



# **VILLAGE OF HOFFMAN ESTATES**

## **Department of Public Works**

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### **REQUEST FOR PROPOSALS**

#### **PUBLIC WORKS DEPARTMENT SPACE NEEDS STUDY**

**RELEASE DATE:** February 7, 2025

**DUE DATE:** March 7, 2025

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#### **PROJECT**

The Village of Hoffman Estates is requesting proposals from qualified consultants to conduct a Space Needs Study for its Public Works Department. This study will assess the current and future space requirements of the department, evaluate the effectiveness of existing facilities, and provide recommendations for optimizing, expanding, or relocating public works spaces as appropriate to meet operational needs.

The goal of this study is to develop a comprehensive understanding of the department's space needs and make recommendations that will enhance efficiency and support the department's long-term growth.

#### **BACKGROUND**

The Village of Hoffman Estates Public Works Department is responsible for maintaining the infrastructure that supports the municipality's operations and residents, including facilities maintenance, pavement and streetlight/sign maintenance, fleet maintenance, forestry operations, water and sanitary sewer pumping and distribution system maintenance, snow and ice operations, and storm sewer system maintenance. The current Public Works Center is located at 2305 Pembroke Ave. There is a secondary Fleet Services Facility located at 2405 Pembroke Ave which houses the Village's fuel pumps, salt dome, backup well, and a water tower, along with other enclosed and open storage. The department currently consists of nearly 70 full and part time employees and operates from multiple facilities within the Village.

As the Village grows, and the department's responsibilities change and expand, there is a need to evaluate whether the current facilities can adequately support current operations and future needs. This study will provide a roadmap for space optimization, facility improvements, and long-term planning or relocation.

#### **SCOPE OF SERVICES/REQUIRED INFORMATION**

The selected consultant will be responsible for conducting a comprehensive Space Needs Study of the Public Works Department. The primary objectives and tasks of this study include:

1. Current Facility Assessment
  - a. Project Kick-off Meeting with on-site Public Works and Village staff.

- b. Thorough evaluation of the existing Public Works Department facilities, including, but not limited to, administrative offices, workshops, fleet maintenance operations, garage capacity, salt storage, and associated liquid tanks, yard space for programs and outside storage, and equipment storage buildings.
  - c. Analyze space utilization rates, current occupancy patterns, and functionality of existing spaces.
  - d. Assess the condition of existing facilities, including infrastructure, accessibility, and compliance with safety regulations and applicable codes.
- 2. Departmental Space Requirements
  - a. Identify and quantify the space requirements for each division or functional area within the Public Works Department.
  - b. Analyze projected staffing growth, program additions or expansions, and corresponding space needs.
  - c. Evaluate specialized space requirements for vehicles, heavy equipment, material storage, and repair/maintenance facilities.
  - d. Assess space needs for technology infrastructure, workstations, storage, and workshops.
  - e. Assess yard space needs for storage, seasonal, and publicly accessible programs.
- 3. Stakeholder Engagement
  - a. Provide a recommended number of interviews or surveys with department staff, management, and other key stakeholders to gather input on space needs, current challenges, and future operations.
  - b. Engage with the Village Manager's Office, Planning staff, and others to understand the long-term outlook for development and broader goals for the Village as it relates to the Public Works Department.
- 4. Site Evaluation and Feasibility
  - a. Assess the current site(s) for potential limitations (e.g. space constraints, zoning, environmental factors, transportation costs).
  - b. Consider program and response time efficiencies when examining potential options for facility expansion, relocation, or consolidation.
  - c. Develop a set of alternative options for improving the use of the current available space, including a cost-benefit analysis, and recommendations for the optimal approach.
- 5. Draft Recommendations and Implementations Plan
  - a. Provide clear, actionable recommendations for addressing space deficiencies or inefficiencies.
  - b. Develop an implementation strategy that includes short-term and long-term solutions with prioritization of recommendations.
  - c. Provide preliminary cost estimates for each phase of the recommended improvements or expansion.
- 6. 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 space needs, proposals, and prioritization.
  - c. If requested, present the findings to Village leadership and/or Village elected officials in a formal presentation(s).
- 7. Optional Considerations & Approaches
  - a. Include items not listed above that your firm would recommend be considered for this study.

## 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 space needs studies or facility planning for municipal agencies, with a preference for Public Works facilities.
  - 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 the Space Needs Study.
  - b. Identify key issues and considerations specific to a public works facility and the specific geographical challenges of Hoffman Estates.
  - c. A proposed timeline for the study, including key milestones and deliverables.
  - d. A description of the process for stakeholder engagement, including how input will be gathered and incorporated into the study.
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 "Proposed Study Costs".*
  - b. Any additional costs (e.g. travel, materials, etc.) that may be incurred during the study.
5. **References**
  - a. At least three references from previous clients for similar projects, including contact information.

## SUBMITTAL REQUIREMENTS

Proposals should be submitted by March 7, 2025. 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 considerations and review

Questions related to this RFP must be received, in writing via email to [Aaron.Howe@vohe.org](mailto:Aaron.Howe@vohe.org) by the Village by 5:00 PM on February 27, 2025. 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:

Aaron Howe  
Assistant to the Director of Public Works  
Village of Hoffman Estates  
2305 Pembroke Avenue  
Hoffman Estates, Illinois, 60169  
[Aaron.Howe@vohe.org](mailto:Aaron.Howe@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 Planning, 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:

- a. Experience and Qualifications
  - a. Proven experience in conducting space needs studies for public works departments or similar municipal facilities.
- b. Approach and Methodology
  - a. Clear and comprehensive approach that aligns with the Village's goals and operational needs.
- c. References
  - a. Positive feedback from past clients on similar projects.
- d. Timeline
  - a. Ability to meet the project timeline and deliverables.
- e. Cost
  - a. 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>	
Employers Liability Coverage:	Statutory for Illinois \$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.

**Substance Abuse Prevention Program Certificate – MUST RETURN WITH PROPOSAL**

**SUBSTANCE ABUSE PREVENTION PROGRAM**

**CERTIFICATE**

The undersigned, upon being first duly sworn, hereby certifies to the (Client)

\_\_\_\_\_

that \_\_\_\_\_(Contractor)

has in place a written Substance Abuse Prevention Program that meets or exceeds the requirements of the State of Illinois P.A. 095-0635, or has a collective bargaining agreement in effect dealing with the subject matter of P.A. 095-0635. The Contractor and Subcontractors will file a copy of the Substance Abuse Prevention Program, or collective bargaining agreement, with the Client prior to any work being conducted on the project.

By: \_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
(Title)

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. My Commission Expires:

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
SEAL

**FIRM NAME:** \_\_\_\_\_

## 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: \_\_\_\_\_  
DESCRIPTION OF PROJECT: \_\_\_\_\_

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Current Public Works Center located at 2305 Pembroke Ave., Hoffman Estates



Current Public Works Fleet Services Facility located at 2405 Pembroke Ave., Hoffman Estates