direction accurately. This enhanced coordination and communication may help reduce design flaws and preserve the overall project timeline.

### **The Design-Bid-Build Method**

When using the standard design-bid-build model, the design firm would first be hired to prepare application materials for the Historic Review process and carry it through the City's review. Then, the land use decision would be handed off to the construction contractor to implement after another procurement process, resulting in a longer overall delivery timeline for the project. The design firm and construction contractor are working independent of one another which may result in misunderstandings or design flaws. This approach tends to result in lower up-front costs as the time of bid award. This approach is best used when the scope of work and design is clear and stable, and low price outweighs time or project complexity. Because of the unknowns prior to receiving approval through the Historic Review process and during repairs of an old building, this method offers less flexibility for the Springfield Depot project.

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**Next Steps**

To use an alternative contracting method Council would be required to conduct a public hearing, consider testimony, and adopt a Resolution. The project could then proceed with a formal, sealed Request for Proposals (RFP) process with defined scoring criteria. Criteria may include proposers' qualifications with Design-Build, experience in similar projects for other local governments in a Design-Build role, and the proposed cost of services. Due to the anticipated size of the project, the final contract would then return to the City Council for award and approval.

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**RECOMMENDED ACTION:**

Recommend to proceed with the Design-Build contracting method for the Springfield Depot building and Rail Car deferred maintenance needs.

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