



Village of Hoffman Estates

REQUEST FOR PROPOSALS

Prairie Stone Parkway Access Study

Issue Date: March 28, 2025

Proposals Due: April 18, 2025, 5:00pm

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Study Objectives

The Village of Hoffman Estates (the “Village”) is requesting qualifications from qualified professional planning and transportation consultants, firms, and individuals (the “Consultant”) to create an access plan for existing and future land uses within the study area to best serve both vehicular and non-vehicular traffic. The study will produce a set of alternatives and recommendations for physical and operational measures to accommodate current and future needs of the area. A mix of land uses within the study area creates unique challenges. Included are existing office, entertainment, and commercial businesses; future development which will be defined by the Village; plus, the existing NOW Arena and the Village Green/Hideaway Brew Garden areas which host a variety of regular and seasonal events. All recommended options will need to efficiently accommodate normal daily traffic as well as function effectively on various event days.

The preferred Consultant (or Consultant Team) will have experience in land access planning, road and intersection design, traffic control selection and operations, pedestrian/bicycle routing and accommodations, traffic planning and parking operations for facilities similar to the NOW Arena and special event traffic generators, along with a record of successful project completion involving coordination among multiple parties. The Village seeks a Consultant to develop and recommend a set of alternatives with physical and operational components to best serve the study area.

Study Area

The study area, as shown in Exhibit 1, encompasses several Village roadways including Prairie Stone Parkway, Pratum Avenue, and Hoffman Boulevard. Exhibit 1 also shows the current land uses and undeveloped properties.

The Consultant should consider the function of the roadways within the study area in their current locations along with expected traffic demand to determine if changes to street design, connectivity, and cross section would be beneficial overall. The public streets were originally developed and sized based on the expected buildout of the Prairie Stone Business Park, dating to the early 1990’s. The amount and character of actual development in the business park, as well as what might be anticipated in the future, have changed significantly from the original plan, resulting in much less overall vehicle demand. Four-lane, median divided streets in large rights-of-way were built to serve the planned buildout of the business park. However, these designs may not be a suitable fit today and into the future based on the level of development, the changing nature of travel for office workers, the introduction of commercial/retail/entertainment uses in the study area, the presence of special event generators, and expected future developments. The Consultant may consider the potential repurposing of the Village roadway (number of lanes, types of lanes, cross section design, etc.) when developing alternatives for this access study.



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This scope of services also includes an evaluation of the suitability of Arena access for accommodating event traffic. Exhibit 2 shows the locations of the current access points for the Arena parking lots, as well as other existing connections.

The Village has determined that two vacant parcels totaling 32-acres (10 and 22 acres) on the south side of Prairie Stone Parkway adjacent to the west NOW Arena parking lot can be served via a new connection somewhere between the existing driveways for the Salvation Army lot and the west Arena parking lot, as shown on Exhibit 2. It is expected that there would be a combination of residential apartments and some commercial/retail space on this property. Details on what land use and size to be assumed for this property will be provided to the selected consultant. The Consultant should consider this driveway as part of the overall access plan to be developed through this project.

Existing Conditions of the Study Area

The primary goal of the access plan project is to create a set of alternative concepts to best serve the varied needs within the study area. Typical traffic on a normal day along with special event needs will have to be accommodated. Vehicle, bicycle, and pedestrian routes along with preserving emergency access must be identified to allow the sites to operate safely and as efficiently as possible.

NOW Arena Traffic and Operations

The NOW Arena, which opened in 2006, has a seating capacity of up to 11,000 patrons and experiences varying traffic patterns based on the type and size of events held. Events take place throughout the week, with most occurring in the evening, though daytime events are not uncommon. The venue primarily utilizes two parking areas: the east Arena lot (1,200 vehicle capacity) and the west Arena lot (1,800 vehicle capacity). Additionally, for larger events, the Tate & Lyle lot, with a capacity of 900 vehicles, may be used in conjunction with the Arena lots.

To ensure pedestrian safety, two police officers are stationed at the existing pedestrian crossing on Prairie Stone Parkway, guiding visitors to and from the parking areas. To further facilitate pedestrian movement, Hoffman Boulevard—from Prairie Stone Parkway south to the driveways of the east and west parking lots—is closed to vehicle traffic during events.

Most traffic for events at the Arena comes from Hoffman Boulevard, with vehicles either heading north to park in the west or east Arena lots. Traffic congestion on Hoffman causes some drivers to use alternate routes like Beverly Road, directing them to Prairie Stone Parkway. These vehicles then park in the west Arena lot or the Tate and Lyle lot. The Arena offers prepaid parking, but most patrons pay on-site via credit card at various cash booths in each parking lot, with the west Arena having the most cashiers and booths for entry from both Hoffman Boulevard and Prairie Stone Parkway.



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Village Green/Hideaway Brew Garden Parking

The Village Green/Hideaway Brew Garden sites are seasonal traffic generators which make use of three different parking areas. Some patrons utilize the Tate & Lyle parking lot east of these sites and walk to the events via internal sidewalks/paths. Other visitors park on-street along the north curb of Prairie Stone Parkway from Hoffman Boulevard to the approximately the right-in/right-out driveway for the Salvation Army lot to the west. The outside lane on westbound Prairie Stone Parkway is converted to parking during the Brew Garden/Village Green season. And finally, some use the west lot of the NOW Arena then walk across Prairie Stone Parkway via the median opening and marked crosswalk.

Scope of Services

The traffic associated with Arena events, Village Green/Hideaway Brew Garden activities, existing businesses, and future developments relies on a shared street network and designated access points. It is essential that these systems function efficiently both on event days and during regular operations. This study aims to identify solutions that enhance traffic flow to and from the Arena, improve parking conditions at the Village Green, and ensure safe, efficient traffic circulation throughout the broader study area.

Task 1: Coordination and Preliminary Information

The selected Consultant will collaborate with staff from the Village Planning and Transportation Division and the Engineering Division. Coordination will also be required with various stakeholders, including NOW Arena staff, as well as the Village Police and Fire Departments. The Engineering Division will facilitate the scheduling of meetings between the Consultant and these parties. A comprehensive set of existing documents and data, including event schedules at the Arena, current traffic volumes, detailed parking information, etc. will be provided to the selected Consultant.

The study area comprises a combination of developed properties and undeveloped land. The Village has identified potential land uses for the vacant parcels, which should be considered when evaluating access design alternatives. The Consultant is expected to identify any additional data requirements and tasks necessary to complete the study effectively. Any elements outside the scope outlined herein should be clearly identified in the proposal, along with an assessment of the level of effort required to address these additional tasks and their relevance to the overall completion of the study.

Task 2: Meetings and Presentations

A kickoff meeting should be held with Village staff followed by meetings with the various groups. An adequate number of meetings should be included in the proposal along with what is expected to be achieved from each meeting. The Consultant should clearly identify which of its proposed staff will participate and the objective of each meeting, including the desired attendee groups. This should also include presentations at the Village's Transportation and Road Improvement Committee meetings. Any specific items or tasks the Consultant sees as essential to successful coordination should be identified in the proposal.



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Task 3: Development of Access Plan Alternatives

The Consultant will create multiple access plan alternatives for the Village team to review. These plans will be a key part of the study report. Each scenario will consider factors such as timeline, costs, effort, and other relevant aspects. The Consultant will outline the pros, cons, and implementation details for each alternative. The final access plan document will guide the Village in making decisions about implementation strategies, priorities, and phasing. High-level cost estimates will be provided for each option. The goal is to generate reasonable cost estimates for planning and evaluation with preliminary feasibility assessments without detailed design or construction drawings.

The project will assess the suitability of the existing accesses within the study area and provide recommendations for changes to access on Prairie Stone Parkway, Hoffman Boulevard, and Pratum Avenue. Additional recommendations for modifications to the parking areas, desirability of shared access, the need for internal cross-connections, pedestrian accommodation, etc. should be included.

The three access categories to be assessed and the main points of consideration for each are stated below:

1. Access Plan for Current and Future Development

- a. Existing connections for current businesses will remain unless there's a strong reason for changes.
- b. Identify a location for the new driveway for the proposed 32-acre development and do a high-level traffic analysis evaluating the geometry, need for turn lanes, etc. to confirm feasibility.
- c. The use of the Village-owned 3-acre lot between Village Green and Salvation Army is under evaluation and will be discussed with the selected consultant.

2. Access Plan for the NOW Arena

- a. Assess the design of the west Arena lot access and its coordination with adjacent development.
- b. Evaluate the option to permanently close the section of Hoffman Blvd. adjacent to the Arena parking lots (from east and west lot driveways to Prairie Stone Parkway).
- c. Explore ways to improve parking flow to avoid using the Tate & Lyle lot.
- d. Identify safe pedestrian crossing options from the lots to the Arena.

3. Access for the Village Green/Hideaway Brew Garden

- a. Evaluate Prairie Stone on-street parking and Tate and Lyle lot parking.
- b. Assess pedestrian access routes.



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Task 4: Final Report

The final report will document all the work performed during all tasks of the study. Narrative descriptions and exhibits showing the overall access plan for each alternative developed are required. A level of accuracy and detail sufficient to allow the Village to assess options and timing is needed.

Project Development Timeline

Item	Date
RFP distribution	March 28, 2025
Last day to submit questions on RFP	April 11, 2025
RFP submittal deadline	April 18, 2025
Recommendation to Transportation and Road Improvement Committee	June 9, 2025
Village Board Approval	June 16, 2025

Submittal Requirements

RFP submittals should be submitted electronically in PDF format only to sonia.zala@vohe.org no later than 5:00 p.m. (CST) on April 18, 2025. Proposals should include the following:

1. Qualifications of the Firm and Past Experience

The proposal should provide details on how the Consultant will meet or exceed the requirements of this RFP and any other conditions that will be required by the Village. Each of the task descriptions should clearly state the duties to be performed by the Consultant and what information, service, or product is assumed by the Consultant to be provided by the Village. The proposal shall provide sufficient information to demonstrate the Consultant's ability to perform this work per the estimated project schedule.

A list of staff to be assigned and their qualifications, as well as qualifications for all subcontractors proposed to be used on this project should be provided. The teaming of firms with varied experience is desirable as long as there is a demonstrated ability of the Consultant team to comprehensively complete the project.

A brief list of recent projects of a similar nature currently or previously performed by the Consultant and a list of references or contact people on all sample projects shall be provided. Do not include projects that reflect a significantly different scope than what is required for the subject work or those done by staff members not to be assigned to this project.

2. Project Understanding and Proposed Approach

The firm's response to the RFP should demonstrate a thorough understanding of the project specifics and challenges and detail the proposed approach to completing the project on time and within budget. Responses that are generic, non-specific to the subject work, or simply reiterate the tasks listed in this RFP typically will be viewed as less desirable. Submittals that



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reflect thoughtful, innovative, comprehensive, and cost-effective understanding in developing a proposed approach are viewed more favorably than a generic response.

An outline of the proposed work program shall be included, including a description of the approach to the project tasks; the proposed steps or actions to be taken in the development of the work; and anticipated timelines for work components and assignment completion.

3. Proposed Schedule

The deadline for the completion of this project is March 31, 2026. A schedule for the completion of the project showing timelines for key milestones and deliverable dates proposed by the Consultant shall be included. The schedule shall also incorporate realistic time frames and allowances for reviews by the multiple parties of interest involved in this project. The Village desires a high-quality final product, and the proposed timelines should be realistic about how much time that will take to achieve. The Consultant should have sufficient capacity to meet their proposed schedule.

Evaluation

Village staff will be solely responsible for the evaluation of responses received. Only those received prior to the deadline will be reviewed. Village staff will be the sole determinant on whether additional information will be requested from any firms. Examples of criteria used to evaluate responses to this RFP include, but are not limited to: experience and qualifications of key staff to be assigned to the project; the firm's and individuals' successes with similar project scopes; clarity of project goals, challenges, and requirements; capacity of the firm and assigned personnel to successfully complete the work; information from references cited for similar work; adherence to project schedule; whether the response reflects project specific references versus a generic response which simply lists tasks from the RFP; and other factors as deemed appropriate by the Village.

The need for interviews will be determined once all responses are reviewed. The Village, at its sole discretion, may choose to follow-up with any firm to clarify questions related to submitted proposals. After review and discussions with the selected firm, the Village at its sole discretion may choose to recommend the firm to the Village Board for award of contract once an acceptable scope, hours, and fee proposal has been agreed upon by the firm and Village. The final decision to award a contract for the services listed in the RFP is up to the Village Board. The goal of the Village's evaluation process is to recommend the firm whose qualifications, expected performance, staffing, and fee best serve the interests of the project and Village.

Please note that the engineering consultant selected shall take out and maintain insurance of such types and such amounts as are necessary to cover responsibilities and liabilities on a project of the character contemplated under this proposal. The consultant shall meet all insurance requirements as stated in Article 107.27 of the Standard Specifications for Road and Bridge Construction



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adopted January 1, 2022. All insurance policies shall include the Village and their duly authorized representatives as additional insured parties.

Questions

All questions must be submitted via email to sonia.zala@vohe.org by 5:00 pm (CST) on April 11, 2025. Questions received after this date, or any verbal question or inquiries will not be accepted or answered.

EXHIBIT 1

Existing Site Map

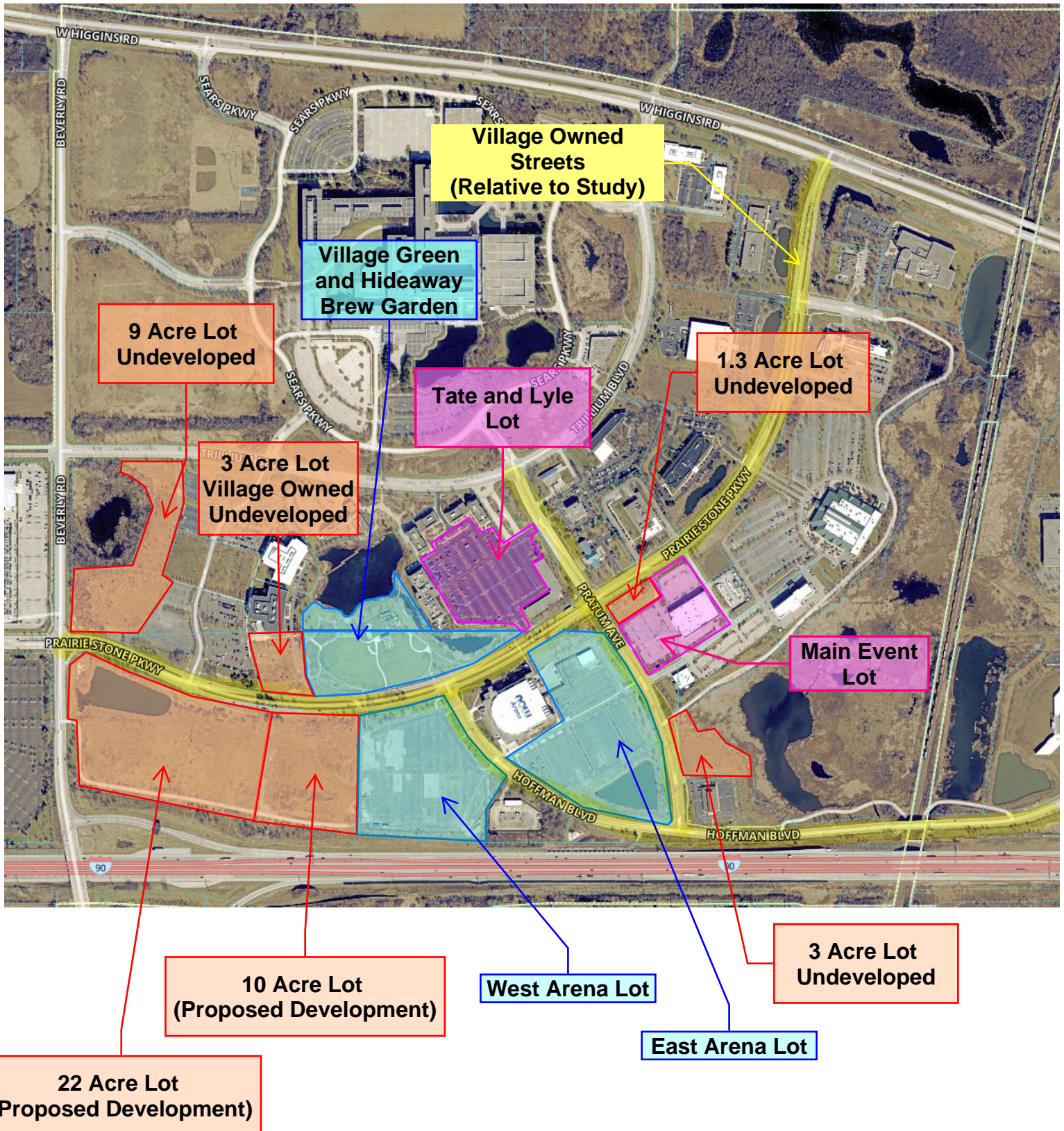


EXHIBIT 2

Access Points and Future Connections

