November 5th, 2026

REQUEST FOR PROPOSALS

Building Condition Assessment and Capital Reserve Fund Study

Issued by: Cranbrook Chamber of Commerce
Location: Cranbrook, British Columbia
Proposal deadline: November 22nd , 2026

Project Overview

The Cranbrook Chamber of Commerce is seeking proposals from qualified firms to support the development of a sustainable, long-term capital maintenance and reserve strategy for its commercial property in Cranbrook, British Columbia.

Qualified Chamber members and local service providers are encouraged to submit proposals. Respondents may submit for **one or both** of the following components.

Scope of Work

Component 1: Building Condition Assessment

The successful respondent will provide an independent review of the building's major systems and physical condition, including:

- Structural, mechanical, electrical, roofing, exterior, and other major components
- Existing deficiencies, maintenance concerns, and potential risks
- Recommended repairs, further investigations, or specialist assessments
- Estimated remaining useful life of major systems and components
- Preliminary repair and replacement timelines and costs

Component 2: Capital Reserve Fund Study

The successful respondent will develop a long-term capital planning framework, including:

- Review of available building reports and relevant property information
- Estimated remaining useful life of major building systems and components
- Projected repair and replacement costs
- A 30-year capital expenditure forecast accounting for inflation

- A prioritized capital maintenance and replacement schedule
- Recommended annual reserve funding requirements

Where both components are required, the Chamber anticipates completing the Building Condition Assessment first so its findings can inform the Capital Reserve Fund Study.

Proposal Requirements

Proposals should include:

- Company profile and relevant experience
- Professional qualifications and designations
- Proposed approach and scope of work
- Key assumptions, exclusions, and limitations
- Deliverables and anticipated timeline
- Total fees, including applicable taxes and expenses
- Confirmation of Chamber membership

Evaluation

Proposals will be evaluated based on relevant qualifications, experience, proposed approach, completeness of scope, timeline, overall value, and demonstrated understanding of the Chamber's needs. Chamber membership will be considered but will not be the sole determining factor.

The Cranbrook Chamber of Commerce may select separate firms for each component and is not obligated to accept the lowest-priced or any proposal received.

Submission

Please submit proposals electronically by **November 22nd, 2026,** to:

Attn: Travis Bradley, President
Cranbrook Chamber of Commerce
Email: membership@cranbrookchamber.com
Subject: Proposal: Building Assessment and Capital Reserve Study

Questions may be submitted to the same email address.