



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

NOW Arena Wi-Fi Expansion

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 cabling contractors to provide structured cabling infrastructure, comprehensive cable testing and certification, and physical mounting services for Wireless Access Points (WAPs) at NOW Arena, 5333 Prairie Stone Pkwy, Hoffman Estates, IL 60192. This facility is a large-scale arena environment requiring installation across diverse architectural surfaces, elevations, and mounting conditions. The scope of this project encompasses the provision of all necessary labor and materials for low-voltage cabling, termination, industry-standard link certification testing, and the physical installation of VOHE-provided wireless access points and associated mounting hardware.

Please note that network configuration, device provisioning, and system integration of the WAPs are explicitly excluded from this scope and will be managed by a separate entity. The response to this RFP should include the vendor's methodology for large-venue installations, safety procedures for high-elevation work, proposed project timeline, and proof of capability to handle diverse installation environments.

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, they 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	Mandatory Vendor Site Walkthrough & Detailed Design Review
7/10/2026	Vendor Questions Due
7/17/2026	Response to Vendor Questions Provided
7/24/2026	Vendor RFP Due
Week of 7/27	Vendor Interviews, if necessary

NOW Arena WiFi Expansion RFP

Village of Hoffman Estates | Village Hall 1900 Hassel Road Hoffman Estates IL 60169

7/31/2026	Vendor Selection
8/17/2026	Village Board approval and Anticipated 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 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.

4.1 Mandatory Site Walkthrough

A mandatory on-site walkthrough of the NOW Arena will be conducted on the date specified in the project schedule. The detailed physical design, including precise WAP locations and IDF/MDF routing pathways, will be provided to vendors exclusively during this walkthrough. Attendance at this walkthrough is strictly mandatory. Proposals submitted by vendors who fail to attend the mandatory site walkthrough will be disqualified from consideration without review.

Mandatory Meeting Information:

Date: 7/6/2026 at 9:00 AM, start at the main entrance

Location:

NOW Arena
5333 Prairie Stone Pkwy,
Hoffman Estates, IL 60192

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, and consumables to complete the installation of network cabling and the physical mounting of Wireless Access Points (WAPs) at the specified arena location. This project includes the installation of 107 new WAP units utilizing existing cable runs with some requiring additional cable runs as defined in the attached site plan.

6.1 - Low-Voltage Cabling and Termination

The vendor is responsible for the end-to-end installation of all new low-voltage network connections.

- **Pathway Construction:** Installation of all conduit, cable tray, J-hooks, or surface raceways required to route cabling from the designated MDF (Main Distribution Frame) or IDF (Intermediate Distribution Frame) to the specified WAP mounting locations.
- **Cabling:** Installation of Category 6A (Cat6A) cabling. Cables must be properly managed, supported, and bundled throughout the run. Depending on the specific installation environment and pathway routing to be finalized during the site walkthrough, all horizontal drop cables must utilize either black or grey outer jackets. No other cable colors will be permitted.
- **Termination:** Termination of all cable runs at both the patch panel and at the WAP location (terminating into a female RJ45 jack/keystone).
- **Labeling:** All cables must be clearly labeled at both ends in accordance with VOHE IT labeling standards. Labels must be permanent and legible.

6.2 - New Equipment Installation (107 Units)

VOHE will provide 107 new WAP units and all necessary mounting hardware/brackets. The vendor is responsible for:

- **Installation:** Mounting the WAPs to the specified architectural surfaces (e.g., ceiling grids, steel trusses, walls) utilizing the provided hardware.
- **Cable Connection:** Patching the drop-cable into the mounted WAP using the appropriate termination method based on the specific mounting environment.

6.2.1 - Approved Termination Methods by Mounting Scenario

Due to the diverse architectural environments within the arena facility, the vendor must utilize the appropriate termination method for each specific mounting location to ensure long-term physical security, dust protection, and aesthetics:

- **Standard Ceiling/Grid Mounts (Keystone Jack & Patch Cord):** Wherever possible and where space permits (such as inside a standard acoustic tile ceiling grid, enclosed junction box, or surface mount box), the horizontal field run must be terminated using a **female Category 6A keystone jack**. A factory-certified patch cord of appropriate length shall then connect the keystone jack to the WAP.
- **Exposed Structural Mounts / Direct Attach (Modular Plug Terminated Link - MPTL):** In open structural environments like steel trusses, catwalks, or areas where an exposed surface-mount box is impractical or aesthetically unacceptable, the vendor shall utilize a **Field-Terminated RJ-45 Plug** (MPTL method) to terminate the solid-conductor horizontal cable directly to the WAP.
- **High-Vibration or Exposed Outdoor/Concourse Areas (Weatherproof/Industrial RJ-45):** For any specialized mounting locations subject to high vibration, ambient dust, or semi-exposed environments, the vendor shall utilize specialized industrial or ruggedized RJ-45 field plugs as recommended by the hardware manufacturer to ensure a sealed, secure connection.

6.3 - Testing and Verification

Upon completion, the vendor shall provide the following documentation for all (new and relocated) runs:

- **Certification:** All new cable runs must be tested and certified using a Fluke (or equivalent) cable analyzer.
- **Reports:** A complete set of test results (Pass/Fail) in PDF format for every cable run, correlated to the label of each drop.
- **Physical Inspection:** A final walkthrough with VOHE IT staff to confirm that all units are mounted securely, aesthetically aligned, and cables are properly dressed.

7. NOW Arena Environment

The installation site for this project is the NOW Arena, an 11,000-seat, multi-purpose indoor entertainment and sporting facility owned by the Village of Hoffman Estates. The venue hosts a wide range of events, including professional sports (e.g., NBA G League basketball), concerts, family entertainment, and corporate functions.

The facility is a complex, high-ceiling environment characterized by:

- **Diverse Architectural Surfaces:**
 - The installation will occur across various zones, including the main arena bowl (steel trusses, concrete structural elements), concourses, luxury suites, and back-of-house operational areas.
- **Operational Environment:** The venue is a highly active facility with a rigorous event schedule. Work must be planned in coordination with facility operations to accommodate event load-ins, load-outs, and active event days.
- **Access Challenges:** Installation areas will require access to heights typical of a large-scale stadium (e.g., catwalks, trusses, and high-ceiling concourses). Vendors are expected to have the capability and equipment necessary to perform work safely in these environments.
- **High-Density Infrastructure:** The cabling and WAP installation will be integrated into an existing, sophisticated infrastructure. Careful adherence to structural integrity and aesthetic standards is required to maintain the venue's professional appearance.

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. All responses will be evaluated in the following areas:

Evaluation Criteria:

- Completeness of Proposal
- Conformance to RFP Requirements
- Qualifications and Experience
- Ability to Meet the Village's Needs
- Client References
- Public Sector 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.

- A. 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 low-voltage infrastructure contractor to perform the service, and a statement that the proposal is a firm and irrevocable offer for 120 days. The cover letter must be signed by an authorized representative of the firm.
- B. Statement as to the Vendor's particular abilities and qualifications to include, but not limited to:
 - i. Brief history of the company
 - ii. Structured cabling, low-voltage installation, and hardware mounting service offerings.
 - iii. Description of core competencies, including experience working in high-density, large-scale entertainment or sports arena environments.
 - iv. History of Vendor, including the number of years the Vendor has been in business and quantity of similar work completed.
 - v. Primary corporate location's address
 - vi. The geographical area of operations, licensing status within the State of Illinois, and professional/industry affiliations (e.g., BICSI corporate membership or certifications).
 - vii. Size and composition of the organization, including the availability of dedicated safety officers and certified aerial lift operators.
 - viii. Disclosure of all information concerning any suits filed, judgments entered, or claims made against the Vendor during the last five years with respect to services provided by the Vendor, or any declaration of default or termination for cause against the Vendor with respect to

such services. In addition, state if during the past five years the Vendor has been suspended from entering into any government contract.

- C. Provide a detailed work plan describing services performed in the structured cabling and physical installation, including estimated timelines.
- i. Proposed execution timeline with distinct project milestones that accommodate active venue scheduling.
 - ii. Specific installation methodologies for varied architectural environments (e.g., standard drop-ceilings vs. open steel trusses/catwalks).
 - iii. Deployment logistics, including the type of aerial lift equipment to be utilized and verification of operator certifications.
 - iv. Comprehensive site safety protocols to protect arena surfaces (flooring, seating) and the public during high-elevation work.
- D. At a minimum, provide samples for the following deliverables from past projects of a similar scope at a facility comparable to the NOW Arena. Sensitive customer or network information may be redacted if necessary
- i. A sample As-Built cable path and WAP placement map.
 - ii. A sample cable certification report generated by an industry-standard analyzer (e.g., Fluke LinkWare report) displaying full test metrics for both a standard Permanent Link and a Modular Plug Terminated Link (MPTL).
- E. The cost of services to be provided and an explanation of the basis on which fees are determined. All potential costs—including labor, cabling materials, termination consumables, lift rentals, and testing fees—must be disclosed. The cost proposal must include a not-to-exceed amount for the baseline mandatory scope (107 new installs and designated relocations) and a separate, clearly defined pricing structure or unit-rate sheet for any optional or additional cable runs.
- F. Resumes and professional certifications of the specific project manager, lead field technicians, and safety supervisors to be assigned to this project (e.g., BICSI Installer/Technician credentials, OSHA certifications).
- G. A minimum of three professional references for similar size municipal or large-venue commercial projects (stadiums, arenas, or convention centers). Provide the organization name, contact name, email address, phone number, and a brief description of the scope of the project completed.

10. Pricing

The vendor shall provide a detailed cost proposal. Pricing shall be good for a minimum of 120 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.