

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
RESIDENTIAL LENDING AND REHABILITATION SERVICES
250 FRANK H. OGAWA PLAZA, SUITE 5313
OAKLAND, CALIFORNIA 94612-2034
residentiallending@oaklandnet.com



CITY OF OAKLAND

DOCUMENTATION OF DESIGN OR CONSTRUCTION BIDS

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

All applicants for ESHP or SHOP are required to obtain at least two (2) bids for all allowable services to be eligible for reimbursement. For construction services, document an attempt at a third bid, if not obtained. Bids must estimate both costs and the time required to complete services. Include copies of each bid and the contract with the selected professional 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

Name	Email	Phone

How and when bids must be submitted depends on whether they are for design or construction:

- **Bids for design services** must be submitted as soon as an agreement is reached for design services.
- **Bids for construction** must be submitted and approved by ESHP or SHOP with the Design Review package and/or before the ESHP or SHOP Design Approval and permit can be issued.
- **If multiple entities are retained for services**, design and construction costs must be bid and documented separately.
- **Engineering costs are not reimbursable for ESHP projects eligible for the FEMA Plan Set.** See program guidelines for more information.

Ensure that you have read and understand the Program Guidelines regarding 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 is 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 DESIGN & CONSTRUCTION CONSTRUCTION

Required Bids

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

Company 1		Phone	
Contact Person		Bid Amount	
Comments		Estimated Weeks	
		Company Selected?	

Company 2		Phone	
Contact Person		Bid Amount	
Comments		Estimated Weeks	
		Company Selected?	

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

Company 3		Phone	
Contact Person		Bid Amount	
Comments		Estimated Weeks	

Company 4		Phone	
Contact Person		Bid Amount	
Comments		Estimated Weeks	

If the lowest bid was not selected, explain, or provide any additional details: