MxD
1415 N. Cherry Avenue
Chicago, IL 60642

REQUEST FOR PROPOSAL

MEP Engineering Services: HVAC Condition Assessment & Capital Planning Report

RFP Issue Date: July 21, 2026

Proposal Submission Deadline: August 17th, 2026

Project Location: 1415 N. Cherry Ave. Chicago, Illinois 60642

1. Project Overview & Objective

MxD is seeking proposals from qualified Mechanical, Electrical, and Plumbing (MEP) engineering consultants to perform a comprehensive HVAC Condition Assessment and Capital Planning Report for its existing mixed-use, high-bay warehouse facility.

The facility is approximately 75,000 square feet and utilizes aging heating, ventilation, and air conditioning infrastructure. The primary objective of this study is to evaluate the current health, efficiency, and code compliance of the existing systems, and to provide a phased strategic roadmap for equipment repair, modernization, or full replacement.

2. Facility Details

- **Total Area:** Approximately 75,000 sq. ft.
- **Building Breakdown:** Approximately 31,000 sq. ft. of high-bay warehouse space and 44,000 sq. ft. of high-bay mixed-use/office/support space.
- **Clear Heights:** 24–32 feet in height of the warehouse zone.
- **Current Occupancy/Use:** Mixed-use industrial storage, light assembly, and administrative offices.
- **Existing Documentation:** Original architectural layouts and mechanical schedules are available for review. 12-24 months of utility data will be provided to the selected firm.

3. Scope of Work & Deliverables

The selected MEP consultant will be required to deliver a single, comprehensive HVAC Condition Assessment & Capital Planning Report. The scope must encompass the following components:

Phase A: Site Investigation & Data Collection

- Conduct on-site physical inspections of all existing HVAC assets (i.e., RTUs, split systems, unit heaters, exhaust systems, and associated controls).
- Review existing equipment age, physical condition, maintenance history, and operational reliability.
- Review utility data to baseline current energy performance.

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Phase B: Engineering Analysis

- Load Calculation: Perform preliminary heating and cooling load calculations to verify if existing equipment sizing aligns with current mixed-use occupancy, thermal stratification profiles, and building envelope conditions.
- Code & Compliance Review: Evaluate systems against current local mechanical, electrical, and energy codes, with a specific focus on required fresh air ventilation rates.
- Energy Inefficiency Identification: Identify primary drivers of high utility expenses, as well as current or future operational failures.

Phase C: The Final Report

The final report must be delivered in a searchable digital (PDF) format and include:

1. **Executive Summary:** A high-level briefing tailored for corporate capital allocation decisions.
2. **Equipment Inventory Matrix:** A detailed table listing all HVAC assets, serial numbers, capacity, age, component-level (RUL) metrics, and a condition score (i.e., Good/Fair/Poor).
3. **Repair vs. Replacement Analysis:** Clear, engineering-backed recommendations outlining which system controls or assets warrant immediate or future upgrades, replacement, or extended maintenance plans via targeted overhauls or controls upgrades.
4. **Alternative System Feasibility:** Evaluation of modern technologies appropriate for high-bay environments (e.g., destratification/HVLS fans, fan power boxes, variable air-volume boxes, direct-fired make-up air units, or variable refrigerant flow systems for office zones).
5. **Opinions of Probable Construction Cost (OPCC):** Class-4 budget estimates for all recommended pathways, factoring in equipment, rigging/cranes, electrical infrastructure upgrades, and local labor rates.
6. **Implementation Roadmap:** A recommended prioritized, phased timeline for execution, and alternatives to minimize facility downtime.

Note: This RFP covers the Assessment and Planning phase only. Full Construction Documents are excluded from this scope.

4. Proposal Submission Requirements

Interested firms must submit their proposal containing the following sections:

1. **Firm Profile & Relevant Experience:** Summary of the firm's qualifications, specifically highlighting at least three (3) similar projects involving high-bay warehouses or industrial mixed-use facilities exceeding 50,000 sq. ft.
2. **Project Team:** Resumes of the Principal-in-Charge and Lead Mechanical Engineer who will be actively stamped/assigned to this project.
3. **Methodology & Schedule:** A detailed narrative outlining the firm's approach to data collection, standards of assessments (i.e., ASHRAE standards), and an estimated timeline from kickoff to final report delivery.
4. **Fee Proposal:** A **Fixed Fee with benchmark payments** to complete the full scope of work outlined in Section 3, inclusive of all site visits, travel, and reimbursable expenses.
5. **Hourly Rates:** A schedule of hourly billing rates by discipline/title for any potential out-of-scope services requested by the owner.

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5. Evaluation Criteria

Proposals will be evaluated based on the following metrics:

- **Experience (40%):** Demonstrated competence with high-bay industrial and mixed-use HVAC system design and troubleshooting.
- **Project Approach & Personnel (30%):** Qualifications of the specific engineers assigned and clarity of the proposed study schedule.
- **Cost (30%):** Total lump-sum fee value.

6. RFP Timeline & Contact Information

- **Questions Due:** 8/3/2026
- **Proposals Due:** 8/17/2026
- **Target Consultant Selection:** 8/31/2026
- **Target Project Kickoff:** 9/15/2026

All questions and final proposal submissions must be submitted electronically via email to:

facilities@mxdusa.org

MXD USA
1415 N. Cherry Ave.
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