



Request For Proposal
by the
Village of Hoffman Estates
for services related to

**Fire Station 22 Fiber Optic Infrastructure
Extension**

Proposal Release Date: 6/26/2026

Proposal Due Date: 7/24/2026

1. Intent

The Village of Hoffman Estates (VOHE) is soliciting proposals from qualified, licensed low-voltage and outside plant (OSP) fiber optic contractors to provide outside plant engineering, underground/aerial installation, comprehensive testing, and end-to-end certification of fiber optic cabling. The objective of this project is to extend the existing privately-owned fiber from Fire Station 22 (located at 1700 Moon Lake Blvd, Hoffman Estates, IL 60169) to the newly designated facility site where Fire Station 22 will be constructed (located at Governors Ln., just north of Higgins Rd.).

The scope of this project encompasses the provision of all necessary labor, materials, permitting, right-of-way management, trenching/boring, cable placement, splicing, and industry-standard link certification testing. The response to this RFP should include the vendor's execution methodology for municipal right-of-way installations, safety procedures for roadside work, proposed project timeline, and proof of capability to handle medium-to-long range outdoor plant fiber installations.

2. Village Contacts

Vendors may contact the Village of Hoffman Estates for questions related to this RFP at **RFP@VOHE.ORG**. Telephone calls are permitted, however, are not preferred. Verbal communications are not binding and should not be relied upon until confirmed in writing.

- Darek Raszka, IT Director
 - PH: (847) 781-4875
 - E: darek.raszka@vohe.org
- Jon Pape, Assistant Village Manager
 - PH: (847) 781-2609
 - E: jon.pape@vohe.org

3. Schedule

The Village anticipates the following schedule, which is subject to change.

Dates	Activity
6/26/2026	RFP Released
7/6/2026	Informational Meeting
7/10/2026	Vendor Questions Due
7/17/2026	Response to Vendor Questions Provided
7/24/2026	Vendor RFP Due
Week of 7/27/2026	Vendor Interviews, if necessary
8/31/2026	Vendor Selection
2027	Work Period Starts

4. Instructions to Vendors

Vendors who intend to respond to this RFP shall indicate as such in writing via email to **RFP@vohe.org**.

The Village will accept Vendor Questions that seek clarification or additional information regarding this RFP. Vendor Questions must be submitted in writing via email to RFP@vohe.org, no later than 7/10/2026. Written responses to all questions will be furnished to all potential proposers.

Responses to the RFP shall only be submitted electronically. Vendors are solely responsible for ensuring timely receipt of their responses. Proposals received after the response due date may not be considered. Deliver an electronic copy to: **RFP@vohe.org**

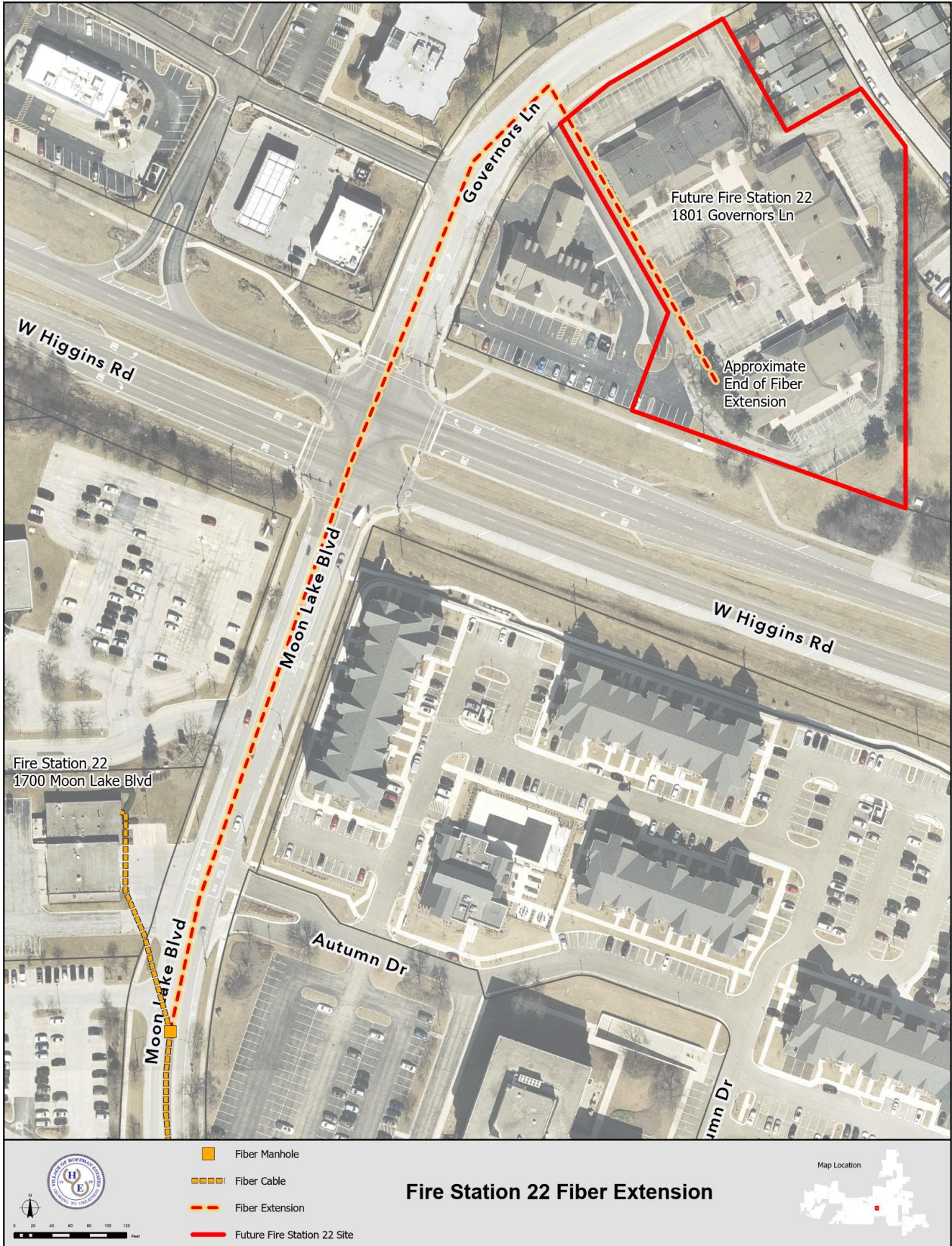
The Village of Hoffman Estates reserves the right to accept or reject any and all proposals, or any part of any proposal, without penalty. The Village of Hoffman Estates may award a contract to a single contractor for all elements of the entire project or may award any of the elements separately. In addition, the Village of Hoffman Estates reserves the right to fund (and proceed with project or purchase), not to fund the project, or to partially fund the project. Any allowance for oversight, omission, error, or mistake by the proposer made after receipt of the proposal will be at the sole discretion of the Village of Hoffman Estates.

5. Municipality Description

The Village of Hoffman Estates is a full-service, home rule municipality that strives to continually improve the quality of life of its residents and businesses by delivering responsive and efficient municipal services. With a population approaching 55,000, Hoffman Estates is a mid-size, suburban community. The Village's location provides excellent access to all major attractions within the Chicagoland area and the Midwest. Accommodations to suit all requirements, a variety of top-quality restaurants, good shopping, and many other attractions – both natural and man-made – have resulted in Hoffman Estates becoming one of the premier suburban communities in the state of Illinois. The Village has made major strides in the areas of business and economic development, inter-agency cooperation, and growth management. With an expanding population base in the region, the Village of Hoffman Estates is poised for future growth, both commercially and residentially. The Village also offers good employment prospects, excellent educational amenities, and a modern infrastructure.

6. Scope of Work

The successful vendor shall provide all necessary labor, tools, equipment, permitting, utility locating, and consumables to complete the installation and end-to-end splicing of outside plant (OSP) fiber optic cable with an approximate distance of 400m. This project includes extending the fiber from the current manhole in front of Fire Station 22 to the newly designated property site footprint.



6.1 - Outside Plant Pathway Construction and Permitting

The vendor is responsible for securing all pathways and legal authorizations required for installation:

- **Permitting and Locates:** Acquisition of all necessary municipal, county (Cook County), and state (IDOT) right-of-way permits. The vendor must coordinate all JULIE utility locates prior to excavation.
- **Trenching and Directional Boring:** Execution of directional boring or trenching along the approved route to maintain safe burial depths (minimum 36 inches or as mandated by local code) below grade.
- **Conduit Installation:** Placement of high-density polyethylene (HDPE) innerduct or PVC conduit along the path, including the installation of handholes/pull-boxes at appropriate engineering intervals.

6.2 - Fiber Optic Cable Installation and Splicing

The vendor is responsible for the deployment and termination of the fiber media:

- **Fiber Selection:** Installation of a 6-strand Single-mode (OS2) armored, outdoor-rated fiber optic cable pulled through the new conduit pathway.
- **Termination and Splicing:** Fusion splicing of the fiber strands at the existing handhole in front of the current Fire Station 22 to a new handhole and the designated temporary/permanent demarc enclosure at the new site facility.
- **Service Loops:** Service loops are required in both handholes and new site demarc.
- **Labeling:** All conduits, pull boxes, handholes, patch panels, and individual couplers must be clearly labeled in accordance with VOHE IT labeling standards. Labels must be permanent, weatherproof where exposed, and fully legible.

6.3 - Testing, Diagnostics, and Verification

Upon completion, the vendor shall provide the following documentation to confirm link compliance:

- **OTDR and Power Meter Certification:** All fiber strands must be bi-directionally tested and certified using an Optical Time-Domain Reflectometer (OTDR) and an Optical Loss Test Set (OLTS) at both 1310nm and 1550nm wavelengths.
- **Reports:** Submission of a complete set of test results (Pass/Fail metrics, trace graphics, and optical attenuation loss budgets) in PDF format for every single strand.
- **As-Built Documentation:** Provision of detailed As-Built GIS maps or CAD files explicitly mapping the geographical path, depth, and exact locations of all buried conduits and handholes.

7. Fire Station Route and Field Environment

The installation route for this project spans the geographic link between the existing facility and the future station footprint:

- **Current Location:** Fire Station 22, 1700 Moon Lake Blvd, Hoffman Estates, IL 60169.
- **Future Location:** New Fire Station 22 Site, Governors Ln. (just north of Higgins Rd.), Hoffman Estates, IL 60169.

- **Subsurface Constraints:** The route will encompass typical suburban corridors alongside heavily traveled arterial roadways (such as Higgins Road). Bidders must account for traversing existing utility rights-of-way, landscaping variables, and concrete/asphalt crossings.
- **Coordination with Construction Managers:** The target site is slated for construction activity. The selected vendor must coordinate site delivery timelines directly with the Village's contracted construction management team to protect newly laid pathways from active structural construction equipment.

8. Evaluation Criteria and Selection Process

The Village of Hoffman Estates will evaluate the responses based on multiple criteria and will select the best overall solution to fit its needs. The Village of Hoffman Estates is not obligated to select the lowest price bidder. The Village will evaluate proposals in a fair, consistent, and objective manner. Selection of the vendor shall be based on response to questions or requirements identified in this RFP and possible vendor interviews. The final recommendation will be made by a Village staff RFP review committee for Village Board consideration and approval. The Village staff RFP review committee will consider all RFP responses. The Village reserves the right to reject all proposals and to re-publish a new RFP for the project contemplated herein.

Evaluation Criteria:

- Completeness of Proposal
- Conformance to RFP Requirements
- Qualifications and Experience (Specifically OSP Fiber Projects)
- Ability to Meet the Village's Needs and Deadlines
- Client References
- Public Sector and Right-of-Way Experience
- Cost Proposal
- Finalist Vendor Interviews (if applicable)

9. Proposal Format and Requirements

The best RFP responses specifically address the Village of Hoffman Estates' particular requirements and demonstrate a fit between those requirements and the vendor's strengths. Proposals should be prepared simply, providing a straightforward, concise description of the proposer's capabilities to perform the services identified in this RFP. Promotional material is not desired. Emphasis should be on completeness and clarity of content.

The following summarizes the desired Proposal Format:

- **RFP Cover Letter:** A signed letter briefly stating the proposer's understanding of the work to be done in compliance with this RFP, a statement regarding why the firm believes itself to be the best-qualified outside plant infrastructure contractor to perform the service, and a statement that the proposal is a firm and irrevocable offer for 180 days. The cover letter must be signed by an authorized representative of the firm.

- **Statement as to the Vendor’s Qualifications:**
 - Brief history of the company.
 - Outside plant engineering, directional boring, and fiber splicing service offerings.
 - Description of core competencies, including experience working within public rights-of-way and navigating municipal/state DOT permitting.
 - Quantity of similar civil or municipal fiber optic deployment work completed.
 - Primary corporate location’s address.
 - Licensing status within the State of Illinois and professional affiliations.
 - Disclosure of lawsuits, claims, defaults, or terminations for cause during the last five years.

- **Detailed Work and Engineering Plan:**
 - Proposed execution timeline with distinct project milestones matching our underground delivery window.
 - Detailed route proposal, excavation/boring depth metrics, and conduit counts.
 - Comprehensive roadside safety protocols, traffic management capabilities, and JULIE coordinate management plans.

- **Sample Deliverables:**
 - A sample As-Built OSP engineering blueprint or GIS mapping overlay.
 - A sample OTDR trace and bi-directional attenuation certification test report.

- **Cost Proposal:** Total cost of all services, explicitly disclosing all labor, boring-per-foot costs, fiber materials, handholes, permitting fees, and testing expenses. The proposal must include a clear not-to-exceed ceiling price for the baseline connection scope.

- **Staff Resumes:** Resumes and industry certifications of the specific project managers, lead fiber fusion technicians, and field safety supervisors to be assigned.

- **Professional References:** A minimum of three professional references for similar outside plant fiber municipal projects of equivalent range. Provide contact names, emails, phone numbers, and brief project descriptions.

10. Pricing

The vendor shall provide a detailed cost proposal. Pricing shall be good for a minimum of 180 days after submission.

11. Conditions

The vendor agrees to the Village’s standard terms and conditions attached hereto or shall provide a copy of their general terms and conditions. The vendor shall provide a copy of their SLA terms and conditions.

12. Guidelines For Insurance Requirements

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

Minimum Scope of Insurance

Coverage shall be as least as broad as:

Insurance Service Office Commercial General Liability occurrence form CG 0001 (ED. 11/85) and, if requested, Owners and Contractors Protective Liability policy with the Village named as additional insured; and

Insurance Service Office Business Auto Liability coverage form number CA 0001 (ED. 10/90), Symbol 01 "Any Auto" or Business Auto Liability coverage form number CA 0001 (Ed. 1/87) and endorsement CA0029 (Ed. 2/88) changes in Business Auto and Truckers coverage forms: Insured Contract.

Workers' Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.

Minimum Limits of Insurance

Contractor shall maintain limits no less than:

Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Minimum General Aggregate shall be no less than \$3,000,000 or a project/contract specific aggregate of \$3,000,000.

Business Automobile Liability: \$3,000,000 combined single limit per accident for bodily injury and property damage.

Workers' Compensation and Employers' Liability: Workers' compensation coverage with statutory limits and Employers' Liability limits of \$1,000,000 per accident.

Deductibles and Self-Insured Retention's

Any deductibles or self-insured retention's must be declared to and approved by the Village. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retention's as respects the Village, its officials, agents, employees and volunteers: or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

Other Insurance Provisions

The policies of insurance are to contain, or be endorsed to contain, the following provisions:

General Liability and Automobile Coverage's

The Village, its officials, agents, employees and volunteers are to be covered as insureds as respects: liability arising out of the activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor; or automobiles owned, leased, hired or borrowed by

the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officials, agents, employees and volunteers.

The Contractor's insurance coverage shall be primary as respects the Village, its officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the Village, its officials, agents, employees and volunteers shall be excess of Contractor's insurance and shall not contribute with it.

Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Village, its officials, agents, employees and volunteers.

The Contractor's insurance shall contain a Severability of Interests/Cross Liability clause or language stating that Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

Workers' Compensation and Employers' Liability Coverage

The insurer shall agree to waive all rights of subrogation against the member, its officials, agents, employees and volunteers for losses arising from work performed by the Contractor for the Village.

Verification of Coverage

Contractor shall furnish the Village with certificates of insurance naming the Village, its officials, agents, employees and volunteers as additional insureds, and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Village before work commences. The Village reserves the right to request full certified copies of the insurance policies and endorsements.