



Franklin Fire Department

8901 W. Drexel Ave. Franklin, WI 53132 | 414-425-1420 |

Request for Statements of Qualifications for Franklin Fire Department Facility Condition Review and Space Needs Analysis

The City of Franklin, Wisconsin Fire Department is seeking statements of qualifications from professional consultants who may be interested in providing a facility condition review, space needs analysis of the existing fire protection and emergency medical services being provided by the City of Franklin Fire Department, and conceptual planning options for fire department facilities to serve the current and future needs of our growing community.

Currently, the daily operations of the Franklin Fire Department have been harmfully interrupted by an unplanned and extensive mold remediation project at the headquarters fire station. The space in this facility has already been noted to be insufficient for current and future operational needs of the department in a study conducted in 2021. It is the ultimate intent of this process to allow consultants to provide the City of Franklin with a review of existing fire department facilities and resources to quickly select the best option(s) to invest funding to restore and improve fire department facilities to effectively serve the residents of the City of Franklin.

Scope of Services

1. Review current planning documents with the City of Franklin.
2. Perform a fire station space needs assessment study at the three (3) current City of Franklin Fire Stations located at:
 - Fire Station 1 - 8901 W. Drexel Avenue (Headquarters)
 - Fire Station 2 - 9911 S. 60th Street
 - Fire Station 3 - 4477 W. Drexel Avenue
3. Evaluate the basic condition of current City of Franklin fire stations, and in particular the Fire Department Headquarters, which is in a current state of disrepair due to an extensive and unplanned mold remediation project.
4. Evaluate the current station locations and a proposed site for a new fire station located at city owned property at 7979 W. Ryan Road (Department of Public Works) for their usefulness in supporting an expanded or new fire station, based on current and future needs of the community. Site evaluations shall include site-specific cost/benefit analysis, hazardous materials surveys, and applicable environmental assessments. This evaluation may require soil sampling and other testing.
5. Evaluate current fire stations to see if location(s) could be remodeled to meet current and future needs.
6. Prepare a schematic design based on the fire station needs assessment study which includes conceptual site plan, floor plans, and elevations for 1) a renovated and/or

expanded fire department headquarters at the current location 2) a new fire department headquarters at the current or another location 3) a combination of options.

7. Prepare room data sheets for every space identified in the schematic design.
8. Assist the department in finding eligible design and construction grants, with grant application submittal, and grant administration.
9. Attend up to three (3) public meetings and a final presentation with findings at city meetings to support the project.
10. Provide estimated total construction project costs for all sites and building alternatives.
11. Provide support for public engagement regarding the project.

Schedule of Activities

January 23, 2026 - RFQ Issued and Advertised

February 6, 2026 - Pre-proposal building tour and site visit (Required for all potential consultants)

February 9, 2026 - All questions pertaining to the RFQ must be submitted to the City of Franklin Fire Department

February 20, 2026 - Proposals Due to the City of Franklin Fire Department

Week of February 23, 2026 - Interviews with potential consultants

March 3, 2026 - Award to selected consultant

March 4, 2026 - Commencement of work

May 31, 2026 - Study completion

Required Components of Statement of Qualifications Submittals

1. Identify project team and their experience / expertise with similar projects.
2. Provide a list of similar projects completed by the team and 3-5 references.
3. Provide a timetable or schedule for this anticipated work effort. This project is intended to be completed by May 31, 2026.
4. Provide budget estimate of costs to complete study.

Submittals will be evaluated by the City of Franklin Department of Administration and Fire Department command staff.

A final scope of work for this effort will be mutually determined once a consultant is selected and approved by action of the City of Franklin Common Council.

Consultants will be provided with the opportunity to schedule and meet with City of Franklin Fire Department staff and City of Franklin Administration to further discuss this project.

Questions concerning this Request for Statements of Qualifications or the project itself shall be directed to Fire Chief James Mayer at 414-427-7580 or jmayer@franklinwi.gov

All submissions should be addressed to:

City of Franklin Fire Department
Fire Chief James Mayer
8901 W. Drexel Ave.
Franklin, WI 53132

Submissions may also be made via email to: jmayer@franklinwi.gov