# Request for Bids to prepare a Building Condition Assessment and Reserve Fund Study

1. Request for Bids

<<co-op name>> is requesting bids from qualified consultants to prepare a Building Condition Assessment (BCA) and a Reserve Fund Study (RFS) for their building(s) located at <<co-op address>>.

1. Property Description

<<provide brief description of property; example: The buildings that form part of this not-for-profit housing co-operative consists of 8 blocks of two storey town house units complete with attached garages with a total of 48 residential units. The buildings were constructed circa 1985. Common area includes a separate community centre with office, washrooms, and laundry facilities. The grounds of the complex contain both hard and soft landscaping elements, surface parking and a playground area.>>

1. Intent of the Request for Bids

The intent of this request for bids is to obtain a BCA and RFS that will:

* evaluate the current condition of the site(s), buildings and their primary elements by way of visual inspections,
* provide the co-operative with a single, cohesive working document to help address the building’s present and future maintenance and repair requirements,
* provide a capital expenditure (repair/replacement) plan for the site and building assets over a minimum 20 year period,
* provide detailed analysis and recommendations for capital repair/replacement reserve fund plans (2 scenarios).

1. Scope of Work – Building Condition Assessment (BCA)

The consultant shall carry out the following procedures in preparing the Building Condition Assessment (BCA) report:

* review available documents provided by the co-operative,
* conduct visual reviews of all site elements, building exteriors and common areas, including interior unit reviews (10% of units) in order to evaluate the general condition of the building and site to locate problem areas,
* provide observations, recommendations, prepare a quantity take-off of each building and site components and determine the estimated remaining life of each individual building component,
* prepare a master 20 year capital expenditure projection cost summary table of the expected replacements/repairs of each site and building component and their corresponding replacement/repair cost

The list of items to be replaced should include anything that falls into one of these categories/priority ratings:

* + Health & safety – Priority 1,
  + Structural integrity – Priority 2,
  + Legislative requirements – Priority 3
  + Building functionality, cost effective and/or marketability upgrades – Priority 4

Cost estimates should assume that replacements should be of the same standard as the original item unless:

* + a less expensive item is available that can perform to the same standard
  + replacement of a higher standard is proven to be cost effective
  + an item of the original standard is no longer available or the technology is obsolete

1. Scope of Work – Reserve Fund Study (RFS)

The consultant shall carry out the following procedures in preparing the Reserve Fund Study (RFS):

* provide assumptions on current inflation rate, interest rate, GST, professional fees where applicable and construction contingency
* note co-op’s current replacement reserve fund balance and annual contributions
* prepare two (2) reserve fund tables (current situation and proposed scenario) listing the individual capital items, their estimated remaining life and their estimated replacement cost in current dollars based on the Building Condition Assessment, and also taking into account inflation, variable interest rates and any increases to the annual contributions.
* Provide recommendations

1. Available Documents

The co-operative has the following documents:

* << list construction drawings including other relevant technical reports, previous BCA reports, estimates … >>
* << list of capital items recently replaced/repaired >>
* << information pertaining to the co-op’s existing replacement reserve plan, annual contributions …. >>

1. Site Visit

The co-operative recommends that the consultant visit the property prior to submitting a bid. The site visit can be scheduled with the co-operative’s contact person listed below.

<<co-op contact person and phone no>>

1. Questions & Queries

Any questions and/or queries regarding this Request for Bids may be directed to the following person:

<<co-op contact person and phone no>>

1. Closing date of the Request for Bids

Bids shall be received no later than <<time>>, on <<date>>. Clearly identified bids may be emailed, faxed or hand delivered to <<co-op name>> located at the following address and to the attention of:

<<co-op contact person>>

<<co-op name, address, email, fax & phone no>>