



# **REQUEST FOR PROPOSALS**

## **Professional Services City Buildings Assessment**

RELEASE DATE: June 22, 2026

DEADLINE FOR QUESTIONS: July 10, 2026

**PROPOSALS DUE: July 22, 2026**

City of Albany, California  
Public Works Department

CONTACT:

City Clerk | [CityClerk@albanyca.gov](mailto:CityClerk@albanyca.gov)

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## 1. INTRODUCTION

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The City of Albany (City) is soliciting proposals from qualified professional firms (Proposer) to conduct a comprehensive review of the maintenance, repair, and operational needs of City facilities and develop a programmatic approach to maintain operations. This project is expected to serve as a foundational reference for developing a cost-effective and proactive asset management program for facility operations.

The selected consultant will develop a list of facility assets, perform condition assessments, prioritize deferred maintenance needs, and develop budgets necessary to maintain facility operations. The City anticipates that a number of key steps will be needed to accomplish the stated objectives. A scope of services with detailed objectives and anticipated project deliverables are outlined in **Section 3, Scope of Services**.

This document outlines the anticipated scope of work for the requested consulting services. Electronic copy (PDF) of proposal shall be submitted to City Clerk at [CityClerk@albanyca.org](mailto:CityClerk@albanyca.org).

## 2. LOCAL BACKDROP

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The City of Albany lies on the northwestern corner of Alameda County, California, bordered by the cities of El Cerrito and Richmond to the north, the City of Berkeley on the east and south sides, and by unincorporated Kensington in Contra Costa County to the north and east. The City of Albany was incorporated in 1908 and, at the time of the 2020 census, had a population of 20,271 residents. Albany is known for the excellent quality of its K-12 school district and small-town ambiance in an urban setting.

The City provides a range of municipal services, including public safety, public works, community development, and community services. Municipal services are provided through approximately 150 employees across nine City departments.

To support recreational and governmental services, the City of Albany owns and maintains 16 public buildings on 9 sites. Each of these buildings were constructed at different times and are of varying condition. Buildings owned by the City of Albany are used for City services or may be leased to private entities. Facility list and maps can be found in **Appendix D**.

## 3. SCOPE OF SERVICE

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Discrete high-level objectives to be integrated into this plan include:

- a) Obtain meaningful baseline data of existing building conditions through a Facility Condition Assessment (FCA).
- b) Establish a list of priorities and incorporate list into short-term, mid-term, and long-term timetables.

- c) Identify overall budgetary needs and develop annualized budgetary funding necessary to maintain existing services and address deferred maintenance needs, including consideration for facility life-cycle cost analysis
- d) Develop a protocol for proactive and ongoing asset management assessments and maintenance activities

For detailed expectations on scope of services and illustration of potential project milestones and deliverables, refer to **Appendix C**.

**Based on Proposer experience and expertise, the City encourages the Proposer to incorporate modifications or propose alternative scope of services that meet the stated objectives of the project, as appropriate.**

## **4. CONSULTANT QUALIFICATIONS**

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Each Proposer submitting a proposal in response to this solicitation must demonstrate that they, and their sub-consultants, have the background, qualifications, expertise, demonstrated competence, and capability to address the objectives and scope of services described in this Request for Proposal (RFP). The City of Albany seeks consultants that have the following minimum qualifications to be considered for a contract:

- a) Ten years of experience in conducting full architectural, electrical, mechanical, structural, and engineering reviews of the conditions of buildings and supporting infrastructure relative to the facilities identified in this project.
- b) Completed at least three assessment projects of similar size and scope within the last five years.
- c) Demonstrated expertise with stakeholder engagement processes, including, but not limited to, communicating information to varied stakeholders (public meetings, City departments, and other stakeholders) on the assessed needs.
- d) Maintain insurance and worker's compensation policies that meet or exceed the minimum requirements of the City.
- e) Obtain a City of Albany business license prior to execution of a contract and maintain it for the duration of work.

## **5. REGISTRATION OF INTENT TO SUBMIT PROPOSAL**

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Interested parties are requested to contact [CityClerk@Albanyca.gov](mailto:CityClerk@Albanyca.gov) to register their intent to respond to the RFP. Registration ensures that any modifications to the RFP process can be transmitted as quickly as possible to all interested parties. A written confirmation of registration will be sent by email within two business days. It is the responsibility of the Proposers, before submitting a proposal, to ascertain if the City has issued any notices, clarifications, addenda, or other communications to responders. Oral explanations or instructions from City staff shall not be considered binding on the City.

## 6. PROPOSAL REQUIREMENTS

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To be considered for the professional engineering services being requested herein, proposals shall be submitted in response to this RFP must comply with the requirements herein. The proposal is required to contain the following information and should be arranged in the following order.

The Proposal shall consist of the following sections:

### **PROPOSAL SECTION “A” - QUALIFICATIONS AND APPROACH TO WORK**

- 1) ***Transmittal Letter.*** Provide any information not already included in the proposal that you believe will enhance your submittal with respect to the evaluation criteria. The transmittal letter shall:
  - a) Be signed by an individual authorized to obligate the Proposer to fulfill the commitments contained in the proposal.
  - b) Include a statement of the Proposer’s overall ability, qualifications, approach, commitment, and availability to conduct the work.
  - c) Include the name and address of the Prime Proposer. Addresses shall be for the location where most of the day-to-day work will be performed.
  
- 2) ***Project Team and Statement of Qualifications.*** This project is anticipated to require a variety of specialties which may require multi-disciplinary sub-consultant support. Proposal must introduce the key individuals of the project team that will be responsible to produce the various categories of work and their time availability for the Project.
  - a) Provide an organizational chart indicating the role/responsibility for each prime and subconsultant team member. Detailed resumes for the key project team members may be included as an appendix to the proposal.
  - b) Provide a specific description of the team’s experience that qualifies each key project team member for the services required for this project.
  - c) Provide summary of any past projects with this specific configuration of prime and subconsultants, if available, or identify the proposal as containing a new configuration of prime and subconsultants and describe the reason that prime consultant considers this particular configuration to be a good fit for the project.
  - d) Include at least two (2) reference projects, including a description of the project, team member’s role on the project, client contact information (name, current telephone number, and email address) for each reference project that can be contacted regarding the experience of each key project team member in providing the type of (or similar) services that are being sought by the City for this project.

- 3) Approach to Work.** Demonstrate understanding of key issues and approach to completing the proposed scope of work. Discuss any unique ideas/concerns relating to the project. The approach should further describe how the design process would be managed to accommodate City staff input. Provide a breakdown of estimated hours to complete each task.
- 4) Schedule.** Submit a proposed schedule by task for providing the services requested herein by task. Include task durations, major milestones, meetings, deliverables, and City review periods. State critical assumptions used for developing the time requirements and schedule. Incorporate delivery of final report by **June 2027**.

For use in developing schedule, please assume two meetings with stakeholder departments will be held to inform and solicit feedback.

- 5) Statement of Exceptions.** The selected consultant will be required to execute the Contract included in template form under **Appendix A**. All proposers are directed to review requirements set forth in this Agreement. If Proposer wishes to take exception to any of the terms and conditions contained in the Contract, these should be identified specifically; otherwise Proposer must include a statement of no exception in the submitted proposal.

Failure to identify contractual issues of dispute can later be the basis for the City to disqualify a Proposer. Any exceptions to terms, conditions, or other requirements must be clearly stated.

- 6) Other Supplementary Information.** Consultant may provide other supplementary information in an appendix. However, such information may or may not be reviewed by the selection panel.

### **PROPOSAL SECTION “B” - FEE ESTIMATE**

The estimate shall include total fee, including all expenses, and estimated staff time (hours) by task and job title required to complete the scope of work for all tasks. The billing rate for each job title shall be provided in the fee table. Upon review and rating of proposals by the selection team, the fee estimates will be compared. The fee estimate shall correlate to the detailed scope of work and schedule included within the proposal.

## 7. QUESTIONS DURING PROPOSAL PERIOD

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Should discrepancies or omissions be found in this solicitation or should there be a need to clarify this solicitation, questions regarding this RFP must be put in writing and received by the City contact person no later than **Wednesday, July 10, 2026 at 5:00 PM**.

All questions should be directed to City Clerk at [CityClerk@albanyca.org](mailto:CityClerk@albanyca.org). Do not contact any other staff members or elected officials of the City of Albany.

Inquiries received after the date and time stated will not be accepted. Responses to questions timely submitted will be answered within four (4) business days and distributed to all consultants that have requested the RFP from the City. Notice of written addenda will be e-mailed to registered Proposers (refer to **Section 5, Registration of Intent to Submit Proposal**).

Neither the City nor the consultant will be bound by any oral representations, clarifications, or changes made to this RFP unless provided in written addenda form. Consultant shall identify receipt of all responses and addenda in their Transmittal Letter.

## 8. PROPOSAL FORMAT

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Proposals shall be clear and concise and responsive to all RFP requirements.

Proposers shall submit one email containing two (2) Portable Document Files (PDF): one file for the project pricing and one file containing the remaining proposal documents.

All proposals must be fully responsive to this RFP in order to be considered. The City reserves the right to reject any and all proposals for any reason. The City may waive informalities or irregularities in the proposal received where such is merely a matter of form and not substance, and the correction or waiver thereof is deemed by the City not prejudicial to other proposals. Any alteration, omission, addition, variance, or limitation of, from or to a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of the City.

## 9. PROPOSAL SUBMISSION

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Electronic copy (PDF) of proposal shall be submitted through email to [CityClerk@Albanyca.gov](mailto:CityClerk@Albanyca.gov) with the subject line: “**Albany City Buildings Assessment RFP – [PRIME CONSULTANT NAME]**”

Proposal emails must be received by **5:00 PM on Wednesday, July 22, 2026**.

Late proposals will not be considered. The City assumes no responsibility for delays caused by electronic delivery service. Any Proposal received prior to 5:00 PM on July 22, 2026 may be modified by written addendum or withdrawn by written request of the Proposer to the City up to the official time when all proposals are due.

## 10. SELECTION PROCESS

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Initial ranking of the consultant(s) will be based on the written proposal and references. After review of the submitted proposals, the City may invite some or all proposers to present their qualifications and proposed approach, or may decide to select one proposer to enter into contract negotiations directly.

Should interview(s) be necessary, details of the interview process will be provided along with the invitation to present. If an interview is conducted, the final consultant selection will be based on a combination of the proposal and interview ranking.

### **EVALUATION CRITERIA**

- 1) *Specialized Experience of Team Members (10 percent)*.** This includes experience and qualifications of key consultant staff in the project management of similar projects and specialized experience directly relating to the scope of work.
- 2) *Project Personnel (30 percent)*.** This includes the role, commitment, and qualifications (including possession of applicable licenses and certifications) of key personnel and their experience in the areas assigned. Comments received from references may also be considered. Qualities and indicators that will receive consideration include the number and types of projects the organization or its employees have completed; the variety of projects completed and a demonstration of the organization's ability to undertake this project; and the demonstrated ability to work with governmental bodies and a full understanding of applicable laws or regulations that relate to the project.
- 3) *Approach to Work (50 percent)*.** This includes the understanding of project issues demonstrated by proposed scope and approach to work (including use of budget and resources for each task), the understanding of the project schedule, the interfacing of tasks unique/creative approaches to the work to best meet the City's goals, and demonstrated ability to work collaboratively with clients/owners on similar projects.
- 4) *Other Considerations (10 percent)*.** Demonstrated ability to complete the work within the required schedule and budget, effort to perform the work, and proposal fee estimate. Cost, while not determinative, will be considered in the selection process.

## 11. RFP TIMELINE

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Anticipated timeline and milestones for the RFP selection process are listed below. This City reserves the right to modify this schedule, as necessary, in its sole discretion.

<b>Action</b>	<b>Date</b>
Proposal Release Date	June 22, 2026
Deadline for Questions / Clarifications	July 10, 2026 at 5:00 PM
Answers to Questions Released	July 17, 2026
<b>Proposal Submittal Deadline</b>	<b>July 22, 2026 at 5:00 PM</b>
<i>Interviews*</i>	<i>Early August</i>
<i>Notification of RFP Results*</i>	<i>Mid-August</i>
<i>Contract Award*</i>	<i>Mid-September</i>
<i>Notice to Proceed*</i>	<i>September/October</i>

\* Tentative Dates

## 12. RIGHTS OF THE CITY

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This RFP does not commit the City to enter a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. An agreement shall not be valid or binding on the City unless and until it is executed by authorized representatives of the City and of the selected consultant. The City reserves the right to:

- Make the selection based on the City’s sole discretion;
- Reject any and all proposals;
- Issue subsequent Requests for Proposals;
- Postpone contract start date for its own convenience;
- Remedy technical errors in the RFP process;
- Approve or disapprove the use of particular sub-consultants;
- Approve any changes in the project team;
- Negotiate with any, all, or none of the consultants;
- Cancel the RFP and reject any and all quotations in whole or in part when it is in the best interest of the City;
- Waive informalities and irregularities in the proposals;
- Accept, modify, or reject any items of the proposals; and
- Enter into an agreement with another consultant in the event the originally selected consultant defaults or fails to execute an agreement with the City.

Responses to this RFP become the exclusive property of the City. All proposals received in response to this RFP become a matter of public record and shall be regarded as public records.

### **13. COLLUSION & CONFLICT OF INTEREST**

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By submitting a proposal, each consultant represents and warrants that its proposal is genuine and not fraudulent or collusive or made in the interest of or on behalf of any person not named therein; that the consultant has not directly induced or solicited any other person to submit a fraudulent proposal or any other person to refrain from submitting a proposal; and that the consultant has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

The consultant also warrants that no gratuities, in the form of entertainment, gifts, or otherwise, were, or will be offered or given by the Consultant, or any agent or representative of the Consultant to any officer or employee of the City with a view toward securing a recommendation of award or subsequent contract or for securing more favorable treatment with respect to making a recommendation of award.

The consultant also warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under the contract resulting from this RFP. The consultant also warrants that, to the best of its knowledge, no officer, agent, or employee of the City who shall participate in any decision relating to this RFP and the resulting contract, currently has, or will have in the future, a personal or pecuniary interest in the consultant's business.

## **14. APPENDICES**

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Appendix A – Contract Form & Insurance Requirements

Appendix B – City of Albany Business License Application & New Vendor Form

Appendix C – Detailed Scope of Services, Example Milestones and Deliverables

Appendix D – City Facility Information & Facility Maps

Appendix E – Park Assessment Data (*Electronically Available Upon Request*)

Appendix F – Facility Record Drawings (*Electronically Available Upon Request*)

## **Appendix A Contract Form & Insurance Requirements**

**CONTRACT #C26-32  
AGREEMENT FOR CONSULTANT SERVICES  
BETWEEN  
THE CITY OF ALBANY  
AND**

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**FOR PROJECT:  
CITY BUILDINGS ASSESSMENT**

This AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT"), is made and entered into this \_\_\_ day of \_\_\_\_\_ 20\_\_ by and among the City of Albany a California charter city ("CITY") and \_\_\_\_\_ [California corporation, partnership, LLC or LLP, or individual] ("CONSULTANT").

In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

**SECTION 1. TERM OF AGREEMENT.**

Subject to the provisions of SECTION 19 "TERMINATION OF AGREEMENT" of this AGREEMENT, the term of this AGREEMENT shall be for a period of \_\_\_\_\_ from the date of execution of this AGREEMENT, as first shown above. Such term may be reduced or extended upon written agreement of both parties to this AGREEMENT.

**SECTION 2. SCOPE OF SERVICES.**

CONSULTANT agrees to perform the services set forth in EXHIBIT "A" "SCOPE OF SERVICES" and made a part of this AGREEMENT.

**SECTION 3. ADDITIONAL SERVICES.**

CONSULTANT shall not be compensated for any services rendered in connection with its performance of this AGREEMENT which are in addition to or outside of those set forth in this AGREEMENT or listed in EXHIBIT "A" "SCOPE OF SERVICES", unless such additional services are authorized in advance and in writing by the City Council or City Manager of CITY. CONSULTANT shall be compensated for any such additional services in the amounts and in the manner agreed to by the City Council or City Manager.

#### **SECTION 4. COMPENSATION AND METHOD OF PAYMENT.**

Subject to any limitations set forth in this AGREEMENT, CITY agrees to pay CONSULTANT the amounts specified in EXHIBIT "B" "COMPENSATION" and made a part of this AGREEMENT. The total compensation, including reimbursement for actual expenses, shall not exceed \_\_\_\_\_ unless additional compensation is approved in writing by the City Council or City Manager.

Each month CONSULTANT shall furnish to CITY an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories: labor (by sub-category), travel, materials, equipment, supplies, sub-consultant contracts and miscellaneous expenses. CITY shall independently review each invoice submitted by the CONSULTANT to determine whether the work performed and expenses incurred are in compliance with the provisions of this AGREEMENT. In the event that no charges or expenses are disputed, the invoice shall be approved and paid according to the terms set forth below. In the event any charges or expenses are disputed by CITY, the original invoice shall be returned by CITY to CONSULTANT for correction and resubmission.

Except as to any charges for work performed or expenses incurred by CONSULTANT which are disputed by CITY, CITY will use its best efforts to cause CONSULTANT to be paid within thirty (30) days of receipt of CONSULTANT's invoice.

Payment to CONSULTANT for work performed pursuant to this AGREEMENT shall not be deemed to waive any defects in work performed by CONSULTANT.

#### **SECTION 5. INSPECTION AND FINAL ACCEPTANCE.**

CITY may inspect and accept or reject any of CONSULTANT's work under this AGREEMENT, either during performance or when completed. CITY shall reject or finally accept CONSULTANT's work within sixty (60) days after submitted to CITY. CITY shall reject work by a timely written explanation, otherwise CONSULTANT's work shall be deemed to have been accepted. CITY's acceptance shall be conclusive as to such work except with respect to latent defects, fraud and such gross mistakes as amount to fraud. Acceptance of any of CONSULTANT's work by CITY shall not constitute a waiver of any of the provisions of this AGREEMENT including, but not limited to, SECTIONS 15 and 16, pertaining to indemnification and insurance, respectively.

#### **SECTION 6. OWNERSHIP OF DOCUMENTS.**

All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by CONSULTANT in the course of providing any services pursuant to this AGREEMENT shall become the sole property of CITY and may be used, reused or

otherwise disposed of by CITY without the permission of the CONSULTANT. Upon completion, expiration or termination of this AGREEMENT, CONSULTANT shall turn over to CITY all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

#### **SECTION 7. CONSULTANT'S BOOKS AND RECORDS.**

CONSULTANT shall maintain any and all documents and records demonstrating or relating to CONSULTANT's performance of services pursuant to this AGREEMENT. CONSULTANT shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, or other documents or records evidencing or relating to work, services, expenditures and disbursements charged to CITY pursuant to this AGREEMENT. Any and all such documents or records shall be maintained in accordance with generally accepted accounting principles and shall be sufficiently complete and detailed so as to permit an accurate evaluation of the services provided by CONSULTANT pursuant to this AGREEMENT. Any and all such documents or records shall be maintained for three years from the date of execution of this AGREEMENT and to the extent required by laws relating to audits of public agencies and their expenditures.

(b) Any and all records or documents required to be maintained pursuant to this section shall be made available for inspection, audit and copying, at any time during regular business hours, upon written request by CITY or its designated representative. Copies of such documents or records shall be provided directly to the CITY for inspection, audit and copying when it is practical to do so; otherwise, unless an alternative is mutually agreed upon, such documents and records shall be made available at CONSULTANT's address indicated for receipt of notices in this AGREEMENT.

(c) Where CITY has reason to believe that any of the documents or records required to be maintained pursuant to this section may be lost or discarded due to dissolution or termination of CONSULTANT's business, CITY may, by written request, require that custody of such documents or records be given to the requesting party and that such documents and records be maintained by the requesting party. Access to such documents and records shall be granted to CITY, as well as to its successors-in-interest and authorized representatives.

#### **SECTION 8. STATUS OF CONSULTANT.**

(a) CONSULTANT is and shall at all times remain a wholly independent contractor and not an officer, employee or agent of CITY. CONSULTANT shall have no authority to bind CITY in any manner, nor to incur any obligation, debt or liability of any kind on behalf of or against CITY, whether by contract or otherwise, unless such authority is expressly conferred under this AGREEMENT or is otherwise expressly conferred in writing by CITY.

(b) The personnel performing the services under this AGREEMENT on behalf of CONSULTANT shall at all times be under CONSULTANT's exclusive direction and control. Neither CITY, nor any elected or appointed boards, officers, officials, employees or agents of CITY, shall have control over the conduct of CONSULTANT or any of CONSULTANT's officers, employees or agents, except as set forth in this AGREEMENT. CONSULTANT shall not at any time or in any manner represent that CONSULTANT or any of CONSULTANT's officers, employees or agents are in any manner officials, officers, employees or agents of CITY.

(c) Neither CONSULTANT, nor any of CONSULTANT's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to CITY'S employees. CONSULTANT expressly waives any claim CONSULTANT may have to any such rights.

#### **SECTION 9. STANDARD OF PERFORMANCE.**

CONSULTANT represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the services required under this AGREEMENT in a thorough, competent and professional manner. CONSULTANT shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. In meeting its obligations under this AGREEMENT, CONSULTANT shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of CONSULTANT under this AGREEMENT.

#### **SECTION 10. COMPLIANCE WITH APPLICABLE LAWS, PERMITS, AND LICENSES.**

CONSULTANT shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this AGREEMENT. CONSULTANT shall obtain any and all licenses, permits and authorizations necessary to perform the services set forth in this AGREEMENT. Neither CITY, nor any elected or appointed boards, officers, officials, employees or agents of CITY, shall be liable, at law or in equity, as a result of any failure of CONSULTANT to comply with this section.

CONSULTANT shall obtain and maintain in full force and effect during the term of this AGREEMENT a Business License from the CITY's Finance Department. Provide City of Albany Business License number and Expiration Date on Page 11 of this contract.

#### **SECTION 11. NONDISCRIMINATION.**

CONSULTANT shall not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap,

medical condition or marital status in connection with or related to the performance of this AGREEMENT.

## **SECTION 12. UNAUTHORIZED ALIENS.**

CONSULTANT hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C.A. §§ 1101, et M., as amended, and in connection therewith, shall not employ unauthorized aliens as defined therein. Should CONSULTANT so employ such unauthorized aliens for the performance of work and/or services covered by this AGREEMENT, and should any liability or sanctions be imposed against CITY for such use of unauthorized aliens, CONSULTANT hereby agrees to and shall reimburse CITY for the cost of all such liabilities or sanctions imposed, together with any and all costs, including attorneys' fees, incurred by CITY.

## **SECTION 13. CONFLICTS OF INTEREST.**

(a) CONSULTANT covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of CITY or which would in any way hinder CONSULTANT's performance of services under this AGREEMENT. CONSULTANT further covenants that in the performance of this AGREEMENT, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of the City Manager. CONSULTANT agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of CITY in the performance of this AGREEMENT.

(b) CITY understands and acknowledges that CONSULTANT is, or may be, as of the date of execution of this AGREEMENT, independently involved in the performance of non-related services for other governmental agencies and private parties. CONSULTANT is unaware of any stated position of CITY relative to such projects. Any future position of CITY on such projects shall not be considered a conflict of interest for purposes of this section.

## **SECTION 14. CONFIDENTIAL INFORMATION AND RELEASE OF INFORMATION.**

(a) All information gained or work product produced by CONSULTANT in performance of this AGREEMENT shall be considered confidential, unless such information is in the public domain or already known to CONSULTANT. CONSULTANT shall not release or disclose any such information or work product to persons or entities other than CITY without prior written authorization from the City Administrator, except as may be required by law.

(b) CONSULTANT, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the City Manager or unless requested by the

City Attorney of CITY, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this AGREEMENT. Response to a subpoena or court order shall not be considered "voluntary" provided CONSULTANT gives CITY notice of such court order or subpoena.

(c) If CONSULTANT, or any officer, employee, agent or subcontractor of CONSULTANT, provides any information or work product in violation of this AGREEMENT, then CITY shall have the right to reimbursement and indemnity from CONSULTANT for any damages, costs and fees, including attorneys fees, caused by or incurred as a result of CONSULTANT's conduct.

(d) CONSULTANT shall promptly notify CITY should CONSULTANT, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this AGREEMENT and the work performed thereunder. CITY retains the right, but has no obligation, to represent CONSULTANT or be present at any deposition, hearing or similar proceeding. CONSULTANT agrees to cooperate fully with CITY and to provide CITY with the opportunity to review any response to discovery requests provided by CONSULTANT. However, this right to review any such response does not imply or mean the right by CITY to control, direct, or rewrite said response.

#### **SECTION 15. INDEMNIFICATION.**

(a) To the fullest extent permitted by law, CITY and its elected and appointed boards, officials, officers, agents, employees and volunteers (individually and collectively, "INDEMNITEES") shall have no liability to CONSULTANT or any other person for, and CONSULTANT shall indemnify, defend, protect and hold harmless INDEMNITEES from and against, any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs and expenses of whatever nature, including reasonable attorneys' fees and disbursements (collectively "CLAIMS"), which INDEMNITEES may suffer or incur or to which INDEMNITEES may become subject by reason of or arising out of any injury to or death of any person(s), damage to property, loss of use of property, economic loss or otherwise occurring as a result of or allegedly caused by the CONSULTANT's performance of or failure to perform any services under this AGREEMENT or by the negligent or *willful* acts or omissions of CONSULTANT, its agents, officers, directors, subcontractors or employees, committed in performing any of the services under this AGREEMENT except CLAIMS caused by the sole negligence or willful misconduct of INDEMNITEES.

(b) If any action or proceeding is brought against INDEMNITEES by reason of any of the matters against which CONSULTANT has agreed to indemnify INDEMNITEES as provided above, CONSULTANT, upon notice from CITY, shall defend INDEMNITEES at CONSULTANT's expense by counsel acceptable to CITY,

such acceptance not to be unreasonably withheld. INDEMNITEES need not have first paid for any of the matters to which INDEMNITEES are entitled to indemnification in order to be so indemnified. The insurance required to be maintained by CONSULTANT under SECTION 16 shall ensure CONSULTANT's obligations under this section, but the limits of such insurance shall not limit the liability of CONSULTANT hereunder. The provisions of this section shall survive the expiration or earlier termination of this AGREEMENT.

(c) If CONSULTANT's obligation to defend, indemnify, and/or hold harmless arises out of CONSULTANT's performance as a "design professional" (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, CONSULTANT's indemnification obligation shall be limited to CLAIMS that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the CONSULTANT, and, upon CONSULTANT obtaining a final adjudication by a court of competent jurisdiction, CONSULTANT's liability for such claim, including the cost to defend, shall not exceed the CONSULTANT's proportionate percentage of fault.

#### **SECTION 16. INSURANCE.**

CONSULTANT agrees to obtain and maintain in full force and effect during the term of this AGREEMENT the insurance policies set forth in EXHIBIT "C" "INSURANCE" and made a part of this AGREEMENT. All insurance policies shall be subject to approval by CITY as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the City Administrator. CONSULTANT agrees to provide CITY with copies of required policies upon request.

#### **SECTION 17. ASSIGNMENT.**

The expertise and experience of CONSULTANT are material considerations for this AGREEMENT. CITY has an interest in the qualifications of and capability of the persons and entities who will fulfill the duties and obligations imposed upon CONSULTANT under this AGREEMENT. In recognition of that interest, CONSULTANT shall not assign or transfer this AGREEMENT or any portion of this AGREEMENT or the performance of any of CONSULTANT's duties or obligations under this AGREEMENT without the prior written consent of the CITY. Any attempted assignment shall be ineffective, null and void, and shall constitute a material breach of this AGREEMENT entitling CITY to any and all remedies at law or in equity, including summary termination of this AGREEMENT. CITY acknowledges, however, that CONSULTANT, in the performance of its duties pursuant to this AGREEMENT, may utilize subcontractors.

#### **SECTION 18. CONTINUITY OF PERSONNEL.**

CONSULTANT shall make every reasonable effort to maintain the stability and continuity of CONSULTANT's staff assigned to perform the services required under this AGREEMENT. CONSULTANT shall notify CITY of any changes in CONSULTANT's staff assigned to perform the services required under this AGREEMENT, prior to any such performance.

#### **SECTION 19. TERMINATION OF AGREEMENT.**

(a) CITY may terminate this AGREEMENT, with or without cause, at any time by giving thirty (30) days written notice of termination to CONSULTANT. In the event such notice is given, CONSULTANT shall cease immediately all work in progress.

(b) CONSULTANT may terminate this AGREEMENT at any time upon thirty (30) days written notice of termination to CITY. In the event such notice is given, CONSULTANT shall cease immediately all work in progress.

(c) If either CONSULTANT or CITY fail to perform any material obligation under this AGREEMENT, then, in addition to any other remedies, either CONSULTANT, or CITY may terminate this AGREEMENT immediately upon written notice.

(d) Upon termination of this AGREEMENT by either CONSULTANT or CITY, all property belonging exclusively to CITY which is in CONSULTANT's possession shall be returned to CITY. CONSULTANT shall furnish to CITY a final invoice for work performed and expenses incurred by CONSULTANT, prepared as set forth in SECTION 4 of this AGREEMENT. This final invoice shall be reviewed and paid in the same manner as set forth in SECTION 4 of this AGREEMENT.

#### **SECTION 20. DEFAULT.**

In the event that CONSULTANT is in default under the terms of this AGREEMENT, the CITY shall not have any obligation or duty to continue compensating CONSULTANT for any work performed after the date of default and may terminate this AGREEMENT immediately by written notice to the CONSULTANT.

#### **SECTION 21. EXCUSABLE DELAYS.**

CONSULTANT shall not be liable for damages, including liquidated damages, if any, caused by delay in performance or failure to perform due to causes beyond the control of CONSULTANT. Such causes include, but are not limited to, acts of God, acts of the public enemy, acts of federal, state or local governments, acts of CITY, court orders, fires, floods, epidemics, strikes, embargoes, and unusually severe weather. The term and price of this AGREEMENT shall be equitably adjusted for any delays due to such causes.



## **SECTION 26. MODIFICATION OF AGREEMENT.**

No amendment to or modification of this AGREEMENT shall be valid unless made in writing and approved by the CONSULTANT and by the CITY. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void.

## **SECTION 27. WAIVER**

Waiver by any party to this AGREEMENT of any term, condition, or covenant of this AGREEMENT shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this AGREEMENT shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this AGREEMENT. Acceptance by CITY of any work or services by CONSULTANT shall not constitute a waiver of any of the provisions of this AGREEMENT.

## **SECTION 28. LAW TO GOVERN; VENUE.**

This AGREEMENT shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in Alameda County. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Northern District of California, in San Francisco.

## **SECTION 29. CLAIMS.**

All claims arising out of or related to this agreement must be presented not later than six (6) months after the accrual of the cause of action. Such claims shall be governed by the provisions of the Albany Municipal Code and such claims shall further be governed by the provisions of section 930.4 of the Government Code for the purposes of filing leave to present a later claim. It is further provided that subdivision (b) of section 911.4 sections 911.6 to 912.2, inclusive and section 946.6 are applicable to all such claims, and the time specified in this agreement shall be deemed the "time specified" in section 911.2 within the meaning of sections 911.6 and 946.6.

## **SECTION 30. W-9 FORM**

Complete the attached EXHIBIT "D W-9 FORM" that will be removed from this contract and forwarded to our Finance Department for use during invoice processing.

## **SECTION 31. ENTIRE AGREEMENT.**

This AGREEMENT, including the attached EXHIBITS "A" through "D", is the entire, complete, final and exclusive expression of the parties with respect to the matters

addressed therein and supersedes all other agreements or understandings, whether oral or written, or entered into between CONSULTANT and CITY prior to the execution of this AGREEMENT. No statements, representations or other agreements, whether oral or written, made by any party which are not embodied herein shall be valid and binding. No amendment to this AGREEMENT shall be valid and binding unless in writing duly executed by the parties or their authorized representatives.

**SECTION 32. SEVERABILITY.**

If any term, condition or covenant of this AGREEMENT is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this AGREEMENT shall not be affected thereby and the AGREEMENT shall be read and construed without the invalid, void or unenforceable provision(s).

**IN WITNESS WHEREOF**, the parties hereto have caused this AGREEMENT to be executed the day and year first above written.

**CITY OF ALBANY:**

**CONSULTANT:**

By \_\_\_\_\_  
Nicole Almaguer, City Manager

By \_\_\_\_\_  
(Authorized Officer)

Date \_\_\_\_\_

Name:  
Title:

By \_\_\_\_\_  
(Authorized Officer)

Name:  
Title:

**APPROVED AS TO FORM:**

City of Albany Business License

\_\_\_\_\_  
Malathy Subramanian, City Attorney

**BL #** \_\_\_\_\_  
Expiration Date:

Date \_\_\_\_\_

\_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Anne Hsu, City Clerk

Date \_\_\_\_\_

**City of Albany Exhibit C**  
**Insurance Requirements – Professional Services Agreements**

I. Professional Liability Insurance

a. Consultant shall maintain professional liability insurance that insures against professional errors and omissions that may be made in performing the Services to be rendered in connection with this Agreement, in the minimum amount of two million dollars (\$2,000,000) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement, and Consultant agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this Agreement.

II. Commercial General Liability

a. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. Consultant's general liability policies shall be primary and shall not seek contribution from the City's coverage, and be endorsed using Insurance Services Office (ISO) form CG 20 10 (or equivalent) to provide that City and its officers, officials, employees, and agents shall be additional insureds under such policies. For construction projects, an endorsement providing completed operations coverage for the City and its officers, officials, employees, and agents using ISO form CG 20 37 (or equivalent), is also required.

b. Any failure to comply with reporting provisions of the policies by Consultant shall not affect coverage provided the City.

c. Coverage shall state that Consultant insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

d. Coverage shall contain a waiver of subrogation in favor of the City.

II. Business Automobile Liability

a. Consultant shall provide auto liability coverage for automobiles using ISO Business Auto Coverage form CA 00 01 (or equivalent), coverage symbol 1 – any auto (except where Consultant has no owned autos, coverage symbols 8 – hired autos and 9 – non-owned autos), with a limit of no less than two million dollars (\$2,000,000) per accident. Consultant's business automobile liability policies shall be

primary and shall not seek contribution from the City's coverage and be endorsed to provide that City and its officers, officials, employees, and agents shall be additional insureds under such policies.

b. Coverage shall contain a waiver of subrogation in favor of the City.

### III. Workers' Compensation and Employers' Liability

a. Consultant shall maintain Workers' Compensation Insurance and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000). Consultant shall submit to City, along with the certificate of insurance, a waiver of subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.

### IV. All Coverages

a. For each insurance policy required by the Agreement, coverage shall not be suspended, voided, cancelled, or reduced in limits except after thirty (30) days' prior written notice has been given to the City by Consultant, except that ten (10) days' prior written notice shall apply in the event of cancellation for nonpayment of premium.

b. All self-insurance, self-insured retentions, and deductibles must be declared and approved by the City.

c. Evidence of Insurance - Prior to commencement of work, the Consultant shall furnish the City with certificates, additional insured endorsements, and waivers of subrogation evidencing compliance with the insurance requirements above. The Consultant must agree to provide complete, certified copies of all required insurance policies if requested by the City.

d. Acceptability of Insurers - Insurance shall be placed with insurers admitted in the State of California and with an AM Best rating of A-:VII or higher.

**Appendix B City of Albany Business License  
Application & New Vendor Form**

# City of Albany Business License

Business License applications and renewals are now available online from the City Website at <https://www.albanyca.gov/Departments/Finance/Business-Licenses>

[Home](#) / [Departments](#) / [Finance](#) / [Business Licenses](#)

## Finance



### Business Licenses

#### New Partnership

The City of Albany has partnered with HdL Companies to administer Business Licenses. Starting Monday, October 27, 2025, HdL Companies will process applications, renewals, and reissuances.

#### New applicants

First, contact the Fire Department. All businesses with in-town locations have an annual fire inspection. New businesses will need to schedule an inspection to establish a Fire Prevention Factor fee before applying for the business license. Information about these fees can be found in the Fire Fees section of the Master Fee Schedule.

Fire Inspector: (510)528-5775

[Fire-Fee-Verification-Form.pdf](#) (PDF, 115KB)

#### Business License Applicants, Renewals, and Account

##### Maintenance:

How to File Online

How to File Via Phone

Navigate to the HdL Business License portal: <https://Albany.hdlgov.com>

#### Contact Us

##### Phone

[\(510\) 292-4619](tel:(510)292-4619)

##### Email

[Albany@hdlgov.com](mailto:Albany@hdlgov.com)

##### Location

Albany, CA

#### Related Information

[2026 Business License Rates](#) (PDF, 540KB)

[2025 Business License Rates](#) (PDF, 865KB)

[FY26 Master Fee Schedule](#)





# City of Albany Finance Department New Vendor Form

Please complete this form and return it, along with your company's Form W-9 to City of Albany-Accounts Payable Department at the email or address below.

Legal Name: \_\_\_\_\_ DBA: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Payable to: \_\_\_\_\_

Preferred Method of Payment:

CHECK

Remit to Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EFT Please provide a copy of a voided check OR direct deposit letter from your bank.

Name of Financial Institution: \_\_\_\_\_

Name on Account: \_\_\_\_\_

Checking Savings

Account Number: \_\_\_\_\_

ABA Routing Number: \_\_\_\_\_

Contact Information:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address (required for EFT): \_\_\_\_\_

Signature of Authorized Signer:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Appendix C Detailed Scope of Services,  
Example Milestones and Deliverables**

## **Detailed Scope of Services**

Tasks and corresponding deliverables outlined in this RFP may be modified based upon professional recommendations from the qualified proposer's previous experience with similar assessment projects.

### **Task 1 PROJECT MANAGEMENT**

Selected consultant shall provide project management activities required to complete the project on time and within budget and address the City's concerns. A project work plan shall be developed to serve as a communication tool for all team members. A draft work plan shall be distributed at the project kick-off meeting. Project management activities shall include:

- Prepare Work Plan (include information on project team, including team member contact information; detailed scope of work; project schedule including deliverables and meeting dates; and project budget)
- Attend Kick-off Meeting and prepare agenda and meeting minutes.
- Attend 2 meetings with departmental leaders & key stakeholders and 2 internal focus group meetings with operational staff members.
- Prepare agenda and meeting minutes.
- Perform coordination with City and Consultant team members.
- Provide budget and schedule tracking.
- Prepare monthly invoices and project status reports.

### **Task 2 Project Initiation, Information Gathering, and Initial Analysis**

#### **1. Facility Condition Assessment (FCA)**

Provide facility condition assessment of each City facility as identified in **Appendix D**. Each facility must include a building specific summary (building overview) and the report at large must provide a single executive summary which will summarize all findings for the site.

The selected consultant will provide a complete, visual, non-destructive evaluation of the entirety of each building (exterior and interior), components, systems, and elements. Data findings will be captured and delivered in accordance with industry standards and in a manner that can be imported to Tyler EAM asset management software.

#### **1.1. Inspections**

The following elements, as applicable to the facility, are expected to be included in the inspections at a minimum:

- a) Architectural - *Building Envelope (exterior walls & facades), roof systems, windows and glazing, doors and hardware, interior finishes*

- b) Structural - *Structural frames, foundations (visible conditions), structural distress indicators*
- c) Mechanical - *HVAC equipment, boilers and chillers, cooling towers, air handling units, distribution systems, controls systems*
- d) Plumbing - *Domestic water systems, sanitary and storm drainage, pumps, fixtures*
- e) Life Safety - *Fire suppression system, fire alarms, emergency lighting, egress systems*
- f) Site - *Parking areas, walkways, site drainage, utility infrastructure*

### **1.2. Deficiency Identification**

Assessment should include an overview of deferred maintenance needs and distinguish between repairs, minor alterations, and minor modernizations required for code compliance.

The selected consultant will identify and document deficiencies including deferred maintenance, end-of-life equipment, code and safety concerns, system failures or deterioration.

Each identified deficiency must include description of condition, recommended corrective action, priority level, supporting photographs.

### **1.3. Asset Inventory**

The selected consultant is expected to assist the City to develop a facility asset data structure and comprehensive asset inventory. Asset data must be provided in a structured digital format (.xls) and compatible with Tyler Enterprise Asset Management (Tyler EAM) software.

At a minimum, the following information is expected: equipment type, location, manufacturer, model number, installation year (if available), estimated remaining useful life.

### **1.4. Facility Condition Index**

The consultant is expected to calculate the Facility Condition Index for each facility, including developing an estimated Current Replacement Value (CRV) for each facility and a building-level condition score.

### **1.5. Facility Management Cost Estimating**

The selected consultant will prepare order-of-magnitude cost estimates for recommended corrective actions organized by facility. At a minimum, the corrective actions should be prioritized and refined by timeline (short-term, mid-term, and long-term timetables, or other appropriate method)

Cost estimates must be based on recognized industry databases, such as RS Means Construction Data, and include base construction costs along with soft costs

(Contractor overhead and profit, escalation factors, regional cost adjustments, overhead costs related to project delivery - design, inspection, management).

## **2. City Buildings Maintenance Plan**

The selected consultant will prepare an overall City Buildings Management Plan with a 10-year renewal forecast to determine priorities across facilities citywide.

The City Buildings Management Plan should include development of the following:

- a) City-wide Capital Renewal plan that forecast with annual projected capital expenditures
  - Identify deferred maintenance needs
  - Expected system replacement cycles
  - Priority projects lists
- b) Development of best management practices for on-going monitoring of facility conditions across City facilities, including
  - Cyclic/regular inspection schedules
  - Recommendations for which types of fixtures or equipment may benefit from standardization and any .

## **3. Deliverables**

The selected consultant is expected to provide the following deliverables:

- a) Project Management Plan for proposed Scope of Work
- b) Individual Facility Condition Assessments
- c) City Buildings Maintenance Plan with
- d) Digital data files

## **Appendix D Facility Information & City Facility Maps**

List of City Facilities  
City of Albany, CA

APN	Address	Parcel Use	Building	Sub-Building Areas	Building Area (sf)	Lot Size (sf)	Park Assessment Data Available	Comments
<b>Sites with Building Facilities</b>								
066 -2692-002-02	1000 San Pablo Avenue	Municipal/ Public Safety	City Hall & Police Department	City Hall	8,606	56,286	n/a	City Hall & Police Department are a single building
				Police Department	6,558			
			Emergency Operations Center	n/a	1,676			
			Fire Department	n/a	8,106			
066 -2760-014-08	540 Cleveland Avenue	Municipal	Public Works Main Building	n/a	14,280	30,876	n/a	
			Equipment & Storage Canopy	n/a	3,000			
065 -2652-030-04	1249 Marin Avenue	Recreational/ Community Service	Community Center & Library	Community Center	28,473	19,277	n/a	Community Center and Library are a single building spanning two lots
065 -2652-030-05	1247 Marin Avenue			Library		20,723		
066 -2804-016-00	846 Masonic Avenue	Recreational/ Community Service	Senior Center	n/a	4,100	10,460	n/a	Albany Preschool is operated by a private entity under a lease agreement.
	850 Masonic Avenue		Albany Preschool	n/a	1,548			
066 -2804-015-00	842 Masonic Avenue	Recreational/ Community Service	Senior Center Annex	n/a	1,800	3,800	n/a	

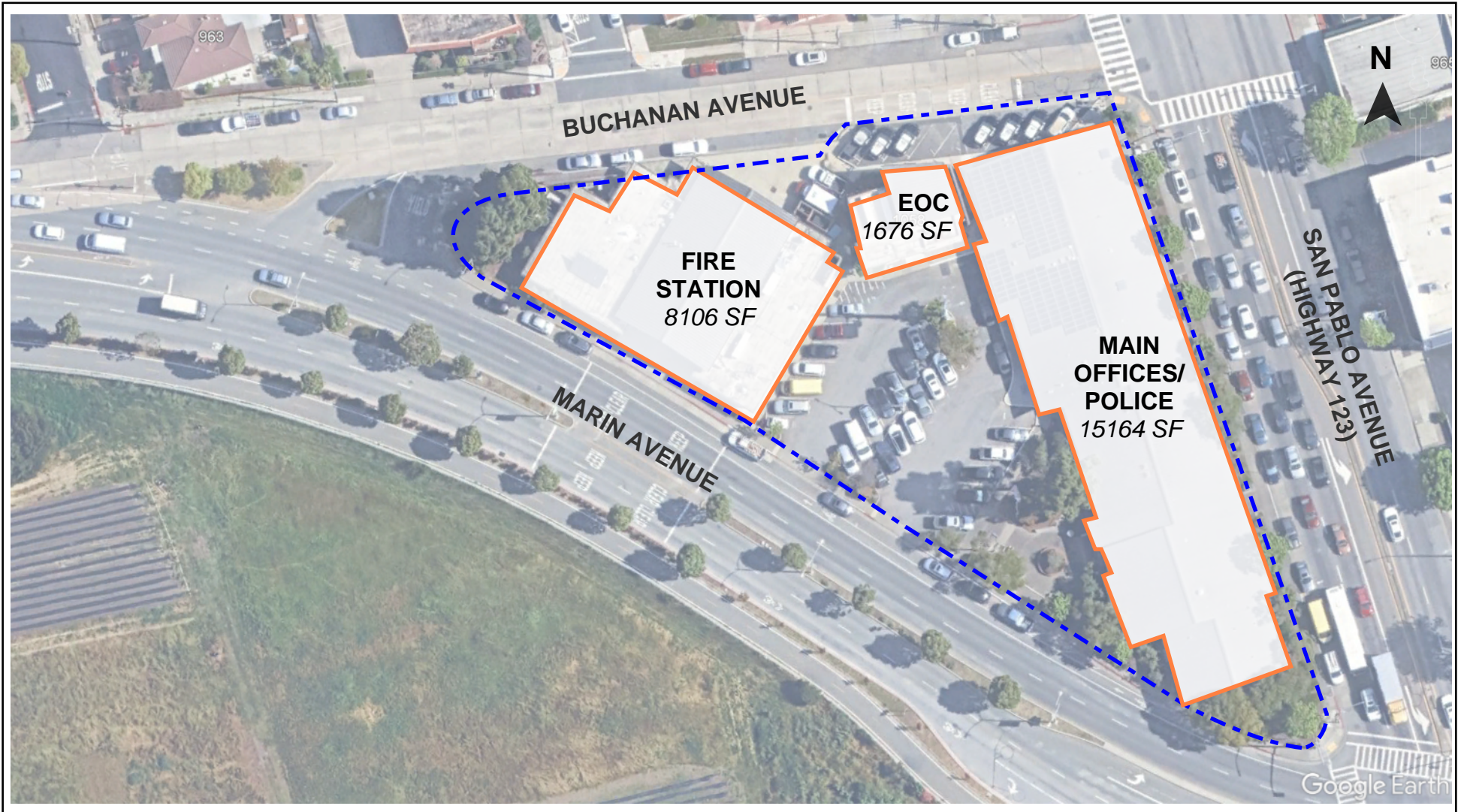
APN	Address	Parcel Use	Building*	Sub-Building Areas	Building Area (sf)	Lot Size (sf)**	Park Assessment Data Available	Comments
<b>Parks with Building Facilities</b>								
066 -2760-014-08	1325 Portland Avenue	Recreational/ Community Service	Memorial Park	n/a	0	30,876	Yes	*Albany Veterans Memorial not included in assessment work (Owned/maintained by County of Alameda)
			Childcare Center & Restrooms	Childcare Center	3,000			
				Restroom	200			
			<i>Veterans Memorial</i>	n/a	n/a			
066 -2760-026-00	1548 Terrace Street	Recreational/ Community Service	Jewel's Terrace Park	n/a	0	58,255	Yes	Parcel information inconsistent - GIS and Assessor Maps conflict. Lot size here is based on GIS.
			Restroom & Mechanical Room	n/a	550			
066 -2692-002-07	900 Buchanan Street	Recreational/ Community Service	Ocean View Park	n/a	0	141,681	Yes	
			Childcare Center A	n/a	850			
			Childcare Center B	n/a	1,700			
			Restrooms	n/a	300			
066 -2760-026-00	720 Pierce Street	Recreational/ Community Service	Peggy Thompsen Pierce Street Park	n/a	0	80,000	Yes	*Parcel extends beyond Caltrans Access Control Fence. Park assessment data limited to improved area. Lot Size only for developed Park area.
			Restrooms & Mechanical Room	n/a	2,112			

Total Building Area (sf)	Total Lot Size	Total Lot Size (Excluding Park Sites)
86,859	402,081	91,269



# CITY OF ALBANY

## FACILITY MAP



# CITY HALL/FIRE STATION/EOC

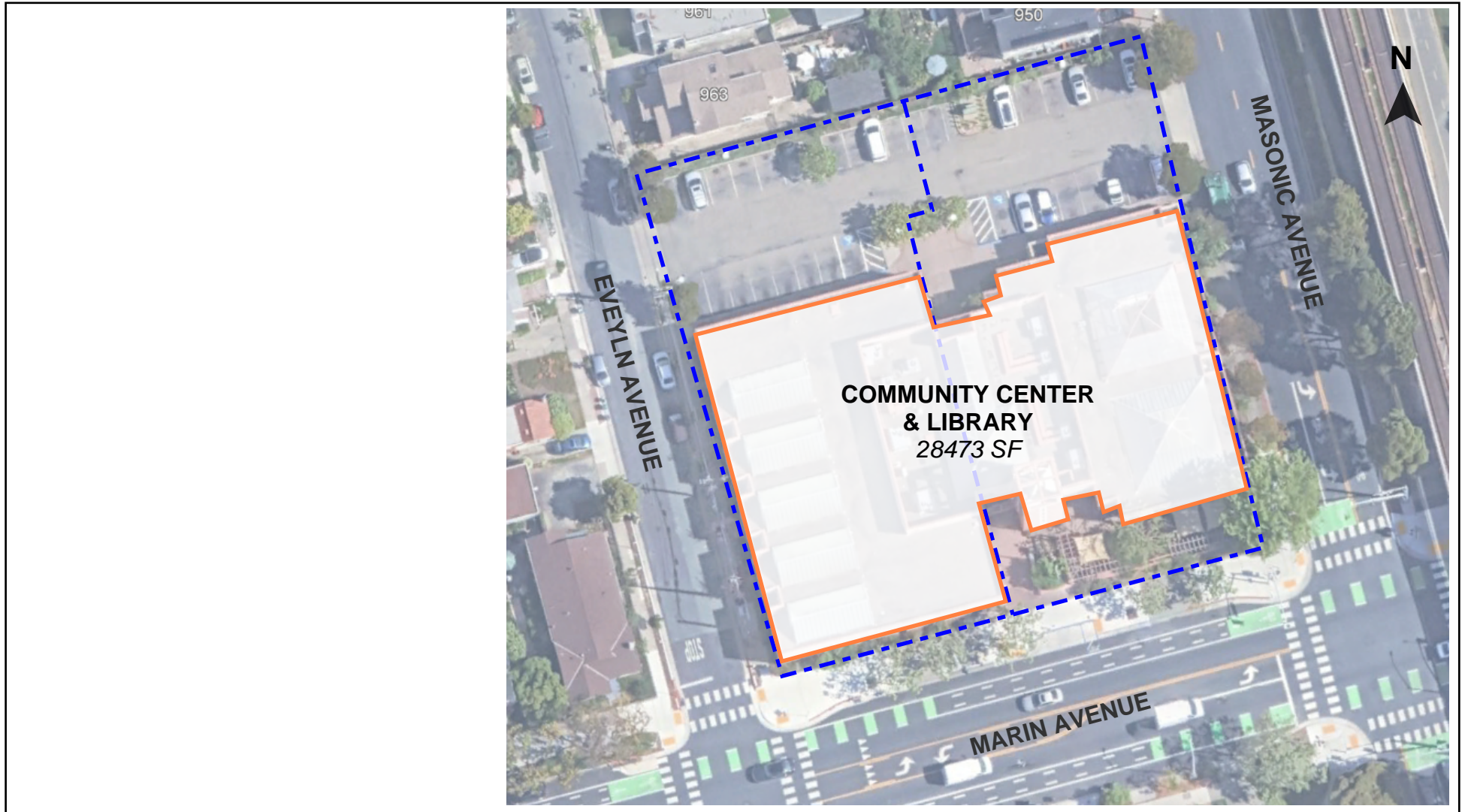
1000 SAN PABLO AVENUE (MAIN OFFICE)

1001 MARIN AVENUE (FIRE STATION)

## KEY

- APPROXIMATE SITE LIMITS
- ▭ BUILDINGS & STRUCTURES

BUILDING AREA: 24,943 SF  
LOT SIZE: 56,286 SF



# COMMUNITY CENTER & LIBRARY

1249 MARIN AVENUE (COMMUNITY CENTER)  
1247 MARIN AVENUE (LIBRARY)

## KEY

- APPROXIMATE SITE LIMITS
- ▭ BUILDINGS & STRUCTURES



BUILDING AREA: 28,473 SF  
LOT SIZES: 20,723 (COMMUNITY CENTER) 19,277 (LIBRARY) SF



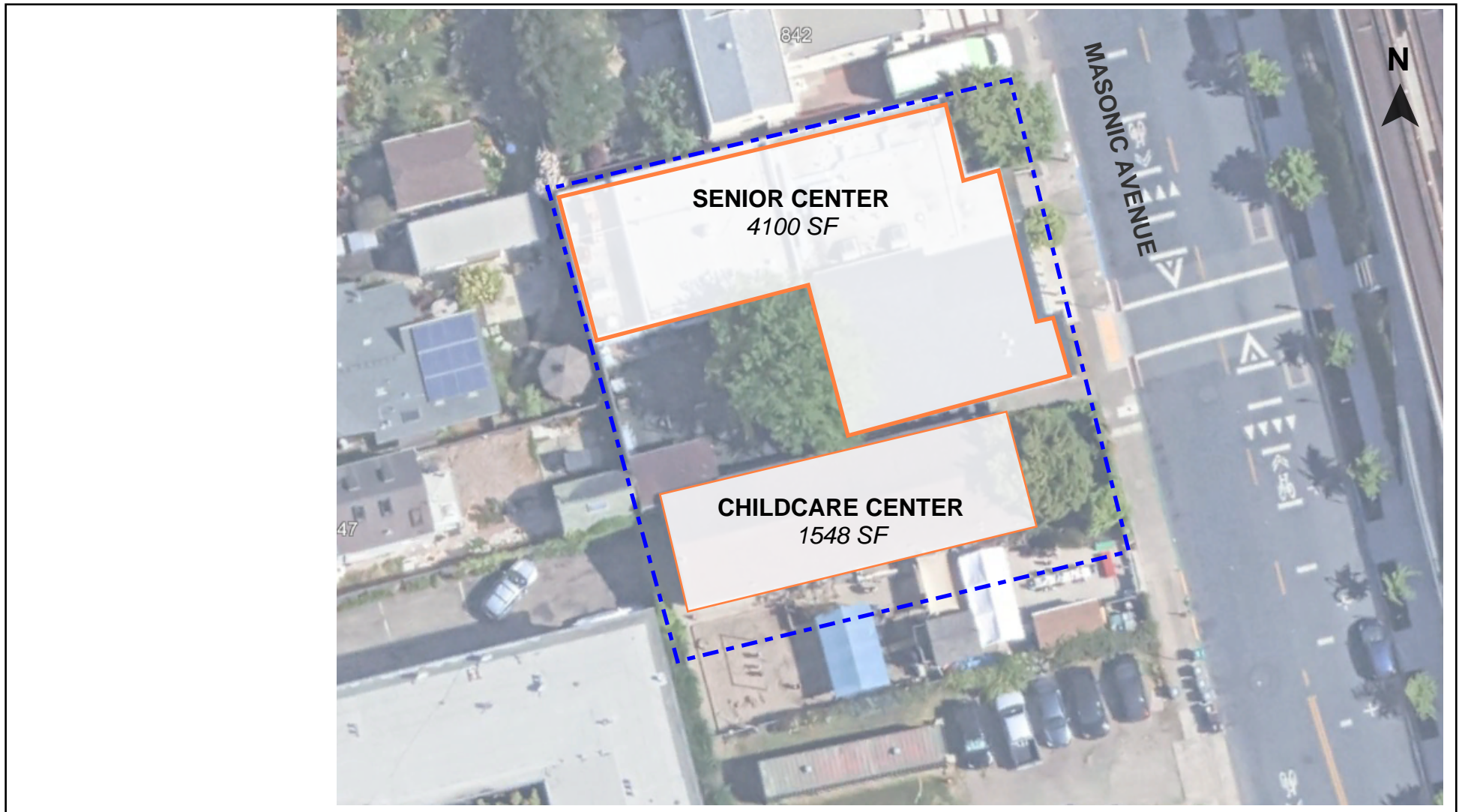
# PUBLIC WORKS SERVICE CENTER

540 CLEVELAND AVENUE

## KEY

-  APPROXIMATE SITE LIMITS
-  BUILDINGS & STRUCTURES

BUILDING AREA: 17,280 SF  
LOT SIZE: 30,876 SF



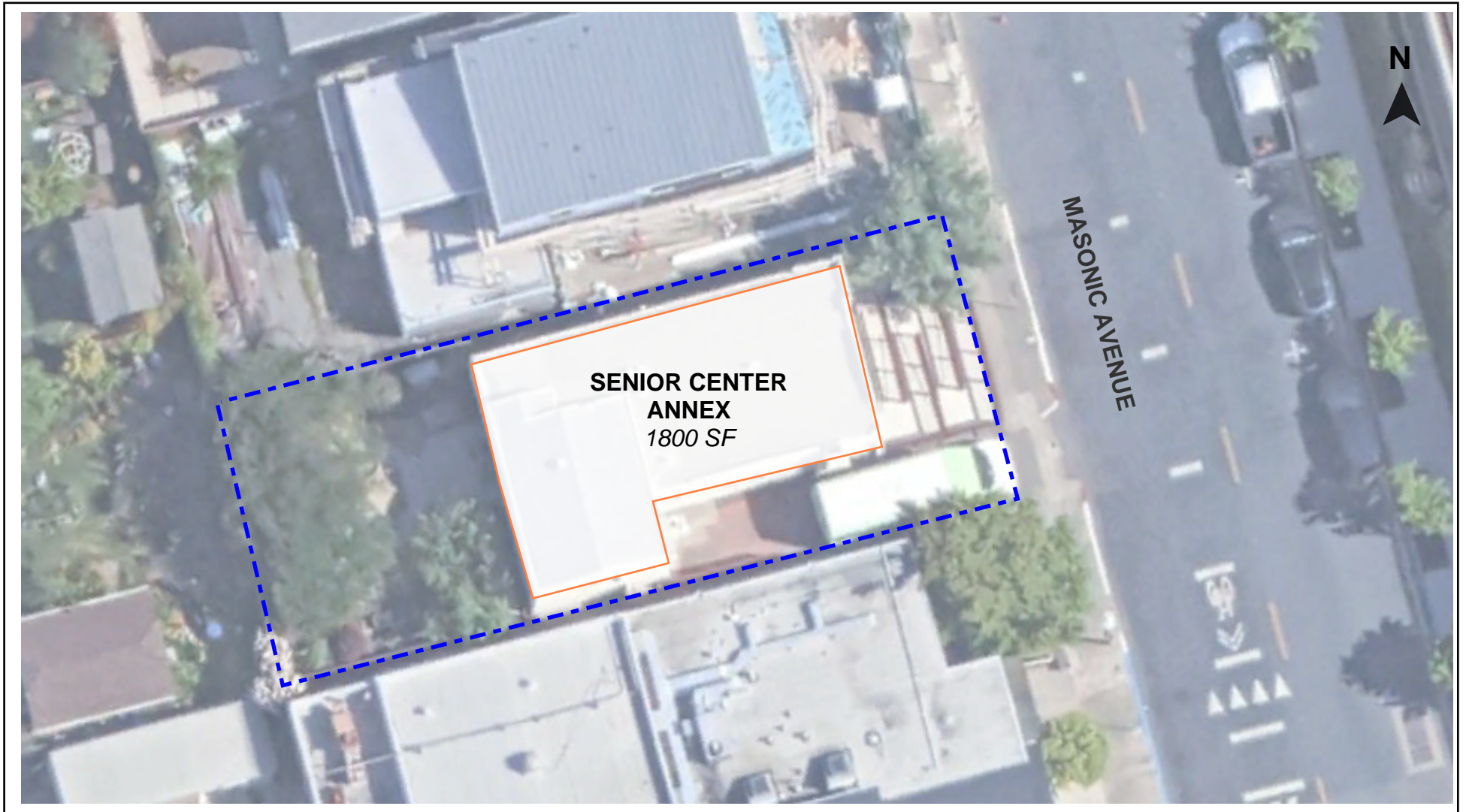
# SENIOR CENTER & CHILDCARE CENTER

846 MASONIC AVENUE (SENIOR CENTER)  
850 MASONIC AVENUE (LEASED SPACE)

## KEY

-  APPROXIMATE SITE LIMITS
-  BUILDINGS & STRUCTURES

BUILDING AREA: 5,850 SF  
LOT SIZE: 10,460 SF



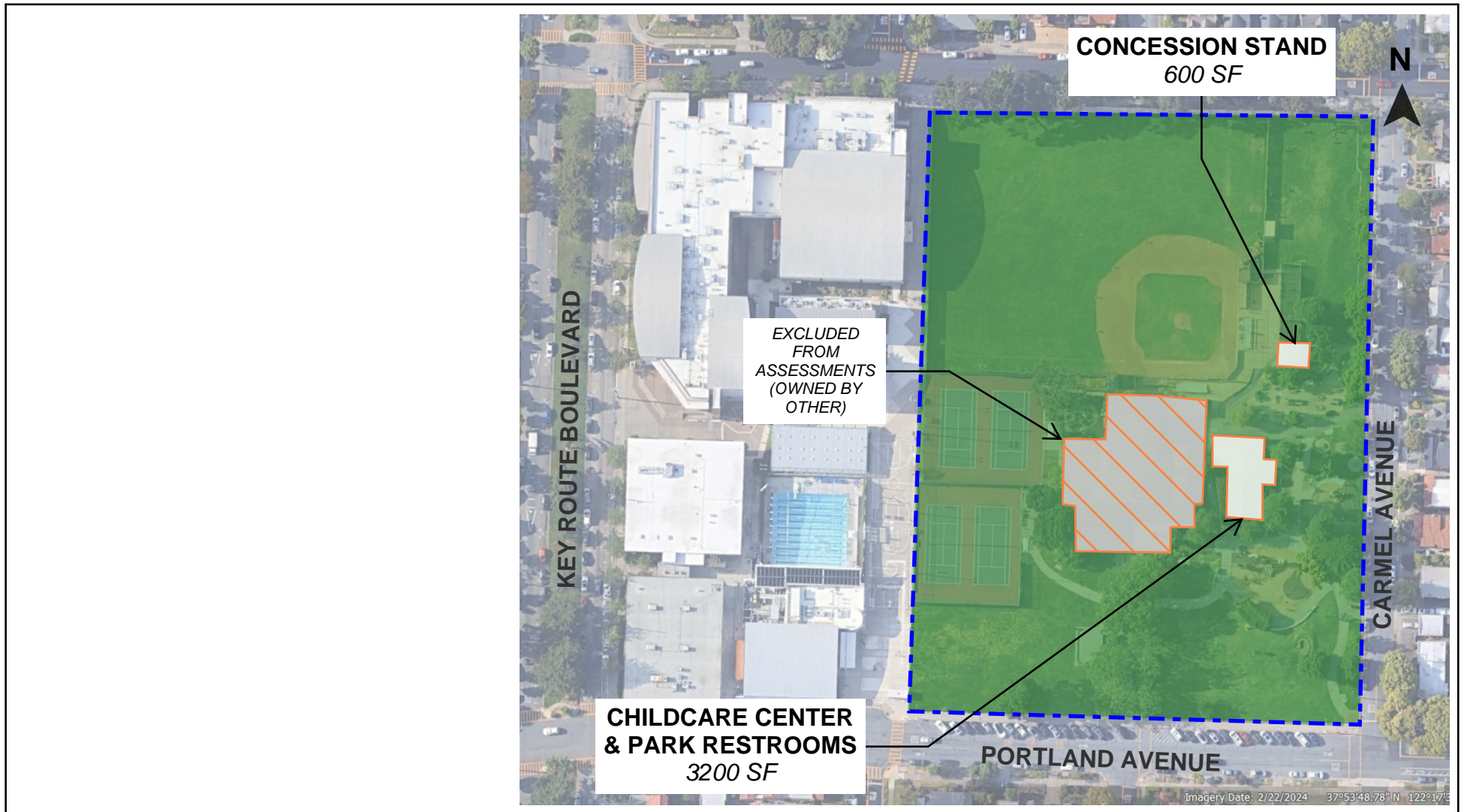
# SENIOR CENTER ANNEX

842 MASONIC AVENUE

## KEY

-  APPROXIMATE SITE LIMITS
-  BUILDINGS & STRUCTURES

BUILDING AREA: 1,800 SF  
LOT SIZE: 13,80 SF



**\*PARK SITE ASSESSMENT  
DATA AVAILABLE**

# MEMORIAL PARK

## 1325 PORTLAND AVENUE

**KEY**

- APPROXIMATE SITE LIMITS
- BUILDINGS & STRUCTURES
- PARK LIMITS

BUILDING AREA: 3,800 SF  
LOT SIZE: 267,661 SF



**CHILDCARE CENTER**  
850 SF & 1700 SF

**CHILDCARE CENTERS**  
300 SF

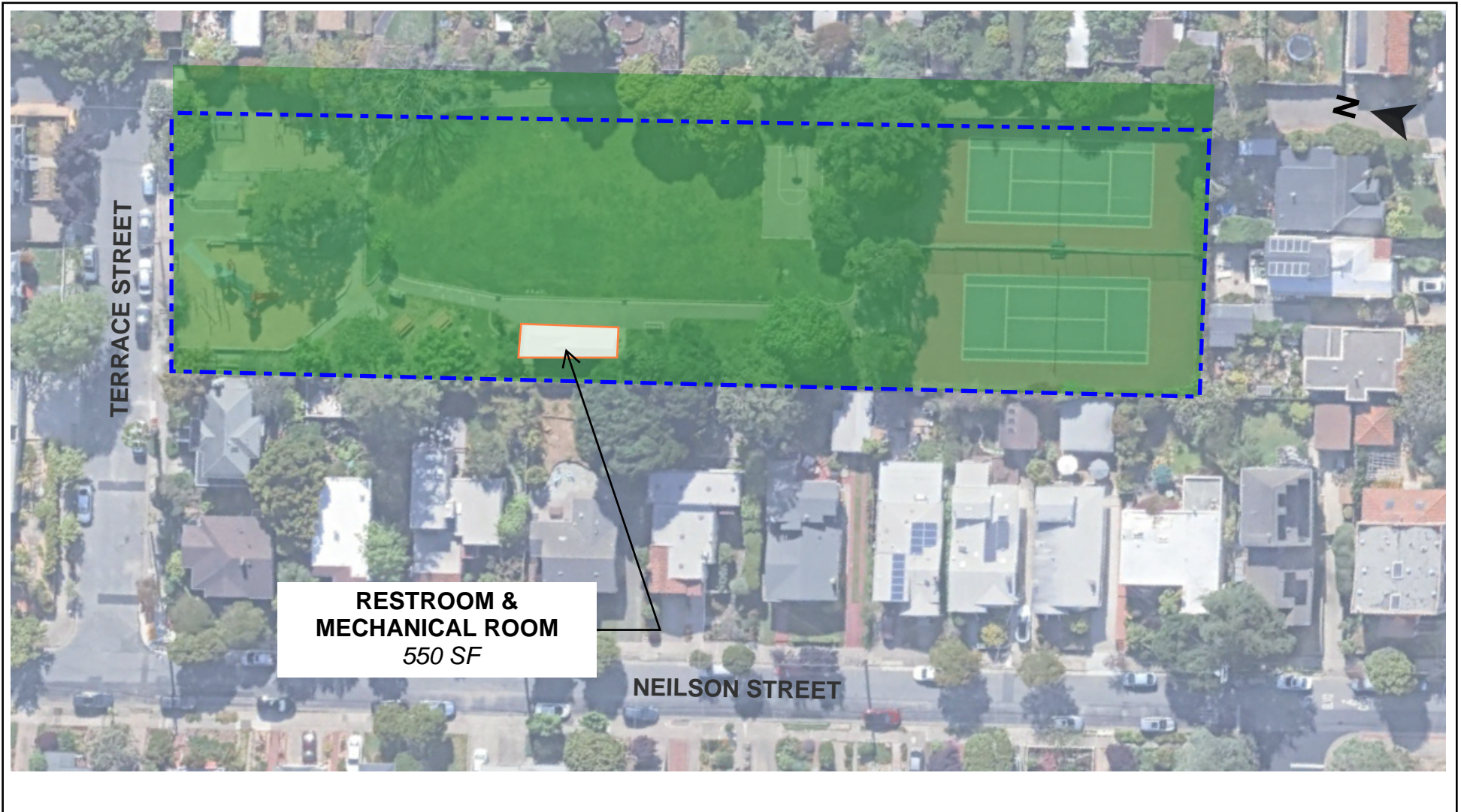
**\*PARK SITE ASSESSMENT  
DATA AVAILABLE**

# OCEAN VIEW PARK

900 BUCHANAN STREET

- KEY**
- APPROXIMATE SITE LIMITS
  - BUILDINGS & STRUCTURES
  - PARK LIMITS

BUILDING AREA: 2,850 SF  
LOT SIZE: 141,681 SF






\*PARK SITE ASSESSMENT  
DATA AVAILABLE

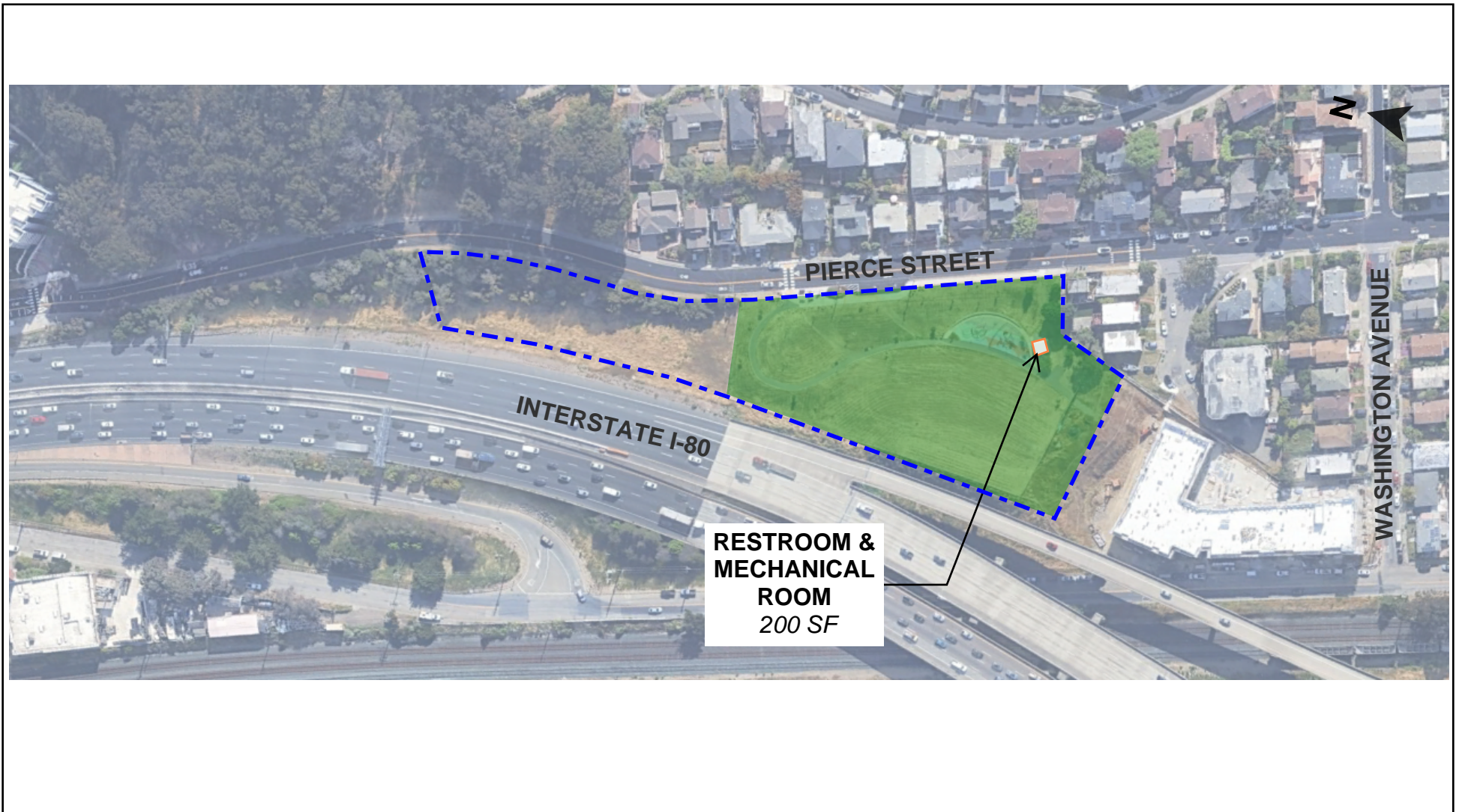
# JEWEL'S TERRACE PARK

1548 TERRACE STREET

KEY

-  APPROXIMATE SITE LIMITS
-  BUILDINGS & STRUCTURES
-  PARK LIMITS

BUILDING AREA: 550 SF  
LOT SIZE: 58,255 SF



\*PARK SITE ASSESSMENT  
DATA AVAILABLE

# PEGGY THOMSEN PIERCE STREET PARK

## 720 PIERCE STREET

### KEY

- APPROXIMATE SITE LIMITS
- ▭ BUILDINGS & STRUCTURES
- ▭ PARK LIMITS

BUILDING AREA: 550 SF  
LOT SIZE: 58,255 SF

## **Appendix E Available Park Assessment Data**

*(Electronically Available Upon Request)*

## **Appendix F Facility Record Drawings**

*(Electronically Available Upon Request)*