



# MEMO

## Engineering Department

To: Common Council  
From: John Neumeier, Director of Public Works/City Engineer  
Date: 02/03/2026  
Re: River View Middle School Property Use and Feasibility Study – Proposal Review and Consultant Selection

### Background information:

The City issued a Request for Proposals (RFP) for a Property Use and Feasibility Study for the former River View Middle School property at 101 Oak Street. The intent of the request was to evaluate current facilities, potential future uses of the building and site, and to provide the city with information necessary to make informed decisions regarding next steps.

Multiple proposals were received and reviewed by staff. Each proposal was evaluated based on the RFP criteria, including technical approach, understanding of the project, relevant experience, and ability to meet the City's current needs. The staff review helped lead to the City's current objective: understanding how the building can be used in its existing state, without committing at this time to a remodel, expansion, or major capital investment.

Hoffman's proposal most closely aligns with the City's current needs by focusing on technical evaluation and practical use of the building in its existing condition, while also looking at renovations, additions, and redevelopment concepts. Their familiarity with the facility and their building-focused, feasibility-driven approach provides the city with actionable information appropriate for this stage of decision-making.

In addition to going with Hoffman for the study, staff believes it to be important to have Hoffman lead a community survey to allow public feedback with that data being collected by a third party.

**Strategic Plan:**

The proposed action aligns with the City's Strategic Plan goals related to responsible stewardship of City assets, thoughtful long-term planning, and fiscally prudent decision-making. Selecting a consultant whose approach emphasizes understanding the building's current capabilities allows the city to make informed decisions without prematurely committing to significant capital projects. A measured, step-by-step approach consistent with the Strategic Plan's emphasis on sustainability, flexibility, and responsible use of public resources.

**Budget:** Funding for the Property Use and Feasibility Study is a TID eligible expense. Staff is recommending that this expense be covered by TID12. If after this study is completed, the city decides not to pursue the property, the study would be great resource to potential buyers to help get the property redeveloped. The total estimated cost for Hoffman completing the proposed study would be up to \$85,000 with additional fees for Environmental Assessments as needed.

**Staff Recommended Action:**

Authorize (Mayor/Director of Public Works) to enter into an agreement with Hoffman Planning, Design & Construction to perform the River View Middle School Property Use and Feasibility Study along with any Environmental Studies as needed.