



# VILLAGE OF HOFFMAN ESTATES

## Department of Public Works

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### REQUEST FOR PROPOSALS

### NOW ARENA EXTERIOR STAIR REPAIR OR REPLACEMENT

RELEASE DATE: February 18, 2026

DUE DATE: March 30, 2026

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#### PROJECT

The Village of Hoffman Estates is requesting proposals from qualified consultants to conduct a comprehensive evaluation and develop scoping documents to remediate any discovered deficiencies with the Now Arena main entrance stairs.

#### BACKGROUND

The Village of Hoffman Estates Public Works Department is responsible for maintaining the infrastructure that supports the operations of the NOW Arena. The facility is a mid-size indoor stadium with a seating capacity of approximately 11,000. The Arenas main entrance area has experienced significant settlement issues over the years, and it is believed that some of the observed concerns with these stairs could be associated with settlement.

#### SCOPE OF SERVICES/REQUIRED INFORMATION

The selected consultant will be responsible for conducting a comprehensive evaluation and investigation of the current conditions and developing construction documents to address the discovered issues. The primary objectives and tasks of this work include:

1. Site Assessment
  - a. Project Kick-off Meeting with on-site Public Works and Now Arena Operations.
  - b. Thorough evaluation of the existing conditions. This may include both destructive and non-destructive testing.
  - c. Recommendation and oversight for third party testing services and evaluation of the findings.
  - d. Assess the condition of existing facilities, including structural soundness, accessibility, and compliance with safety regulations and applicable codes.
2. Draft Recommendations and Implementations Plan
  - a. Provide clear, actionable recommendations for addressing all identified deficiencies or improvements.

- b. Develop an implementation strategy that addresses operational concerns. Highest priority would be Maintaining Event Operations.
  - c. Provide opinions of probable cost for both Hard and Soft costs associated with the recommended improvements.
3. Final Report
- a. Prepare a final comprehensive report summarizing the findings, analysis, and recommendations.
  - b. Include visual aids such as site plans, floor plans, and charts to illustrate areas of concern, proposals, and prioritization.
  - c. If requested, present the findings to Village leadership and/or Village elected officials in a formal presentation(s).
4. Optional Considerations & Approaches
- a. Include items not listed above that your firm would recommend be considered for this scope.

## PROPOSAL REQUIREMENTS

Consultants interested in submitting a proposal for consideration must provide the following:

1. **Firm Experience/Past Projects**
  - a. A brief overview of the firm’s history, services, and relevant experience.
  - b. Examples of similar projects, particularly remediation or repair projects for municipal agencies or event venues
  - c. Identification of the project manager and key personnel who will be involved in the study, including resumes, qualifications, and experience.
2. **Approach and Methodology**
  - a. A detailed description of the proposed methodology and approach for completing an assessment of the existing conditions.
  - b. A description of the process for stakeholder engagement, including how input will be gathered and incorporated into the project.
  - c. Identify key issues and considerations specific to work of this nature.
  - d. A proposed timeline for the Analysis, including key milestones and deliverables.
  - e. A proposed timeline for the development of construction documents and bidding, including key milestones and deliverables.
  - f. A proposed timeline and/or phasing of the construction required to address any deficiencies.
3. **Project Deliverables**
  - a. A list of expected deliverables, including reports, presentations, and any other supporting documentation.
  - b. A draft outline of the proposed findings and a meeting with staff prior to producing the final report.
4. **Budget and Fees**
  - a. A detailed budget that includes hourly rates, estimated hours, and total costs for completing each phase of the project.  
*This should be included as a separate PDF attachment and clearly labeled “Draft – Opinion of Probable Costs”.*
  - b. Any additional costs (e.g. travel, materials, etc.) that may be incurred during the project.
5. **References**
  - a. At least three references from previous clients for similar projects, including contact information.

## **SUBMITTAL REQUIREMENTS**

Proposals should be submitted by March 30, 2026. Late submissions will not be considered. The email containing the RFP response must be received in the Village email system no later than 5:00 PM. Responses received after the deadline above, regardless of reason for delay, will not be accepted. Only electronic submittals will be received for consideration and review

Questions related to this RFP must be received, in writing via email to [Kevin.McGraw@vohe.org](mailto:Kevin.McGraw@vohe.org) by the Village by 5:00 PM on March 23, 2026. Verbal questions or inquiries are not accepted. Individual responses to written questions related to this request will not be provided. Responses to questions received by the above deadline will be provided to all potential proposers.

Proposals must be submitted in PDF format of no more than 25 MB in file size to:

Kevin McGraw  
Superintendent of Streets  
Village of Hoffman Estates  
2305 Pembroke Avenue  
Hoffman Estates, Illinois, 60169  
[Kevin.McGraw@vohe.org](mailto:Kevin.McGraw@vohe.org)

## **EVALUATION CRITERIA**

The award of a contract will go to the most qualified proposer, as determined by the Village. The Village has the absolute and sole discretion in making an award under this RFP. The Selection Committee will be made up of members from multiple departments including Building and Code Enforcement, Public Works, and the Village Manager's office. The Village may, at its sole and absolute discretion, decide to not issue an award if the Village deems it to be in the best interest of the Village. Proposals will be evaluated based on the following criteria:

### **Experience and Qualifications**

Proven experience in conducting space needs studies for public works departments or similar municipal facilities.

### **Approach and Methodology**

Clear and comprehensive approach that aligns with the Village's goals and operational needs.

### **References**

Positive feedback from past clients on similar projects.

### **Timeline**

Ability to meet the project timeline and deliverables.

### **Cost**

Cost-effectiveness and clarity of budget, including any additional costs.

**TERMS AND CONDITIONS**

The selected consultant will be required to enter into a contract/professional services agreement with the Village. Proposals should remain valid for at least 90 days following the submission deadline. The Village of Hoffman Estates reserves the right to reject any and all proposals as well as the right to waive any technical or procedural deficiencies or omissions, and to accept that proposal which it deems most favorable to the Village of Hoffman Estates after all proposals have been examined and reviewed. In reviewing proposals, the Village reserves the right to conduct interviews or other processes with any or all proposers as part of the review and selection process. All proposals become the property of the Village of Hoffman Estates.

**REQUIRED INSURANCE**

In submitting a proposal pursuant to this RFP, the proposer is certifying that it has all insurance coverages required by law or would normally be expected for the proposer’s type of business. In addition, the proposer is certifying that it has at least the following insurance coverages:

Type of Insurance	Liability Limits	
	Each Occurrence	Aggregate
<b>GENERAL LIABILITY</b>		
Bodily Injury	\$1,000,000	\$3,000,000
Property Damage	\$1,000,000	\$3,000,000
Contractual Insurance- Broad Form	\$1,000,000	\$3,000,000

Type of Insurance	Liability Limits	
	Each Occurrence	Aggregate
<b>AUTOMOBILE LIABILITY</b>		
Bodily Injury	\$1,000,000	\$1,000,000
Property Damage	\$1,000,000	\$1,000,000

This insurance must include non-owned, hired, or rented vehicles, as well as owned vehicles.

<b>WORKMEN'S COMPENSATION &amp; OCCUPATIONAL DISEASES:</b>	Statutory for Illinois
Employers Liability Coverage:	\$1,000,000 per accident

NOTE: Specifications, if any, may require higher limits or additional types of insurance coverages than shown above and the contractor will be required to furnish a certificate of proof of insurance coverages.

The proposer further agrees to indemnify the VOHE and hold the Village "harmless" against and from all loss, damage, expense, liability or claim of liability arising out of the performance of the contractor, any subcontractors or its employees in connection with the contract. Contractors and subcontractors are to grant the VoHE an "additionally insured" status on all applicable insurance policies and provide the VoHE with original endorsements affecting coverage required by this clause. Said policies will not be canceled unless the VoHE is provided a thirty (30) day written notice. Any deductibles or self-insured retentions must be declared to, and approved by, the VoHE. At the option of the VoHE, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the VoHE or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses. Nothing contained in

the insurance requirement shall be construed as limiting the extent of the contractor's responsibilities for payment of damages resulting from its operations under this.

### **PREVAILING WAGE**

The consultant shall comply with the requirements of 820 ILCS 130, Section 1, et. seq., the “Illinois Prevailing Wage Act.” Prevailing rates of wages are revised by the Illinois Department of Labor (IDOL) and are available on the IDOL’s website at [www2.illinois.gov/idol](http://www2.illinois.gov/idol).

### **MAINTAINING ALL RECORDS AND DOCUMENTS**

The consultant agrees to maintain all records and documents for projects of the Village in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq. In addition, Consultant shall produce records which are responsive to a request received by the Village under the Freedom of Information Act so that the Village may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Consultant shall so notify the Village and, if possible, the Village shall request an extension to comply with the Act. If the Village is found to have not complied with the Freedom of Information Act due to Consultant’s failure to produce documents or otherwise appropriately respond to a request under the Act, then Consultant shall indemnify and hold the Village harmless, and pay all amounts determined to be due, including but not limited to fines, costs, attorney’s fees and penalties.

**References – REQUIRED WITH PROPOSAL**

The proposer shall provide as many customer references as possible for work/deliverables of a nature similar to the work being solicited in this RFP.

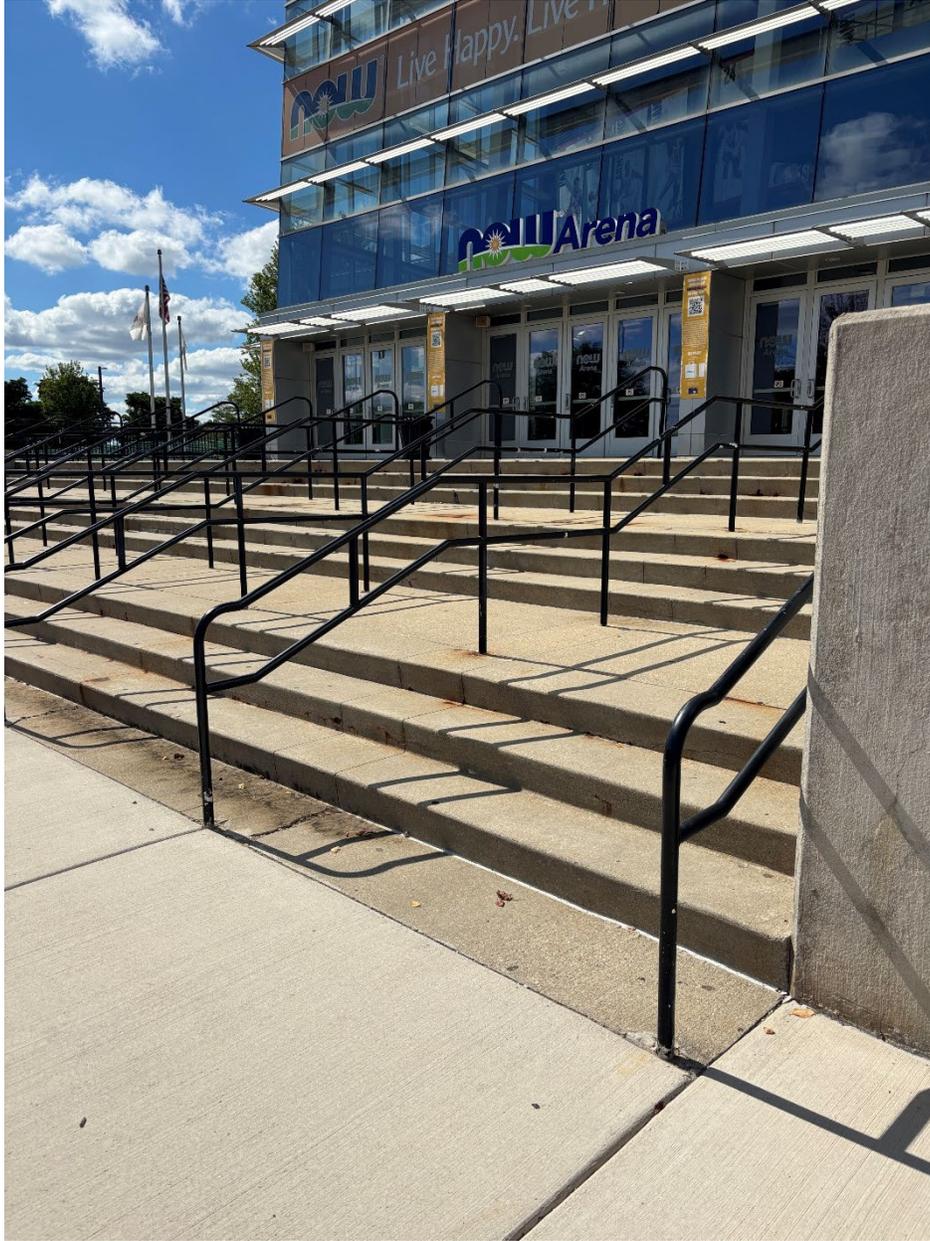
**MANDATORY INFORMATION**

BUSINESS: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
APPROXIMATE DATE: \_\_\_\_\_  
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Main Entrance Stairs- Now Arena 5333 Prairie Stone Parkway, Hoffman Estates, Illinois 60169