

## Request for Proposals (RFP)

**Project:** Tuckpointing and Repair Work for the Tower Clock Structure

**Owner:** City of Marion, Illinois

**Location:** Tower Square Plaza, Marion, IL

**Issue Date:** April 30th, 2025

**Proposal Due Date:** May 21, 2025, 5 pm CST



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### 1. Project Overview

The City of Marion is soliciting proposals from qualified contractors for tuckpointing and general masonry repair services to restore and preserve the historic brick Tower Clock located on Tower Square Plaza. The objective is to maintain structural integrity, improve appearance, and prevent further deterioration.

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### 2. Scope of Work

- Conduct a thorough inspection of the tower clock structure.
  - Remove deteriorated mortar joints and replace with appropriate matching mortar.
  - Repair or replace damaged bricks and stones as necessary. (Match to closest existing brick color)
  - Clean masonry surfaces to remove dirt, biological growth, and pollutants.
  - Apply waterproofing or protective sealants if deemed appropriate and approved.
  - Provide scaffolding, equipment, and safety measures necessary for the work.
  - Preserve historical features and match new work to existing construction in color, texture, and detailing.
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### 3. Proposal Requirements

Each proposal must include:

- Company profile and experience with similar historic masonry projects.
  - Description of approach and methodology.
  - Preliminary project schedule, including start and completion dates.
  - Itemized cost proposal (labor, materials, equipment, permits, etc.).
  - Proof of insurance (general liability, workers' compensation, etc.).
  - References for at least three comparable projects completed within the past five years.
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### 4. Pre-Bid Meeting and Site Inspection

A pre-bid meeting and site inspection will be held on Thursday, May 15th, 2025, at 10:00 am at the clock tower on Tower Square Plaza. Attendance is not required to submit a proposal, but highly encouraged. Prospective vendors are encouraged to deploy a drone to inspect the tower masonry. Contact Cody Moake to arrange for a time and date of inspection by drone if desired.

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## 5. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and past performance
- Quality of proposed methodology
- Cost competitiveness
- Ability to meet project timelines
- References and reputation

The City reserves the right to accept or reject any or all proposals, to waive irregularities, and to award the contract in the best interest of the City.

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## 6. Submission Instructions

Submit one (1) signed original proposal in a sealed envelope marked "Tower Clock Tuckpointing RFP" to:

City Clerk's Office

Attn: Cody Moake, Mayor's Chief of Staff  
City of Marion  
350 Tower Square Plaza  
Marion, IL 62959

Proposals must be received by May 21, 2025, at 5:00 pm CST. Late submissions will not be considered.

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## 7. Contact Information

For questions regarding this RFP, please contact either:

Mayor Mike Absher 618-997-2592, [mayorabsher@cityofmarionil.gov](mailto:mayorabsher@cityofmarionil.gov) or:

Cody Moake, Mayor's Chief of Staff 618-997-2612, [cmoake@cityofmarionil.gov](mailto:cmoake@cityofmarionil.gov)

City of Marion

350 Tower Square Plaza Marion, IL 62959

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**End of RFP**