REQUEST FOR PROPOSALS (RFP)

Engineering Design and Permitting Services

250-Foot Self-Supporting Communications Tower

1. INTRODUCTION

The Owner is soliciting proposals from qualified engineering consultants to provide comprehensive design, engineering, and permitting services for a 250-foot self-supporting communications tower and associated site improvements.

The proposed tower will support public safety communications and related municipal operations. The selected consultant shall provide all professional services necessary to deliver a fully permitted, constructible design, including coordination with regulatory agencies, preparation of sealed construction documents, and support during bidding and construction.

The Owner intends to advance this project in a timely manner and desires to initiate construction as soon as practicable. Consultants should provide an efficient, realistic project schedule that supports timely permitting, design completion, and construction readiness.

All work shall be performed under the supervision of a Professional Engineer licensed in the State of Illinois.

2. PROJECT INFORMATION

- **Project Title:** 250-Foot Communications Tower Project
- **Project Location:** Mt Vernon, IL
- **Owner:** City of Mt Vernon
- **Project Purpose:** Construction of a communications tower to support public safety radio communications (City and County VHF frequencies) and municipal telemetry systems, with consideration for future equipment and co-location.

3. SCOPE OF SERVICES

The consultant shall provide all labor, materials, and expertise required to complete the following:

3.1 Site Evaluation and Due Diligence

- Review site conditions, access, and existing infrastructure
- Coordinate and manage geotechnical investigation, including soil borings and report
- Coordinate and/or procure boundary and topographic survey as required for design and permitting
- Identify zoning requirements, setbacks, and land use constraints

- Evaluate utility availability and site access requirements

3.2 Engineering Design

- Structural design of a 250-foot self-supporting (lattice) communications tower
- Foundation design based on geotechnical findings
- Design of mounting systems for antennas, platforms, and cable management
- Wind, ice, and seismic loading analysis per applicable standards
- Design of site improvements including access roads, grading, and drainage
- Design of electrical service, grounding, and lightning protection systems

3.3 Regulatory Compliance and Permitting

The consultant shall prepare, submit, and coordinate all required applications and approvals, including but not limited to:

- Local zoning approvals (conditional use permits, variances if required)
- Building permits
- FAA review and determinations, including preparation and submission of required applications
- FCC compliance and Antenna Structure Registration (ASR)
- Environmental and historic preservation reviews (NEPA, SHPO, if applicable)

The consultant shall respond to agency comments and revise submissions as needed to obtain approvals.

3.4 Construction Documents

Prepare complete, signed, and sealed construction documents including:

- Site plans (grading, drainage, access)
- Structural drawings and details
- Foundation plans and details
- Tower elevations and equipment layouts
- Electrical/grounding plans

3.5 Bidding and Construction Support

- Assistance in preparation of contractor bid packages
- Respond to Requests for Information (RFIs)
- Review contractor submittals and shop drawings
- Provide construction observation services; scope and level of effort to be defined in the proposal

4. DELIVERABLES

The consultant shall provide the following:

- Signed and sealed engineering drawings (PDF and editable CAD format)
- Structural calculations
- Geotechnical report
- Survey documentation (if performed under this contract)
- Complete permit application packages
- FAA/FCC documentation
- Final “Issued for Construction” (IFC) document set
- Bidding documents and technical specifications

5. APPLICABLE CODES AND STANDARDS

All work shall comply with the latest adopted versions of applicable codes and standards, including but not limited to:

- ANSI/TIA-222 (Structural Standard for Antenna Supporting Structures)
- International Building Code (IBC)
- Applicable state and local building codes
- FAA and FCC regulations
- OSHA requirements and considerations for design safety

6. CONSULTANT QUALIFICATIONS

Proposals will only be considered from firms meeting the following minimum qualifications:

- Licensed Professional Engineer (PE) in the State of Illinois
- Demonstrated experience with at least three (3) similar communications tower projects exceeding 200 feet in height
- Proven experience with permitting processes in applicable jurisdictions
- Familiarity with FAA and FCC regulatory requirements

7. PROJECT SCHEDULE

The consultant shall provide a detailed project schedule identifying major tasks, milestones, and anticipated review durations.

At a minimum, the schedule shall include the following:

- Notice to Proceed to Preliminary Design
- Permitting Submissions and Agency Review
- Final Construction Documents

The schedule shall account for coordination with the Owner, regulatory review timelines, and potential revisions required to obtain approvals.

8. PROPOSAL REQUIREMENTS

Proposals shall include the following:

1. **Cover Letter**
2. **Technical Approach** describing the firm's understanding of the project, methodology, and key considerations
3. **Relevant Experience** including similar completed projects
4. **Key Personnel** and resumes
5. **Project Schedule**
6. **Fee Proposal** (lump sum or hourly with not-to-exceed amount)
7. **Assumptions and Exclusions**
8. **References** (minimum of three, including contact information)

9. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Relevant Experience: 30%
- Technical Approach: 25%
- Project Schedule: 15%
- Cost: 20%
- References: 10%

The Owner reserves the right to request interviews with selected firms and to consider interview performance, if conducted, in the final evaluation.

10. INSURANCE AND CONTRACT REQUIREMENTS

The selected consultant shall:

- Maintain professional liability insurance in an amount not less than $1,000,000.00.
- Provide proof of general liability and workers' compensation insurance
- Agree to standard indemnification provisions
- Acknowledge that all deliverables become property of the Owner upon completion

11. ADDITIONAL REQUIREMENTS

- Coordination with utility providers as necessary
- Identification of any subcontractors and their roles
- Provide alternate pricing for optional services (e.g., construction phase support), if not included in the base proposal

12. SUBMISSION INSTRUCTIONS

- **Proposal Due Date:** July 1, 2026, at 1:00 p.m. local time
- **Submission Method:** Electronic submission via email to bryan.jennings@mtvernon.com. Email subject lines shall be clearly marked: **"Communications Tower"**.
- **Contact for Questions:**
  Bryan Jennings
  Assistant Fire Chief
  bryan.jennings@mtvernon.com
  (618) 316-9303

All questions regarding this RFP may be submitted by email or phone and must be received no later than 5 p.m. local time on June 24, 2026.

13. RESERVATION OF RIGHTS

The Owner reserves the right to:

- Reject any or all proposals
- Waive informalities or irregularities in proposals
- Request clarification or additional information from any proposer
- Cancel or reissue this RFP at any time
- Accept the proposal deemed to be in the best interest of the Owner

14. ATTACHMENTS

- Project site aerial map (GIS)
- Site location information

Attachment A – Project Site and Preliminary Site Information

Preliminary Site Information

- Proposed tower location shown is for planning purposes only.
- Property is owned by the City of Mt. Vernon.
- Existing site access is available from N Davidson Avenue.
- Utilities are believed to be available in the area.
- General proposed location is within the northeast quadrant of parcel 06-27-400-013 or along east edge of parcel 06-27-400-014.

Information provided is preliminary and intended for proposal purposes only. Consultants shall verify site conditions as necessary.