



EARTHQUAKE-SAFE HOMES PROGRAM Design and Construction Bidder Fact Sheet

Property owners that participate in Oakland's Earthquake-Safe Homes Program (ESHP) must follow a specific bidding and permit submission process to guarantee that their retrofit receives a grant upon completion. Engineers and contractors interested in working on ESHP projects should review the details below to effectively navigate this process and ensure success for their clients.

All referenced materials are available at the ESHP website and may be completed digitally and emailed.

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

Eligible Retrofit Activities

Retrofits qualifying for a grant from ESHP must conform to CEBC Chapter A3, or be completed using the [FEMA Plan Set](#)¹ (FPS) as modified here, if eligible. *Plan Set A may not be used for ESHP projects.* See Pages 3-4 of the [ESHP Guidelines](#) for more information regarding required and optional measures that are reimbursable by ESHP.

If a building initially appears eligible for the FPS according to the checklist but has a compromised foundation or other features that make those specifications impractical, exceptions can be made. In some cases, minor adjustments to the FPS by a licensed engineer will suffice. In other cases, a full engineered plan set may be the preferred solution. If you suspect this is an issue, please contact the ESHP office to discuss the circumstances.

**** Please Note the following modifications² to the FEMA Plan Set for ESHP projects ****

- 1. Sheet S0:** Instead of the "Eligibility for Use" checklist on Sheet S0, use the "FEMA Plan Set Eligibility" checklist on page 5 of the ESHP Guidelines.
- 2. Sheet D4, detail 1:** Regarding nailing along the top edge of the plywood braced panel, replace the note "may stagger ..." with the following: "Provide all required nailing at upper top plate."
- 3. Sheet D5, details 1 and 2:** Regarding nailing along the top edge of the plywood braced panel, replace the note "may stagger ..." with the following: "Provide all required nailing at upper top plate."

Bidding Process

Once an ESHP participant confirms their intent to proceed, they must solicit bids for their retrofit within 45 days from an engineer (if engineered plans are required), or from a contractor that can adapt the FEMA Plan Set for their building. Construction bidders must complete the [ESHP Construction Bid Form](#) to indicate what measures are included or excluded in their proposal, how soon they can begin the project, and how long it is expected to take. An itemized bid clearly describing the scope of work and the cost for each measure is preferred along with this form. These itemized services and the proposed payment schedule must be included in the final contract if selected to proceed.

Submission Process

The permit process for ESHP retrofits differs from a typical project in two primary ways:

- 1. Permit applications for ESHP projects are submitted directly to the ESHP office** and routed internally to the Permit Center. A digital PDF of the plans and calculations must be submitted once they are complete,

¹ https://www.fema.gov/media-library-data/1573753230448-1ea79fd48f054cf0435098eb7f55f75e/FEMAP-1024_RA2_SecondEdition_2019.pdf

² Modifications 2 and 3 correct errors in the FEMA Plan Set that have not yet been updated in the 2019 version.