

# **Request for Proposal – Special Service Area Consultant 2025 Reconstitution Chatham Business Association**

*The Chatham Business Association, Small Business Development, Inc. (CBASBDI) seeks Consultant to help CBASBDI and Special Service Area staff complete the 2025 SSA Application as required by the City of Chicago Department of Housing and Economic Development.*

**Scope of Services:** Specifically, the Consultant will be responsible for the following key elements, as taken from the attached SSA Designation Steps, as well as any updates needed for the final SSA Application:

- Facilitate advisory committee meetings
- Prepare study area map with parcel, ward, and TIF detail
- Prepare an SSA database including SSA taxpayer list—Prepare current database of parcels with PINS, addresses, owners, property taxes (with detail, such as SSA and TIF taxes listed out), taxpayer of record, for each parcel by tax year 2015 to latest year of tax data available, within current SSA #32-A Greater Auburn Gresham. Include ward information of properties based on the ward maps using the new City Council maps published as of May 2023. Include a column that describes the property (i.e. current business(es) at property). Please also include any other property, tax and owner information deemed relevant. If there are adjacent commercial properties not within the current SSA boundaries, include those as well
- In a separate database for properties within a TIF district, with a key item number to properties above, list property valuation, county multiplier and EAV, and tax rate at the time prior to TIF declaration. Include a column that describes the property (i.e. current business(es) at property). Please also include any other property, tax and owner information deemed relevant. If there are adjacent commercial properties not within the current SSA boundaries, include those as well.
- Conduct a Needs Assessment
- Establish metrics and baseline data including, but not limited to
  - Business profitability and enhanced property values
  - Cleanliness and maintenance
  - Safety
- Create an inventory of City and other governmental services.
- Prepare a legal description of the proposed SSA boundaries.
- Create an SSA District Plan

- Distribute an informational mailing and host at least 2 community meetings. Distribute additional informational mailings as needed and host additional community meetings as needed.
- Collect supporting signatures from at least 20% of the taxpayers of record within the boundaries of the proposed SSA and collect support signatures from some of the taxpayers of record for the largest properties in the proposed SSA.
- Attend Public Hearing at City Hall
- Complete SSA Application
- Draft Commission Bylaws
- With help of Commission, draft SSA policies including, but not limited to financial procedures, communication procedures, and RFP procedures.

**Time Frame of Contract:** Consultant to begin Monday, April 7, 2024, to ensure passage of ordinance by City Council no later than December 2024.

**Proposal Requirements:** Proposal should include the following.

### **Qualifications**

- Description and history of firm
- Bios / Resumes of Consultant(s) assigned to project.
- Relevant prior experience constituting / reconstituting Special Service Areas is preferred.
- References

### **Process**

- Please present examples of exhibit database tables to include additional information to be used in evaluating property, location, owner, tax, and property description details, among other database items, deemed relevant.
- Outline activities for completion of each task. Include task milestones needed to complete according to meet project dates listed in Attachment D.
- Timetable for completion of each task. Please include task dependencies that need to be completed before other tasks can either begin or complete.

### **Costs**

- Consultant fees (explain method for calculation)
- Other Expenses (delineate each expense)

**Submission and Due Date:** 12:00 PM, Monday, April 1, 2024. Please direct your questions, and send completed proposals via email, to:

Jason Swan  
SSA#32-A Program Manager  
Chatham Business Association  
[jasonswan@cbaworks.org](mailto:jasonswan@cbaworks.org)  
773-994-5006

**Attachments:**

- A. SSA #32-A Feasibility Study (without Exhibits) & Notice to Proceed
- B. SSA #32-A Map of Existing Boundaries
- C. 2025 SSA Designation Steps for New & Renewing Special Service Areas
- D. 2025 SSA Designation Timeline