

Request for Quotes

Facility Conditions Assessment and Facility Needs Analysis

City of Dayton, Oregon

The City of Dayton (“City”) is requesting quotes from qualified architectural, engineering, planning, or owner’s representative firms to assist the City with evaluating its municipal building facilities and long-term City Hall needs.

This informal request is being issued in accordance with the City’s purchasing policies and applicable state law for personal services at the intermediate procurement threshold. Selection will be made based on what the City determines to be in its best interest.

1.0 Project Background

The City is located in Yamhill County between the cities of McMinnville and Newberg. The City has 13 employees providing the full range of municipal services for a population of around 2,700.

The City’s existing City Hall has exceeded its useful life. For that reason, and due to projected growth, the City Hall is no longer adequate to meet current or future operational needs.

The current City Hall houses the Finance Director, Utility Billing, and Code Enforcement, as well as the Mary Gilkey City Library (“Library”). The City Hall, including the Library, spans approximately 3,040 square feet. The Library has a collection of approximately 10,500 items. This building is located at 416 Ferry Street, and its tax map and lot number from the Yamhill County Assessor is R4317DD 00201.

Other City functions—including the City Manager, City Recorder, Tourism/Economic Development, and City Council chambers/courtroom—are located in the City Hall Annex (“Annex”), which is a separate building on the same campus. This is approximately 6,000 square feet in size. The address for the Annex is 408 Ferry Street, and it is located on the same campus as the City Hall. The total City Hall/Annex campus is 0.63 acre. This campus also includes a trailer that houses the Public Works staff, as well as staff parking and several storage areas for Public Works equipment and materials. The construction dates for City Hall and the Annex are unknown.

In addition, the City owns the Palmer Creek Lodge Community Events Center (“Community Center”), a two-story facility constructed in 1955 with a combined square footage of approximately 8,000. This building is located at 606 4th St, Dayton, OR 97114. The tax map and lot number from the Yamhill County Assessor is R4317DD 01000. The Community Center campus totals 0.66 acre and includes a parking lot.

Photos of the Annex and Community Center are included for reference. Photos of the Annex start on page 7. Photos of the Community Center start on page 28.

In 2022, the City commissioned a “Seismic Retrofit of Dayton City Hall Annex” engineering report. That report estimated that the necessary upgrades to address seismic deficiencies at the Annex total \$955,121. The consultant selected pursuant to this request for quotes should review this engineering report and determine which of the identified seismic retrofits are necessary for the selected plan for the Annex. Due to the large file size, this study is posted separately on the City website on the “Bids and Requests for Proposals” webpage under the “Business” grouping.

For the purposes of this project, it is assumed that City Hall and Library functions will be permanently relocated from the existing City Hall/Library facility. The final disposition of the current City Hall/Library is to be determined, though it could include demolition or sale.

2.0 Project Purpose

The City is seeking professional assistance to perform both:

1. A facility conditions assessment of the Annex and Community Center; and
2. A facility needs analysis to define current and future space, functional, and operational requirements and to develop preliminary facility solutions.

These services are intended to serve as owner's due diligence and pre-design. The resulting work will inform the City's selection of a preferred facility option and will serve as the foundation for future selection of a design team and preparation—at a later stage—of a full building permit plan set. The professional assistance sought under this request for quotes does not include at this time preparation of construction documents or permit drawings.

3.0 Options Under Consideration

The City is currently evaluating several potential approaches, including but not limited to:

- Complete interior renovation of the Annex and relocation of all City functions to that building, potentially including expansion of the footprint and abandonment or demolition of the existing City Hall; or
- Relocation of all City functions to the Community Center and conversion of that facility into a consolidated municipal complex; or
- A combination of these two approaches. For instance, some City functions may move to the Annex while other functions (such as municipal court/City Council meetings) may move to the Community Center.

The selected consultant will assist the City in evaluating these options and identifying other viable alternatives, as appropriate.

4.0 Scope of Services and Deliverables

The City anticipates the work generally to include the deliverables listed below. The City is open to consultant input on refining the scope and level of effort within budget constraints.

Facility Conditions Assessment (Annex and Community Center)

- Site visits and review of existing City facilities.
- Assessment of structural, mechanical, electrical, and plumbing systems.
- Evaluation of facility condition, remaining useful life, capacity, efficiency, code (including seismic), and accessibility considerations.
- Identification of major deficiencies and capital improvement needs.

Facility Needs Analysis, Programming, and Conceptual Design

- Meetings with City staff and leadership to understand operational needs, service delivery models, and long-term goals.
- Identification of current and future space needs, adjacencies, and functional requirements.
- Analysis of staffing levels, public interface needs, and growth projections.
- Development of conceptual facility options, including:
 - Model or test-fit floor plans illustrating space layouts and adjacencies;
 - Conceptual exterior massing and elevation drawings sufficient to illustrate building form and scale; and
 - Cost estimates for each conceptual option.
- Development of a high-level phased implementation approach (short-, mid-, and long-term).

Public and Council Engagement

- Facilitation of one (1) town hall-style public meeting or design charrette to gather community input on facility options.
- Participation in up to four (4) City Council meetings. The first three will be to present findings, review options, and facilitate the Council's selection of a preferred facility approach. The fourth meeting will be a formal presentation of the final report and recommended path forward.

Implementation and Funding Considerations

- Development of a high-level implementation roadmap.
- Identification and discussion of potential funding approaches (e.g., grants, bonds, partnerships).
- Guidance on next steps toward design procurement, permitting, and construction.

5.0 Additional Notes on Community Center Integration and Project Phasing

Community Center Integration

The programming analysis should include an evaluation of community programming needs within the Community Center, which is currently underutilized. Particular attention should be given to how municipal functions may be integrated thoughtfully or co-located with community-oriented uses, while maintaining appropriate security, accessibility, and operational separation where required.

The consultant should assess opportunities to merge or coordinate municipal space needs with community functions, including but not limited to:

- Community events and public gatherings
- Recreational programming
- Senior programming and services
- Rental of meeting rooms or event spaces
- Flexible multi-purpose spaces capable of serving both civic and community uses

The Community Center has historically served as a venue for weddings and other special events and was rented for public and private use. Due to budget constraints, the facility is currently temporarily closed; however, the City considers it a significant underutilized asset and desires to activate and utilize the Community Center to its fullest potential.

Phasing and Operational Continuity

The phasing analysis of this project should address current temporary relocations and operational constraints, including:

- Flooding and water incursion at the existing City Hall, resulting in temporary relocation of staff to the Annex and closure of City Hall to the public;
- Continued operation of the Library within a separate portion of the existing City Hall building until a permanent new location is found; and
- Temporary relocation of City Council and court functions to the upper room of the Community Center.

The consultant should develop phased implementation strategies that account for these realities and propose ways to maintain continuous public access to essential City services during the construction and move-in phases to new facilities.

Phasing recommendations should address:

- Short-term operational needs and interim use of facilities;
- Sequencing of renovations, relocations, or expansions;
- How to minimize disruption to staff, the public, and community programming; and
- Safe and accessible public access during all phases.

The goal of the phasing plan is to ensure uninterrupted municipal operations while transitioning toward a long-term, integrated facility solution.

6.0 Final Report and Presentation

- Compilation of the facility conditions assessment, facility needs analysis, conceptual designs, cost estimates, and implementation roadmap into a comprehensive final report.
- Preparation of presentation materials summarizing findings and recommendations.

- Formal presentation of the final report and recommended path forward at a City Council meeting.

7.0 Requested Information

Interested firms are asked to provide a brief response including:

- A description of the firm and relevant experience.
- Identification of the proposed project lead and key team members, along with a description of their qualifications.
- A general description of the firm's approach to facility conditions assessments and facility needs analyses, including a description of such assessments/analyses completed within the past 5 years;
- An estimated fee or not-to-exceed amount, including assumptions regarding scope and deliverables.
- Availability and anticipated project schedule.

The City anticipates a target budget of approximately \$75,000 - \$100,000 for this work. Firms are encouraged to propose a scope and level of effort consistent with this budget.

8.0 Schedule, Contact, and Miscellaneous

Responses are requested by February 11, 2026 at 4:00 pm, but early responses are welcome.

Contact information for responses and questions:

Contact: Jeremy Caudle, City Manager
Email: jcaudle@daytonoregon.gov
Phone: 503-864-2221 ext. 504

Submit responses electronically to the email address listed above. Interested firms are welcome to schedule an in-person site visit prior to submitting their quotes by contacting the City Manager to arrange an appointment.

The City anticipates the following schedule:

Description	Date
January 21, 2026	Issue request for quotations
February 11, 2026	Responses to the request for quotations due by 4:00 pm
February 16, 2026	City Manager selects consultant and begins contract negotiations
March 2, 2026	City Council approval of the professional services agreement with the selected consultant
March 3, 2026	Schedule project kick-off with the selected consultant

Consistent with the informal selection procedure for personal services contracts, the City may select the firm it determines to be in the City's best interest it or may elect not to make a selection. The City reserves the right to negotiate the final scope of services, schedule, and compensation with the selected firm. Any resulting contract will be executed using the City's standard "Personal Services Agreement," which governs the terms and conditions for personal services engagements.

All responses submitted to the City in response to this informal "Request for Quotes" are subject to disclosure under Oregon public records law and may be made available for public inspection.

Firms may identify specific portions of their response that they believe qualify as confidential trade secrets by clearly marking those portions as "Confidential." The City does not guarantee that such information will be exempt from disclosure and will handle requests for disclosure in accordance with applicable law.

The City appreciates your interest and looks forward to learning more about your firm's capabilities.

Sincerely,

A handwritten signature in black ink that reads "Caudle".

Jeremy B. Caudle
City Manager

City Hall Annex Pictures



Annex - Rear of building



Annex - Rear/side



Annex - Side facing northeast



Annex - Front/facing Ferry Street



Annex – Meeting room area



Annex – Meeting room area



Annex – Meeting room area



Annex – Meeting room area



Annex - Meeting room area



Annex – Hallway from meeting room to exit on west side of building



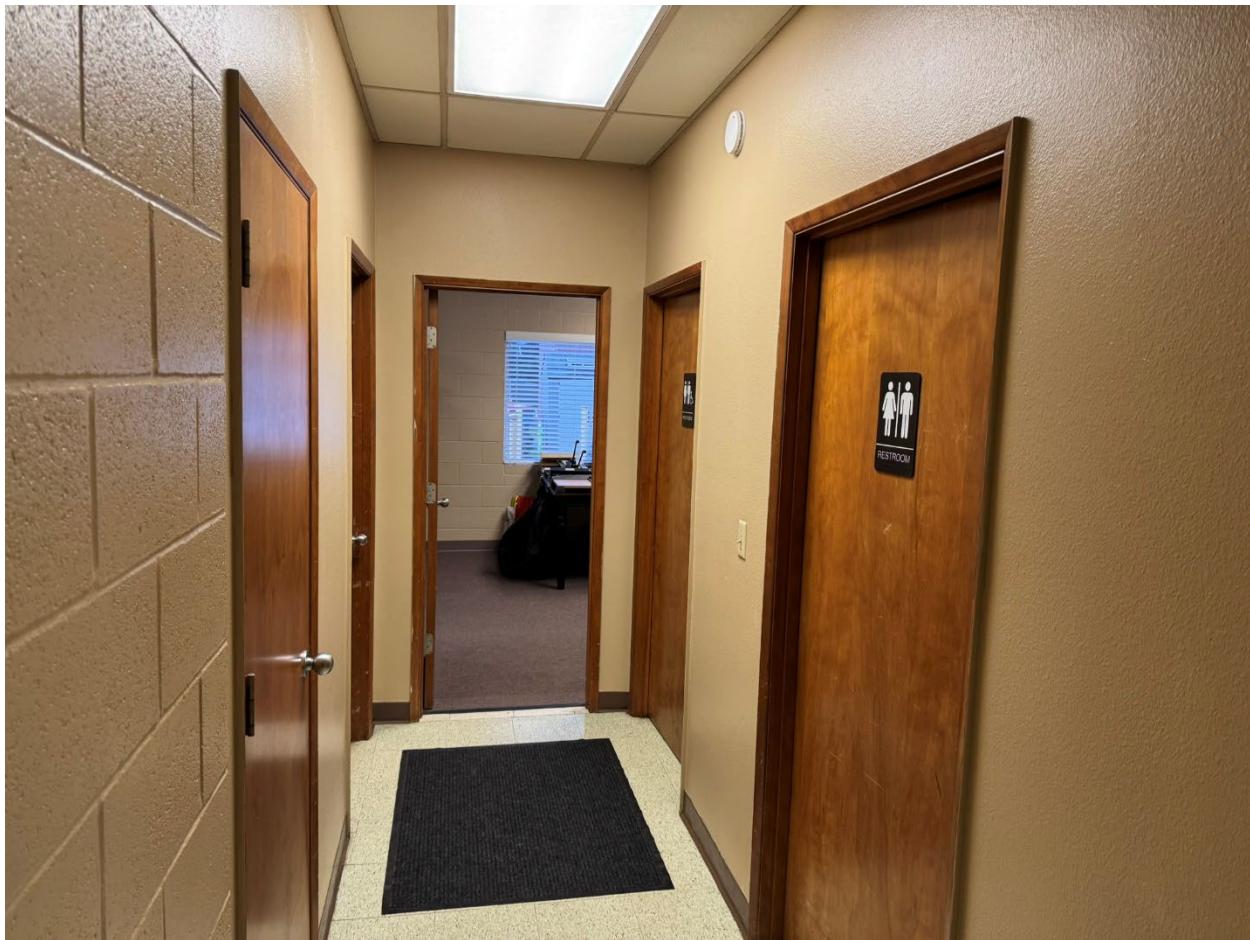
Annex - Kitchen



Annex - Laboratory behind kitchen



Annex – Hallway leading from rear office space to meeting room



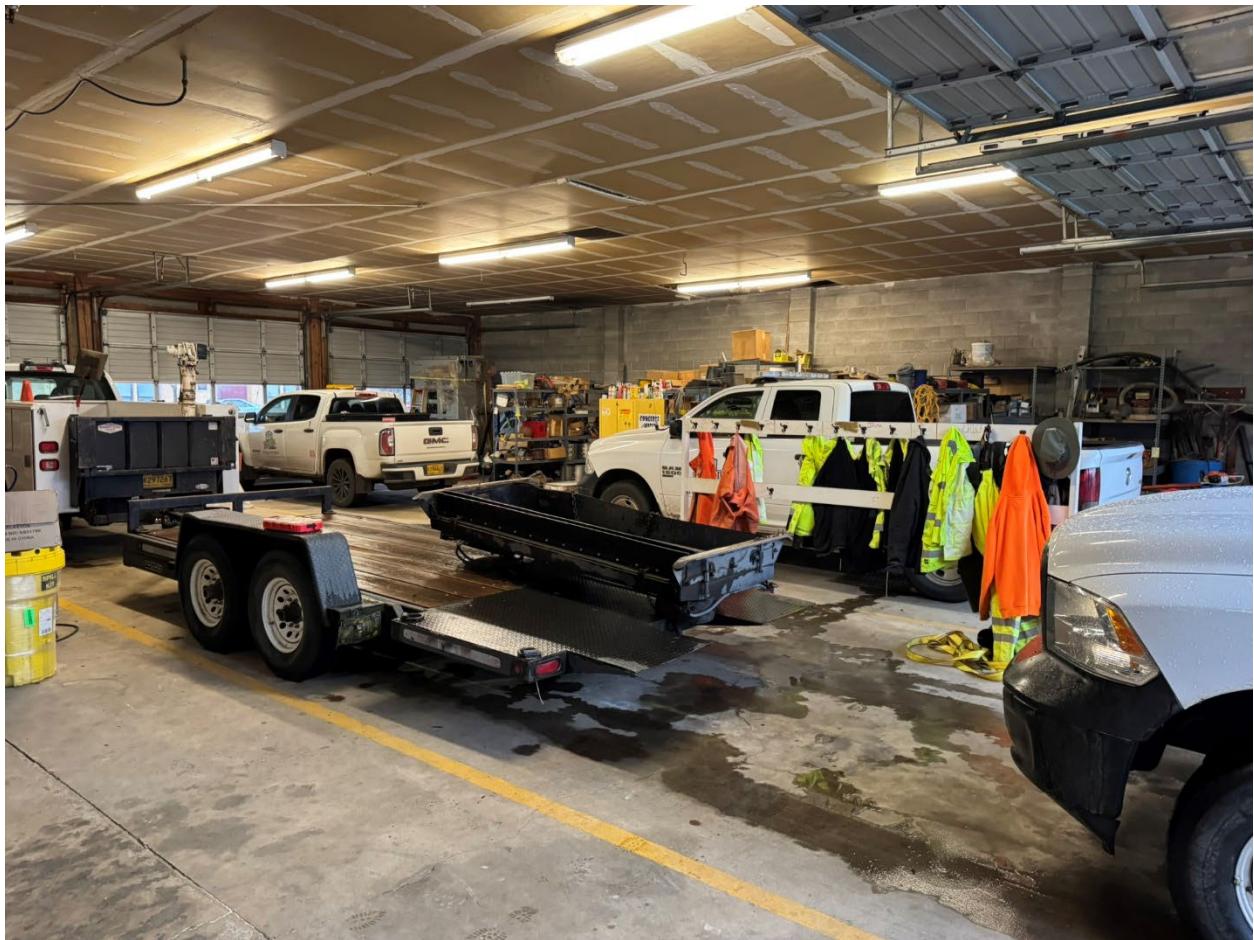
Annex – Hallway from meeting space to offices/restrooms



Annex – Offices in rear of building on west side



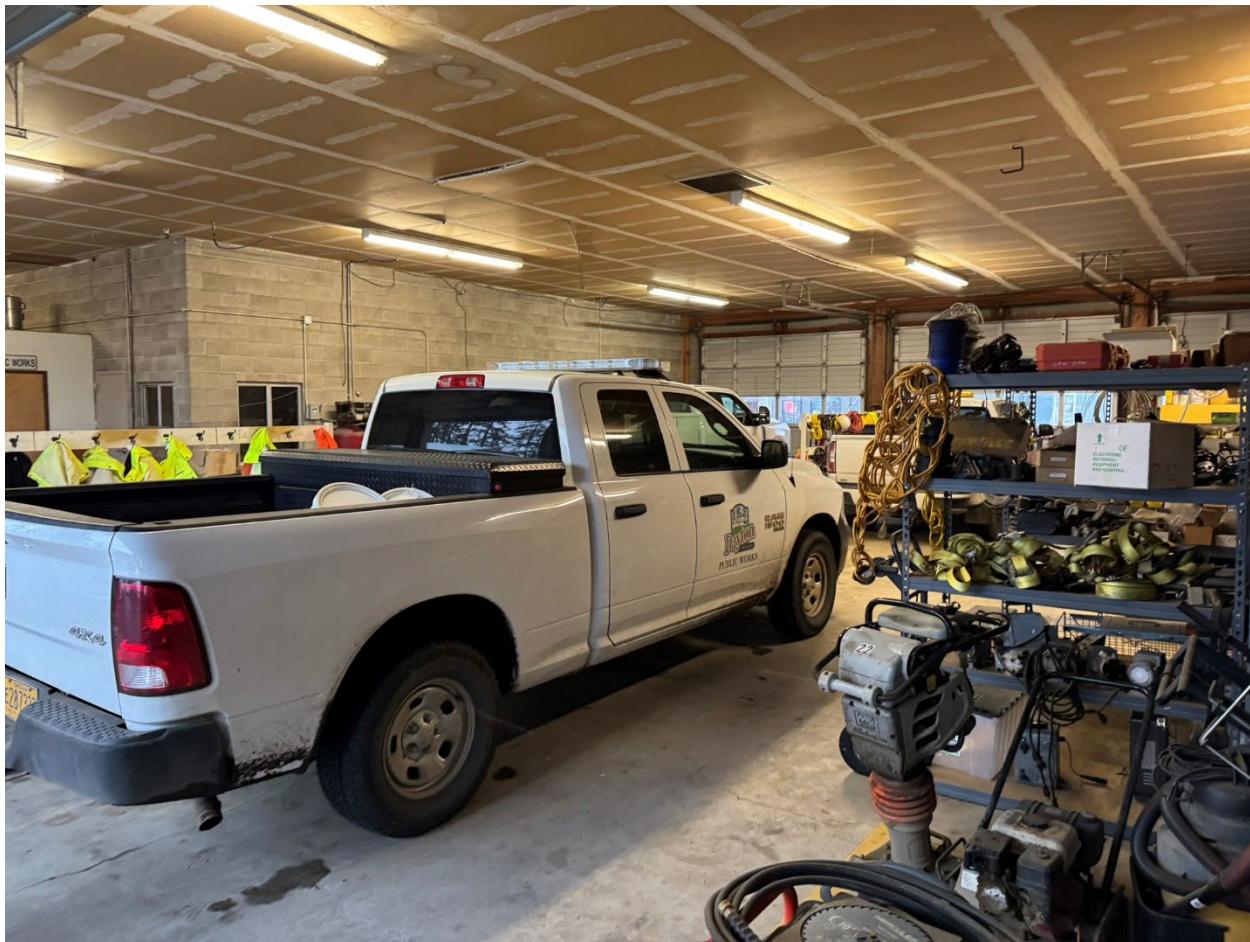
Annex – Offices in rear of building on west side facing north



Annex - Garage bays on east side of building facing Ferry Street



Annex - Garage bays on east side of building facing west of building



Annex - Garage bays on east side of building looking towards wall leading to meeting room



Annex - Garage bays on east side of building facing building rear



Annex – City Manager office on northwest corner of building

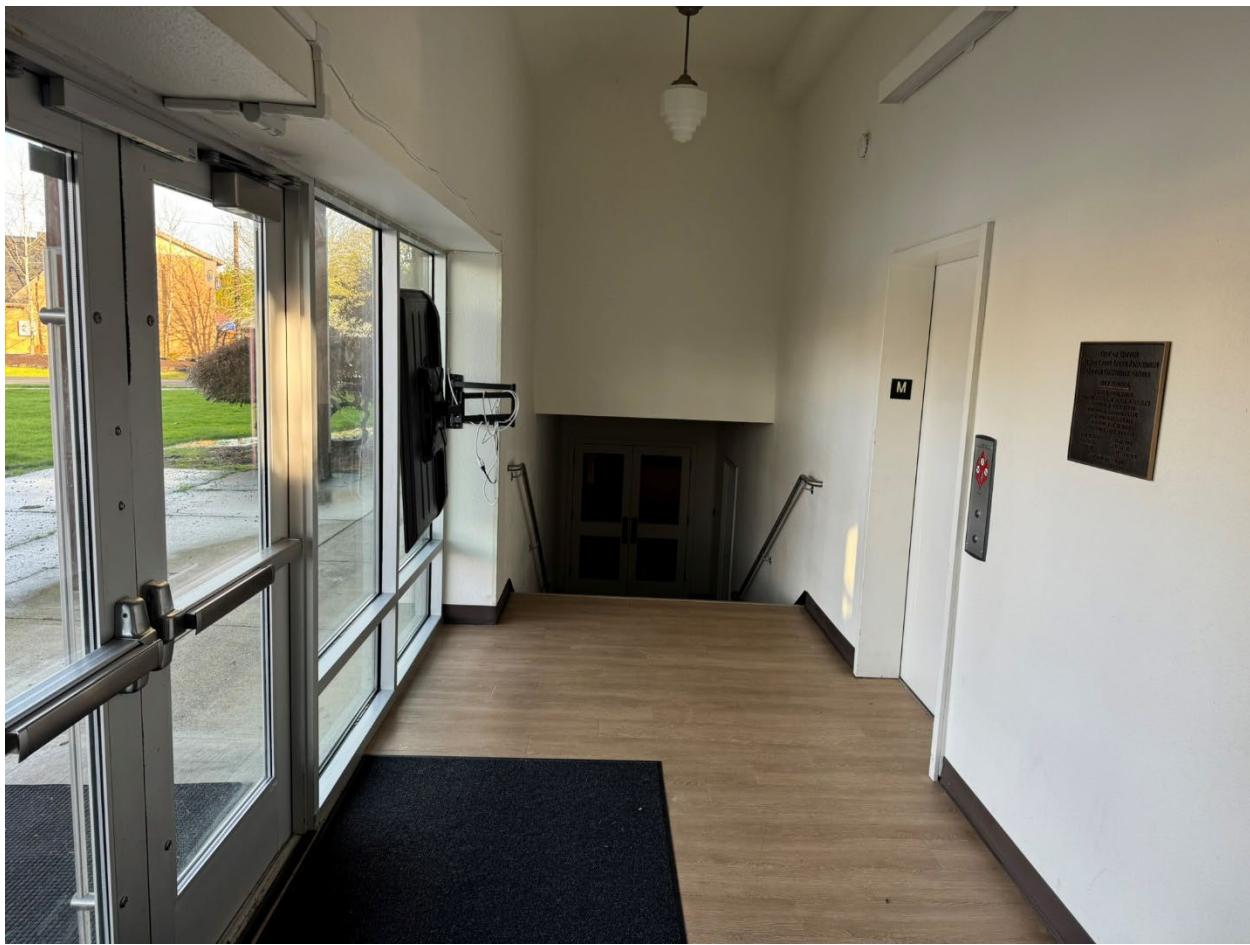
Community Center Pictures



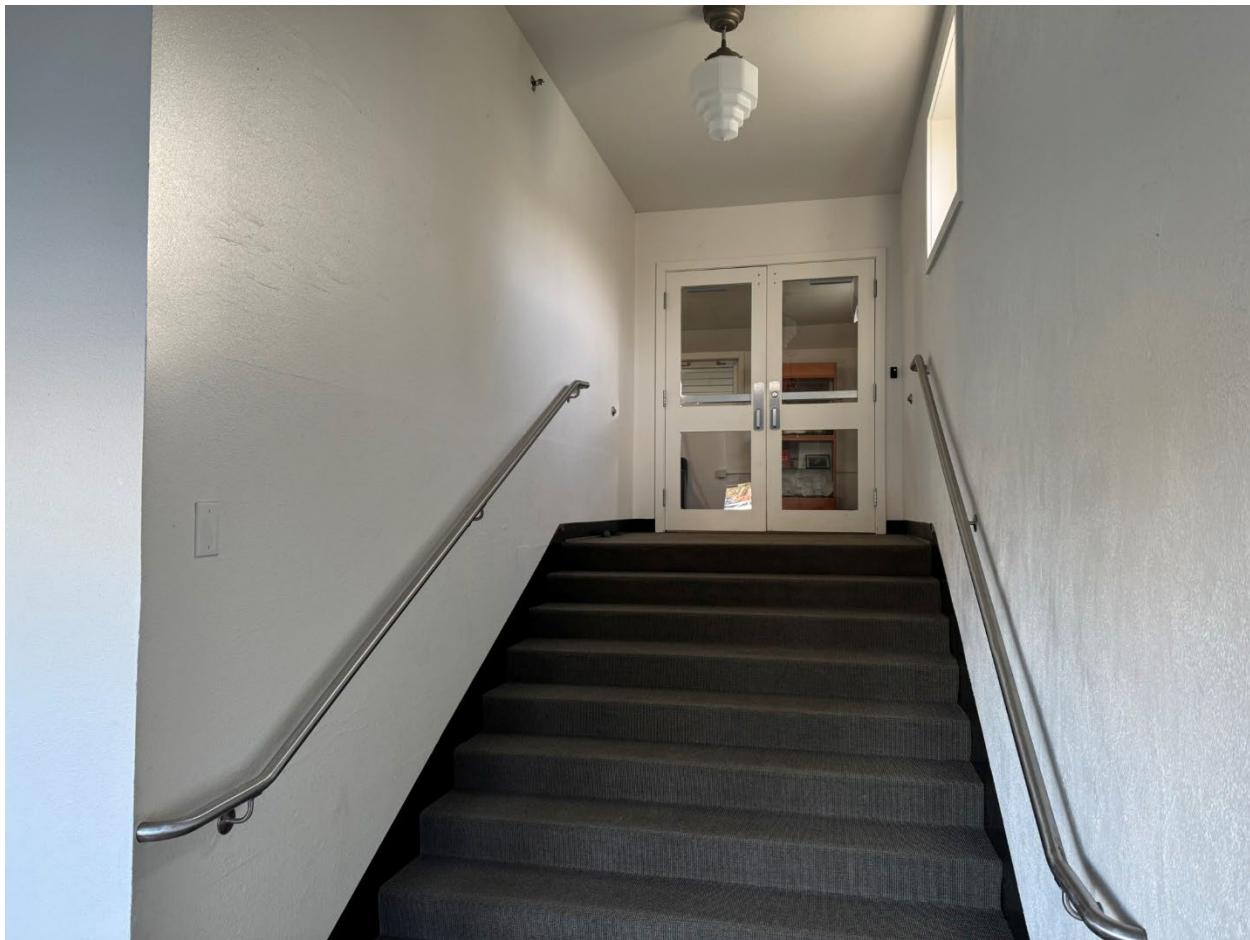
Community center - front of building



Community center - front of building



Community center – Entryway facing stairs to lower level



Community center - Stairs to upper level



Community center – kitchen in downstairs



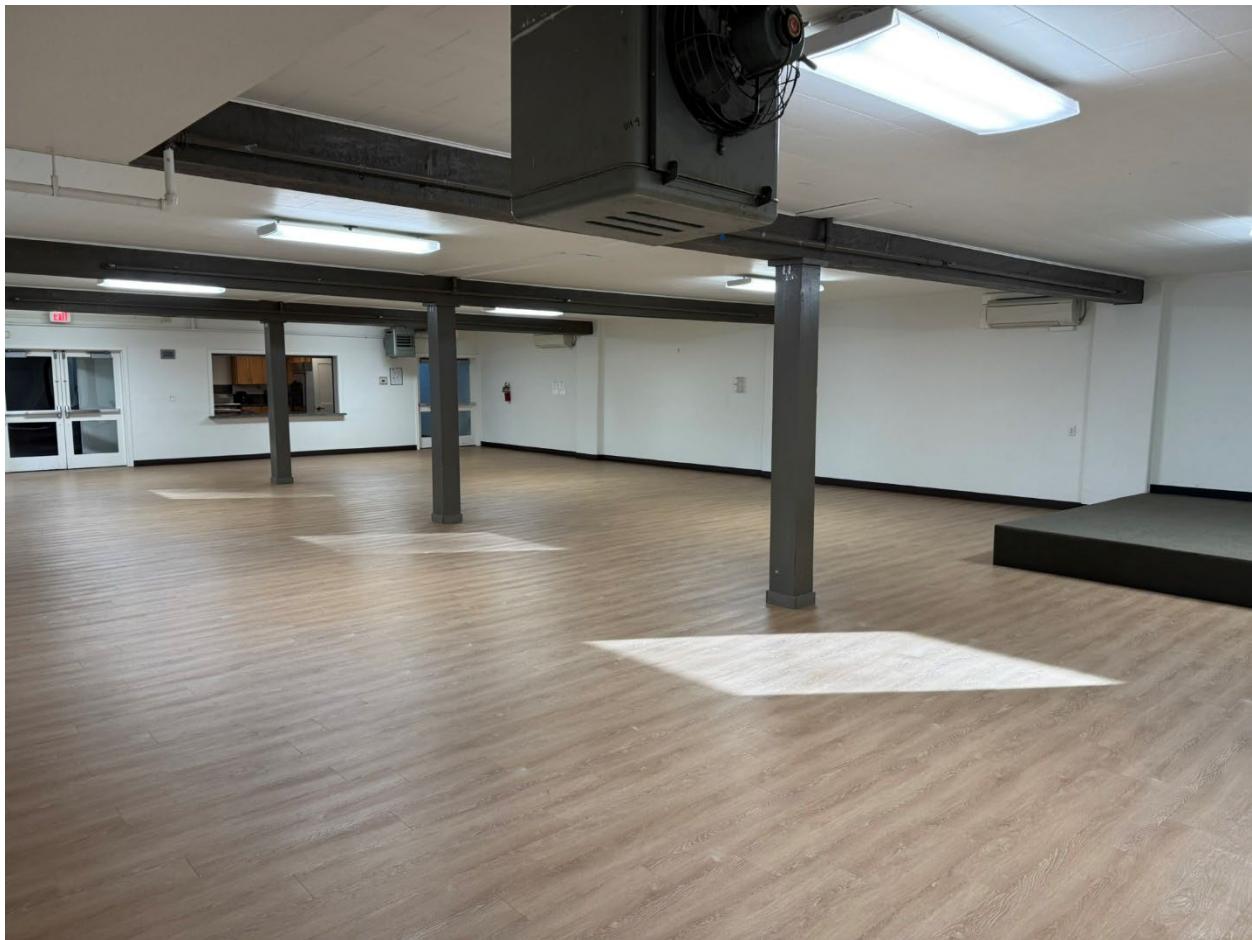
Community center – kitchen in downstairs



Community center – storage area behind kitchen in rear of building



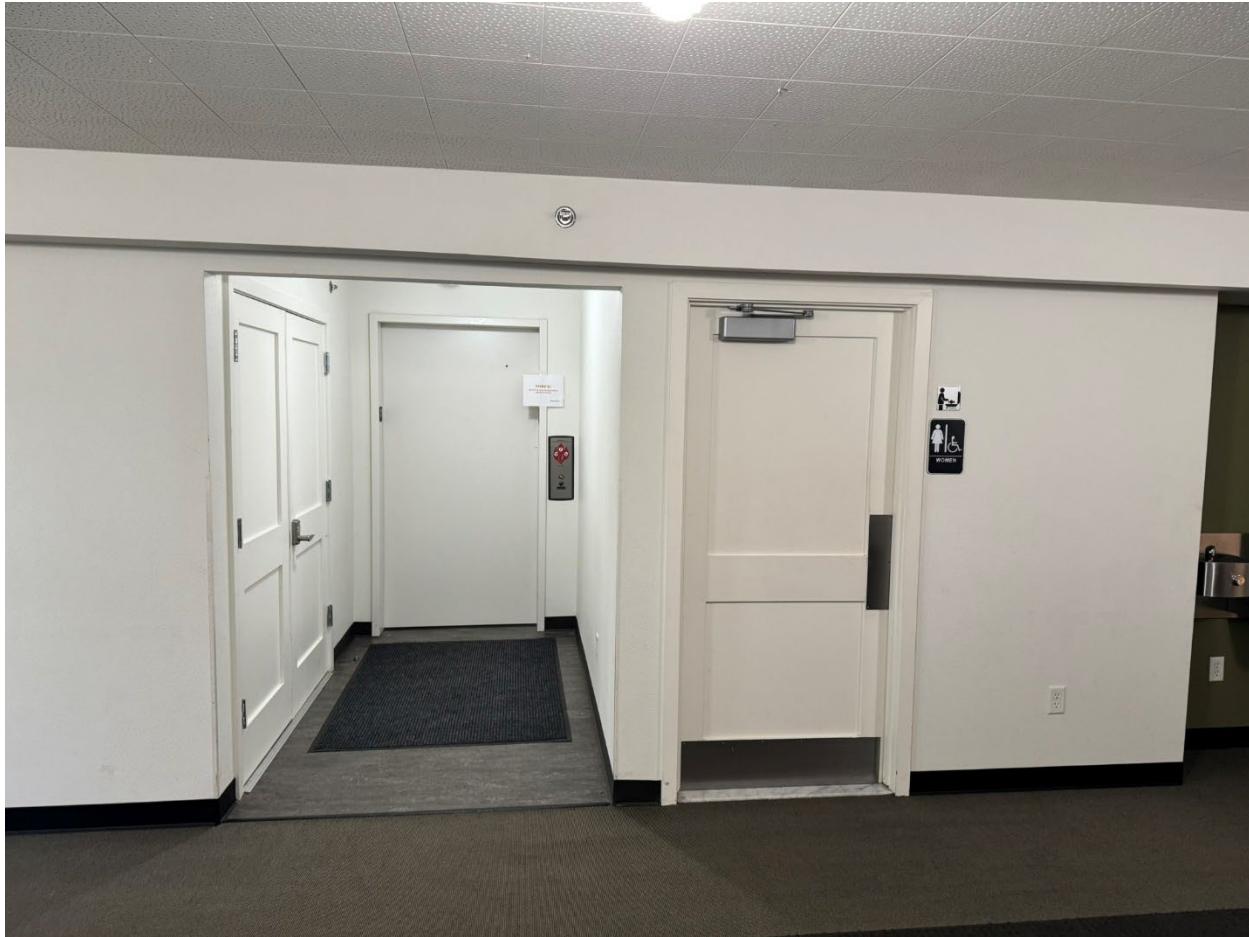
Community center - Meeting space in downstairs facing northeast



Community center - Downstairs meeting space facing kitchen/exist to upstairs



Community center - Upper level hallway to meeting space



Community center – Upper level hallway facing elevator, restrooms, and stairs to attic



Community center – Upstairs meeting space



Community center – Upstairs meeting space facing exit to hallway



Community center - Upstairs meeting space facing east of building



Community center – Attic



Community center – Side of building face west



Community center – Front of building including parking lot



Community center - Front of building including parking lot