



Erin M. Hirn  
City Administrator  
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August 25, 2025

Dear Mayor Devine and Council Members,

In alignment with the City's Five-Year Strategic Plan, I am requesting authorization to release **RFP# 25019-AD** for a City Hall Needs Assessment and Preliminary Feasibility Study. This initiative directly supports Goal 3.2: Improve Facility and Organizational Efficiencies, and more specifically, Objective 3.2.1: Consolidate City Buildings and Departmental Functions to Return City-Owned Property to the Tax Base.

With two major departments scheduled to relocate from City Hall to the new Public Works Facility at the beginning of 2026, we are presented with a timely opportunity to evaluate the future of the City Hall facility. The proposed study will provide a comprehensive analysis of:

- Current and future space needs
- Operational efficiencies
- Facility condition and code compliance
- Potential for renovation, expansion, or relocation
- Cost implications and funding strategies
- Opportunities to consolidate services and potentially return underutilized property to the tax base

This work will build upon the 2018 Facility Assessment Audit, which provided a detailed inventory of City Hall's infrastructure, including HVAC systems, electrical panels, and space utilization. That study identified significant capital needs and aging systems, many of which are now at or near the end of their useful life. The new assessment will update those findings and incorporate current operational realities and strategic goals.

The selected consultant will also engage with staff, elected officials, and the public to ensure that any recommendations reflect both operational needs and community priorities. This RFP is a foundational step toward achieving our long-term goal of optimizing municipal facilities and service delivery. It will help us make informed decisions about the future of City Hall and ensure that we are using public resources efficiently and sustainably.

Pending Council approval, the RFP will be released on **September 4, 2025**, with proposals due by **September 30, 2025**. Consultant selection is anticipated by **October 21, 2025**, with work beginning shortly thereafter.

Please let me know if you have any questions or would like additional information. I appreciate your continued support in advancing the City's strategic priorities.

Sincerely,  
**Erin M. Hirn**  
City Administrator