

HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT

RESIDENTIAL LENDING AND REHABILITATION SERVICES

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ACCESSORY DWELLING UNIT LOAN PROGRAM (ADULP)

CONTRACTOR REQUEST FOR QUALIFICATIONS

Issued September 2022

The City of Oakland is seeking professionals in the design and construction community qualified to legalize unpermitted Accessory Dwelling Units (ADUs) or Junior Accessory Dwelling Units (JADUs) on or adjacent to a single-family residence.

**Bidding and construction will take place from Fall of 2022 through Spring 2023.
Construction will continue through 2023 unless the program is extended.**

Priority Response Date: Tuesday, November 1, 2022

TAKE THE ADU CONTRACTOR SURVEY HERE: <https://forms.gle/m5HPpUPqNQokDu7n8>

Approved respondents will be offered the opportunity to bid on individual ADU Legalization projects for single-family owner-occupants who are approved for ADULP financing of up to \$100,000 to complete their project. Bids must be itemized and include costs for scope design, permitting, and construction. Accepted proposals will result in a contract between the bidder and the owner. Program staff will provide financing assistance and on-going support with preliminary scope design through project completion.

Qualified Applicants must be able to manage the project through scope development, cost estimation, preparation of all required submittals for permitting approval, and construction completion.

Approved Bidders must follow a competitive bid-walk and proposal submission process for projects of interest and establish a Vendor Account for processing of invoices and payments. See the [program website](#) for more information.

Requirements for the applicant contractor and any relevant subcontractors include:

- Ability to assess code violations in an unpermitted secondary unit and prepare a competitive design and construction plan that results in a legal ADU/JADU.
- Ability to assemble a team to perform outside services, such as design, electrical, plumbing, or mechanical specialties.
- A record of successful projects, as evidenced by permitting records and client and professional references. Applicants with experience in Oakland are especially encouraged to apply.
- Active License and Bonding with the California State Contracting Board (CSLB)
- Active EPA Lead-Safe Certification: <https://www.epa.gov/lead/getcertified>
- City of Oakland Insurance as required by "Schedule Q", including Commercial General, Automobile, Workers Compensation, Professional Liability, and all others that apply.
<https://cao-94612.s3.amazonaws.com/documents/Schedule-Q-Construction-Contractors-rev-122116.pdf>

To request more information, complete the [pre-application survey](#) by following the link above. Qualified respondents will be contacted with more information and invited to submit a complete application if they wish to proceed. Once approved, applicants will be added to the ADULP list of approved bidders and invited to bid walks on a rolling basis.