



ENGINEERING SERVICES PROPOSAL

Mechanical, Electrical, and Plumbing (MEP) Engineering Services for DCCS Multi-family Weatherization Program



Submitted to:
DuPage County Community Services (DCCS) Department
Finance Division, Room 3-400
421 North County Farm Road
Wheaton, IL 60187
ATTN: Donna Weidman, Buyer III

Submission Date: February 5, 2025





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Ms. Donna Weidman
Buyer III
DuPage County Community Services (DCCS) Department
Finance Division, Room 3-400
421 North County Farm Road
Wheaton, IL 60187

Subject: Engineering Services Proposal for Multi-family Weatherization Program 25-022-WEX

Dear Ms. Weidman:

We are pleased to submit the enclosed proposal to provide Engineering Services for the DCCS Multi-family Weatherization Program.

For more than a decade, Crowley Engineering LLC has provided trusted technical advice to decision-makers in the manufacturing, transportation, education, housing, utility, insurance, and legal sectors. We deliver ideas and action plans for embracing climate-friendly energy efficiency technology solutions, integrating renewable energy and alternative fuel systems, and training facility stakeholders on steps to maximize cost savings in building operations. From this foundation, our team is equipped to support DCCS by evaluating and quantifying any energy conservation and renewable energy opportunities within multi-family housing located throughout DuPage County.

We bring some distinct advantages to this contract:

1. For several consecutive years, we have performed dozens of weatherization audits of multi-family properties throughout Chicagoland.
2. Specifically, from this experience, we have come to understand the DOE, HHS, and 3rd Party Utility funding allowances for multi-family weatherization projects, and compliance requirements for IHWAP and IECC standards.
3. We have embraced new technologies to streamline our workflow, including a 3D laser scanner and drone for field measurements, along with advanced hydronic modeling and BIM software tools.
4. At the same time, we have the resources, specialized knowledge, and experience to communicate effectively and to handle a range of project responsibilities.
5. Lastly, we will continue to provide the highest quality services at a cost-effective price.

We look forward to establishing a new working relationship with DCCS to make a positive impact on the quality of life of low-income residents throughout DuPage County.

Respectfully,

Signature on File

Gregory D. Crowley, P.E.
President & Managing Member



QUALIFICATIONS AND EXPERIENCE:

A. PROPOSED MULTI-FAMILY WEATHERIZATION ENGINEERING SERVICES WORKFLOW

As a community action agency, DuPage County Community Services (DCCS), provides economic development and human service programs to address resident needs throughout DuPage County. DCCS's range of services are numerous and includes the weatherization of single family and multi-family housing.

Crowley Engineering is pleased to have worked with several regional economic development agencies for more than a decade, providing engineering services to help multi-family property managers and low-income residents save energy and money while increasing the comfort of their homes. We are submitting this proposal to affirm our intent to leverage our years of experience to deliver high quality engineering services for DCCS, to perform site assessments of multi-family buildings, to provide valuable insight into the condition and safety of existing equipment, and to prepare design specifications and drawings for the retrofit of existing HVAC and renewable energy systems.



The Crowley Engineering multi-family weatherization engineering team will be spear-headed by Greg Crowley, P.E. As the project manager, he will have primary responsibility for the management and delivery of the proposed work. He will also serve as a sounding board to the DCCS team, providing feedback on any proposed initiatives. Mr. Crowley will be assisted in field data collection and project designs by one or more of the firm's project engineer(s). Our team will perform on-site visits of assigned multi-family buildings to gather relevant physical/building site data, including mechanical and electrical equipment nameplates, drawings, and specifications. We will also meet with building maintenance staff to obtain relevant on-site information regarding any issues or concerns with existing systems, and receive comments from DCCS staff on the status of suggested facility improvements. Our staff will also perform energy modeling and equipment sizing analysis utilizing Carrier HAP



and HVAC Solution Pro software. Based on the hydronic modeling results and equipment selection, we will prepare work order specifications to enable DCCS to bid the construction scope to its designated contractors. In specific instances, construction drawings will also be prepared, utilizing the latest version of Revit BIM and/or AutoCAD MEP software.



Computer-based engineering design and analysis activity will be based at our Schererville, Indiana office. In addition, our staff will utilize a secure cloud-based file-sharing tool to ease the transfer of large data files, as necessary. All engineering analysis, calculations and design submittals will be performed by our staff engineers.

We will also ensure that all required design submittals, including engineering reports will be stamped and sealed by Greg Crowley, P.E., an Illinois-licensed professional engineer.

B. EXPERIENCE & CAPABILITIES

With a focus on helping clients overcome energy and environmental infrastructure challenges, Crowley Engineering is considered a trusted technical advisor that has developed solutions for a wide spectrum of clients, including colleges & universities, multi-national corporations and governmental entities at the federal, state, and local levels. As engineering consultants, we endeavor to build success for our clients through the development of sustainable ideas based on solid engineering principles. Our core team is small, but focused. Yet, based on the requirements of a particular project, we have additional engineering sub-contractor resources that can be utilized to expand our breadth of capabilities and depth of capacity.



Since 2012, Crowley Engineering has performed numerous HVAC system designs for CEDA's multi-family weatherization program. From this experience, we have established a very strong foundation for the process to deliver successful results on multi-family weatherization projects, including: detailed site assessments, hydronic and HVAC system analysis, equipment sizing and layout, preparation of equipment specifications, determination of cost estimates, customization of construction documents, and management of project