



# **Village of Hoffman Estates**

## **REQUEST FOR QUALIFICATIONS**

To Develop and Operate  
Permanent Supportive Housing

**Issue Date: July 11, 2025**

**Proposals Due: August 1, 2025, 5:00 p.m.**

**Contact:** Jennifer Horn, AICP  
Director of Planning & Transportation

Email: [Jennifer.horn@vohe.org](mailto:Jennifer.horn@vohe.org)

Phone: 847-781-2661



## Request for Qualifications – Permanent Supportive Housing

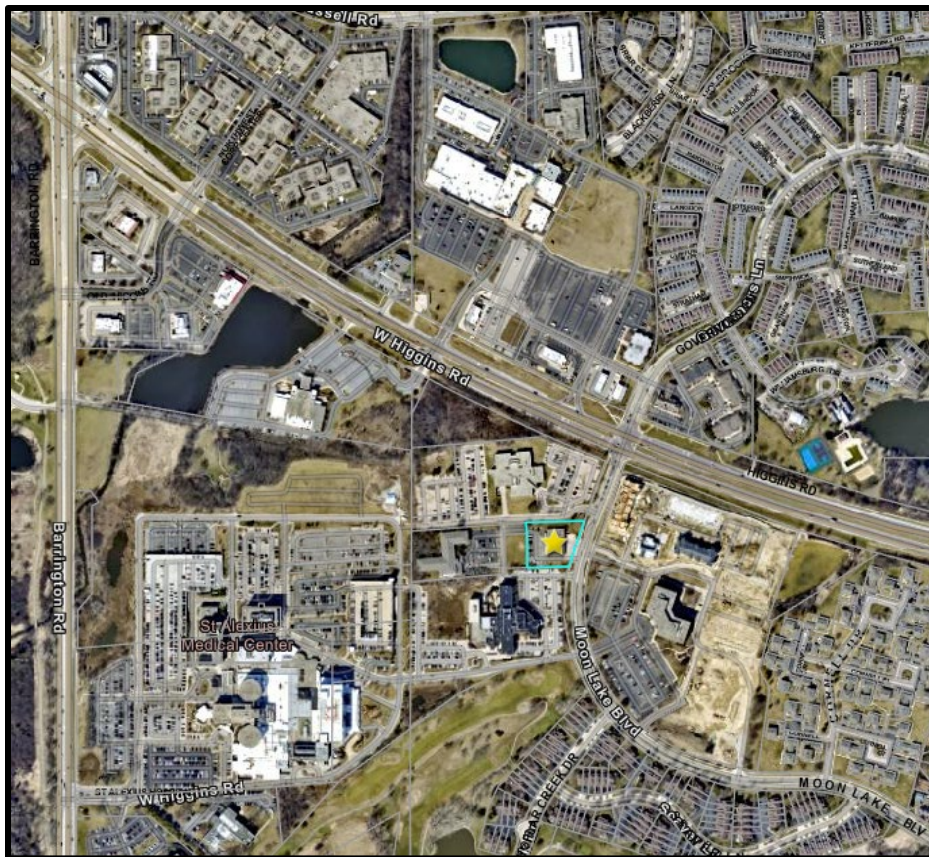
### **Project Summary & Map**

The Village of Hoffman Estates (the "Village") recognizes a local need for additional housing specifically designed to accommodate residents with disabilities. Several market rate multi-family projects are underway in the area and the Village is interested in supplementing new housing with a focused project in line with the State's Permanent Supportive Housing (PSH) program.

The Village is seeking statements of qualifications from qualified firms interested in developing and operating a PSH project on a 1.35-acre Village-owned property (described below). Applicants with a proven track record of successful projects and current references are encouraged to respond to this request.

The subject property will become available in 2027 after the existing fire station is relocated. The property is ideally situated in a neighborhood close to public transportation, restaurants, stores, physical and mental health facilities, and other housing. The Village is prepared to take necessary steps to expediently establish the appropriate zoning and parking standards for a PSH project on this property.

Property Address: 1700 Moon Lake Boulevard  
PIN: 07-07-200-014-0000



### **General Provisions, Disclaimers and Rights**

This Request for Qualifications constitutes an inquiry only and does not establish any contractual obligations. The Village reserves all rights to utilize submitted ideas, reject submissions, and modify requirements at its discretion. Respondents bear full responsibility for preparation costs without reimbursement. All submissions become public records subject to Freedom of Information Act disclosure, and confidentiality cannot be assured.



## Request for Qualifications – Permanent Supportive Housing

### **Submission Requirements**

Applicants should submit the following information to the Village of Hoffman Estates, Attn: Jennifer Horn via email at [Jennifer.horn@vohe.org](mailto:Jennifer.horn@vohe.org) by Friday, August 1, 2025, at 5:00 p.m. There is no specific format required. A project narrative, sample brochures, or other supplemental information is welcome as part of the submittal. The Village does not expect respondents to submit site plans or architectural renderings at this time.

#### **A. Project Specifics**

1. Provide details on the likely proposed project size, scale (number of units, number of stories, unit size(s), bedroom mix, parking count, etc.)
2. List and elaborate on amenities planned to be available for residents within the building and on site.
3. Describe the nature and frequency of services proposed to be available at the property that would address the broad spectrum of needs that qualifying residents may have.
4. Identify any critical needs your project would require regarding the site or transaction with the Village.
5. Highlight any unique or beneficial features expected as part of this project.
6. Comment on the potential of the subject property and proposed project to obtain a qualifying score for State Permanent Supportive Housing funding.

#### **B. Developer Information & Qualifications**

1. Include name of developer, address, & contact information for this proposal.
2. List the names and titles of officers/owners of the firm.
3. Provide a brief overview of the firm, including number of employees, number of years in business, history, and other relevant information.
4. Outline developer qualifications and experience with similar past project(s).
5. Present an anticipated project timeline, including all major milestones following initial engagement with the Village.
6. List the proposed development team (architect/general contractor) and experience with PSH projects.
7. Identify any partners to be involved in the project, including service providers and their roles.
8. Describe the anticipated total cost of the project.
9. Describe all anticipated financing sources, funding plan, and schedule for the project.
10. List past similar projects, including project location, description, major financing sources, total development costs, and construction and occupancy duration.
11. List current active, soon-to-be active projects, and any other major commitments.
12. Provide a minimum of two references familiar with the developer's performance executing and delivering similar projects, with an emphasis on recent projects.

#### **C. Owner/Operator Information & Qualifications**

1. Provide description of proposed ownership and ongoing operator/property management structure, including name(s), address, & contact information.
2. List names and titles of officers/owners of any ownership and operator/property management entities.
3. Brief overview of each entity listed, including number of employees, number of years in business, history, and other relevant information.
4. Outline qualifications and experience with similar past project(s) of each entity listed.
5. List any other partners/support from other service agencies to continue successful day-to-day operations.
6. Showcase the expected future community benefits from this project.
7. List past similar projects, including project location, details, and services offered.
8. List current occupied and soon-to-be occupied projects and any other major commitments planned.
9. Provide a minimum of two references familiar with each entity's performance owning and/or operating similar projects, with an emphasis on current operating locations.

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