



Retrofit Grants Documentation of ENGINEER PROPOSALS



Use this form to submit documentation required for your Design Grant.

ADDRESS OF BUILDING TO BE RETROFITTED

STREET CITY STATE ZIP

PREFERRED CONTACT INFORMATION

NAME PHONE EMAIL

The State of California requires that applicants for Design Grants seek multiple proposals from design professionals (engineers or architects), or follow the guidelines for documenting their selection process, in order to be eligible for this program. Applicants can use this form to submit documentation of design proposals to the City of Berkeley.

It is the sole responsibility of the property owner to select design professionals who hold a valid and current license to practice in the state of California. Costs incurred for services performed without a valid and current license cannot be reimbursed. See the program website and Reimbursement Guidelines for more information.

- 1. How many design professionals did you contact? You must try to obtain at least (3) proposals.
- 2. How many proposals did you receive from design professionals?
- 3. I have attached copies of these proposals to this form, along with the signed contract with my selected designer. **Check Box:**
- 4. For each design professional you contacted, provide the following information. Attach additional pages if necessary.

COMPANY NAME CONTACT PERSON NAME I received a proposal from this designer.
I selected this designer.
DATE OF CONTACT METHOD OF CONTACT PROPOSAL AMOUNT
(phone, email, etc.)

Continue to reverse side of form.

COMPANY NAME

CONTACT PERSON NAME

I received a proposal from this designer.

I selected this designer.

DATE OF CONTACT

METHOD OF CONTACT
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PROPOSAL AMOUNT

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PROPOSAL AMOUNT

5. I have selected the lowest proposal Yes No

6. If you did not receive at least three proposals, or if you did not select the lowest proposal, please provide an explanation for how you selected the design professional for your project.

For example, an explanation may include:

- The selected design professional has worked on multiple previous projects for you
- The selected design professional was referred by a trusted source