

**REQUEST FOR PROPOSALS
FOR
POLICE FACILITY PRELIMINARY NEEDS ASSESSMENT**



RFP Release Date: January 16, 2026

Proposal Submittal Deadline: January 26, 2026

Deadline to complete the assessment and cost proposal: February 5, 2026

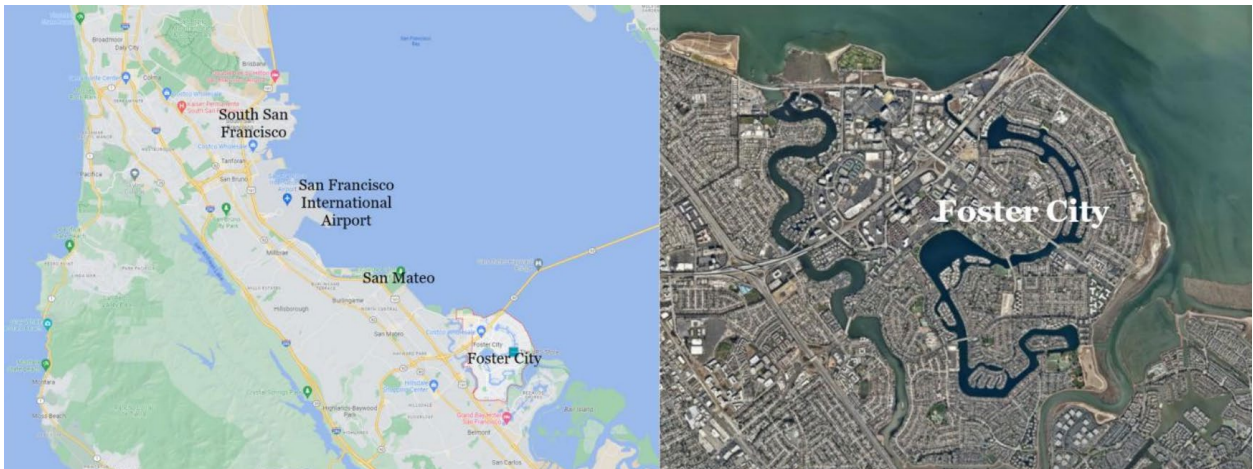
Questions with regard to submissions, process, or proposals can be emailed to:
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1. INTRODUCTION

Foster City Police Department (FCPD) is issuing this Request for Proposals (RFP) for a preliminary needs assessment and associated costs with an interior remodel of the existing Foster City Police Facility located at 1030 E Hillsdale Blvd. The purpose of this assessment is to evaluate whether the existing facility can be reconfigured to accommodate the needs of the Department. Additionally, the proposals shall include preliminary cost estimates for the potential remodel of the existing facility. It shall be noted that this assessment is to inform a future policy decision and is not intended to advance design or construction bidding. It shall not include detailed architectural or engineering design and/or environmental review.

2. FOSTER CITY OVERVIEW

Foster City is located midway between San Francisco and San Jose on the western shoreline of the San Francisco Bay, east of U.S. 101, which provides convenient access to the San Francisco Airport and San Francisco to the north and Santa Clara County to the south. The City is bisected by State Route 92 (the J. Arthur Younger Freeway), which runs between Half Moon Bay to the west and Highway 880 to the east via the San Mateo-Hayward Bridge.



Foster City is a "Planned Community", constructed and implemented on the basis of an organized program of development that was conceived over 30 years ago. The City encompasses 12,345 acres, of which 9,726 acres are part of San Francisco Bay and Belmont Slough, and 2,619 acres are reclaimed marshland. This equates to approximately 4 square miles of land area. Foster City's geography is defined by the San Francisco Bay to the east and a 218-acre system of man-made lagoons that wind throughout the City.

3. BACKGROUND

Foster City built its first dedicated stand-alone police facility in March 1985. The original building was approximately 9,061 square feet and one story. Subsequently, the police facility underwent a major remodel in 2001, including updated interior spaces to meet the operational needs. Additionally, in 2014, the HVAC system was modernized. Most recently, a kitchen and bathroom remodel was completed in 2025.

FCPD is organized into two (2) divisions, each led by command staff under the authority of the Police Chief, including the Patrol Division and the Administrative Services Division. The FCPD currently has 39 sworn staff and 16 non-sworn, including 7 dispatchers.

FCPD is seeking a high-level assessment of the facility to determine whether it can accommodate the Department's needs and continue to function through a remodel.

4. SCOPE OF SERVICES

Preliminary Needs Assessment and Cost Estimate

Evaluate the existing Police Facility space, identifying physical and operational issues related to space quality, layout, and detail. The consultants may request to review the construction plans/drawings to help prepare for the proposal.

The needs assessment shall include, but not be limited to, the following:

- Conduct one-day interviews with the Police Department representatives to discuss space needs and inefficiencies in current space.
- Evaluate space needs including but not be limited to public reception space, cubical/office space, locker rooms, conference and training rooms, interview rooms, 911-PSAP/dispatch center, holding area, break rooms, washrooms, records, property/evidence storage, information technology requirements, report writing areas, sleep quarters, parking/fleet area, workout room, etc.
- Evaluate the adequacy of spaces in the existing Facility relative to operational demands.
- Review the condition of the existing Facility, including its physical and structural limitations that may affect the feasibility of remodeling. (Upon approval of the agreement, a tour of the facility may be given.)
- Prepare a preliminary cost estimate for a potential remodel of the facility. The estimate is for planning-level evaluation (not construction bidding)
- Summarize key findings related to facility adequacy and renovation feasibility.
- Provide alternatives, including minor remodel, major remodel, or remodel and addition to the existing facility.

- Identify the advantages and limitations of remodeling the existing facility.

5. SCHEDULE

This is a time-sensitive, preliminary assessment. The selected consultant shall complete the preliminary assessment and cost proposal by February 5, 2026.

The following is the schedule for the award of the contract.

- Distribution of RFP January 16, 2026
- Deadline to submit proposals 5:00 p.m. January 26, 2026
- Deadline to complete the assessment and cost proposal is February 5, 2026

*Note that this schedule may be adjusted, as needed, by the City.

6. TERMS AND CONDITIONS

Issuance of this RFP does not commit the City to award a contract for services or to pay any costs incurred in the preparation of a response to this request. The City retains the right to reject all submittals. Once submitted, the proposals become the property of the City. All costs incurred in the preparation of the proposal shall be the sole responsibility of the consultant.

The consultant selected to perform the scope of services described in this RFP will be required to obtain a Foster City Business License. For more information regarding the Business License process, or to obtain a Business License application packet, please visit the City's Business License webpage at:

<https://www.fostercity.org/finance/page/business-license-application>.

7. ATTACHMENTS

City's Standard Contract