

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
RESIDENTIAL LENDING AND REHABILITATION SERVICES  
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CITY OF OAKLAND

## DOCUMENTATION OF DESIGN OR CONSTRUCTION BIDS

### Earthquake-Safe Homes Program (ESHP) Safer Housing for Oakland Program (SHOP)

*ESHP and SHOP participants are required to obtain and document at least two bids for all allowable services to be eligible for reimbursement, unless the cost has been pre-approved. For construction services, document services requested even if a bid was not provided. Bids must estimate both costs and the time required to complete services. Include copies of each bid with this form and submit to ESHP/SHOP via the email or address above.*

#### SUBJECT PROPERTY

\_\_\_\_\_ Oakland, CA \_\_\_\_\_  
STREET ADDRESS CITY, STATE ZIP

#### OWNER CONTACT INFORMATION

\_\_\_\_\_ EMAIL \_\_\_\_\_ PHONE  
OWNER/AGENT NAME

#### Bids for design or construction are submitted at different stages:

- **Bids for design services** must be submitted for approval/confirmation of the maximum reimbursable amount for design activities within 45 days of the approved Intent to Proceed. Engineering costs are not reimbursable for ESHP projects eligible for the FEMA Plan Set. See program guidelines for more information.
- **Bids for construction** must be based on the engineered design (or the FEMA Plan Set for eligible ESHP projects) and submitted for approval of the maximum reimbursable amount for construction services.
- Design and construction costs must be bid and documented separately, unless all bids are from design-build firms and a separate engineer is not required.

#### Ensure that you have read and understand the Program Guidelines regarding the bidding process and reimbursable costs.

- *Design costs incurred prior to project selection for Design Review may be reimbursable if incurred according to program guidelines. Costs to obtain bids are NOT an allowable reimbursable expense.*
- *The property owner must ensure that design professionals and contractors have a valid and current license to practice in the State of California and are properly insured. Costs for services performed without a valid and current license are not reimbursable.*
- *Invoices and cancelled checks or other proof of payment are required for all reimbursements. Cash payments are not reimbursable.*

Program-specific information is available through ESHP and SHOP websites:

ESHP: <https://www.oaklandca.gov/resources/earthquake-safe-homes-programs>

SHOP: <https://www.oaklandca.gov/resources/safer-housing-for-oakland-program-shop>

# DESIGN &/OR CONSTRUCTION BID DETAILS: ESHP / SHOP

Return with a copy of each bid and the signed contract with the selected professional.



BID TYPE (CHOOSE ONE):  DESIGN  CONSTRUCTION  DESIGN & CONSTRUCTION

**Required Bids** Document at least two primary bids, including that with the selected service provider.

How many firms did you contact? \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**Company 1** \_\_\_\_\_

Phone \_\_\_\_\_

Contact Person \_\_\_\_\_

Bid Amount \_\_\_\_\_

Comments

Estimated Weeks \_\_\_\_\_

Date of Bid \_\_\_\_\_

Company Selected?

**Company 2** \_\_\_\_\_

Phone \_\_\_\_\_

Contact Person \_\_\_\_\_

Bid Amount \_\_\_\_\_

Comments

Estimated Weeks \_\_\_\_\_

Date of Bid \_\_\_\_\_

Company Selected?

**Document additional bids or your attempt(s) to acquire them:**

**Company 1** \_\_\_\_\_

Phone \_\_\_\_\_

Contact Person \_\_\_\_\_

Bid Amount \_\_\_\_\_

Comments

Estimated Weeks \_\_\_\_\_

Date of Bid \_\_\_\_\_

Company Selected?

**Company 2** \_\_\_\_\_

Phone \_\_\_\_\_

Contact Person \_\_\_\_\_

Bid Amount \_\_\_\_\_

Comments

Estimated Weeks \_\_\_\_\_

Date of Bid \_\_\_\_\_

Company Selected?

**If the lowest bid was not selected, explain:**