



REQUEST FOR COUNCIL ACTION

Title: Public Hearing & Request for Council Action – Special Procurement Process with the Timber Framers Guild

Preferred Agenda: July 8, 2025

Submitted By: Cecily Hope Pretty, Deputy City Manager

Reviewed By: Blair Larsen, City Attorney

Type of Action: Motion ☒ Resolution ☐ Reading ☐ Roll Call ☐

Relevant Code/Policy: City of Sweet Home Procurement Policy

Towards Council Goal: Essential Services, Effective Government, Desirable Community

Attachments: List of Timber Framers Guild Community Building Projects 1989-Present

Purpose of this RCA:

The purpose of this RCA is to request City Council approval of a special procurement process to allow City staff to negotiate a contract with the Timber Framers Guild for design and construction of the proposed new bandstand at Sankey Park.

Background/Context:

The City of Sweet Home received a grant through the Oregon Parks and Recreation Department's Local Government Grant Program for the Sankey Park Phase III Project, the scope of which includes a new bandstand to replace the one that was torn down due to disrepair. Staff has been in contact with the Timber Framers Guild, who have extensive experience nationwide and internationally working in communities to design and build timber-based community structures.

The Challenge/Problem:

Typically, the City would go through a standard Request for Proposal (RFP) process to procure design and construction of structures such as the bandstand. However, the Timber Framers Guild offers a unique opportunity for the residents and business of Sweet Home to be heavily involved in the process through participation in a "community build" utilizing traditional wood construction practices.

Under the City's current Procurement Policy, a special procurement may be approved in conjunction with a public hearing and with certain details regarding the project. Staff submits the following for consideration:

- This contract would be for design and construction of a new bandstand at Sankey Park, with the specifications still to be determined.

- Pricing will be discussed and brought back to City Council if the special procurement is approved.
- The community build process utilizing traditional timber construction is highly unusual and unique, and would allow for an exceptional level of community buy-in. It is unlikely that another construction contractor would be able to provide this as part of their bidding package.
- The other components of the grant-funded project will still be bid out in a traditional RFP process, so approval of the special procurement will not diminish competition for participation in the project overall.
- Staff would engage in a direct award method of procurement if approved.
- The grant period of performance ends December 31, 2025, with a potential extension to June 30, 2026, so time is of the essence to begin contract negotiations if City Council approves of the special procurement.

Issues and Financial Impacts:

Until City staff is authorized to proceed with the special procurement, the contract costs are not yet known. Staff will return to City Council for final contract approval once negotiated.

Elements of a Stable Solution:

An approach to construction that is alignment with the City's Procurement Policy and that will lead to the best public benefit for the Sankey Park Phase III Project.

Options:

1. Do nothing: The City will include the bandstand as part of the overall construction RFP, or cut it from the scope entirely.
2. Move to approve the special procurement for the bandstand: City staff will begin negotiations with the Timber Framers Guild and return to City Council with a contract for approval.
3. Direct staff to achieve the outcome in a different way: The City Council may choose to direct staff to pursue other options for the bandstand design and construction.

Recommendation:

Staff recommends option #2: Move to approve the special procurement for the bandstand.