



## REQUEST FOR PROPOSAL

### **Edgebrook Special Service Area Study and Needs Assessment**

The Edgebrook Sauganash Chamber of Commerce is soliciting proposals for consulting services relating to the potential establishment of a Special Service Area based around the Devon Avenue business corridor between Caldwell Ave and Spokane Ave, encompassing approximately 120 PINs, in the Forest Glen Community Area of the City of Chicago to spur additional economic and retail development.

#### **Scope of Work:**

The Chamber of Commerce requires services to compile portions of the Special Service Area Designation Packet required by the City of Chicago, including a detailed study area map, market study, PIN database, community engagement through no less than two (2) public meetings, and continuing dialogue with the sponsor agency throughout the process.

#### **Deliverables:**

- Study Area Map which includes tax parcels as the base, parcel color-coding showing County Class codes, Wards, and other relevant overlays.
- PIN Database as described in Appendix A.
- Market Study of the subject area

#### **Proposal Requirements:**

- Qualifications and prior experience of Firm and/or Consultants who will be assigned to the project
- Explanation of Methodology
- Timeline for Completion
- Costs breakdown by line item, with a clear billing schedule.

#### **Timeline:**

- Bids must be submitted by 5:00PM, January 23, 2018.
- Selection will be made by January 30, 2018.
- All deliverables are required prior to June 2018.

**Contact:**

Jennifer Herren  
Executive Director  
Edgebrook~Sauganash Chamber of Commerce  
6023 N. Cicero Ave.  
Chicago, IL 60646  
Phone: 773.545.9300  
[Info@esc60646.com](mailto:Info@esc60646.com)

## **APPENDIX A: SSA PIN DATABASE REQUIREMENTS**

Prepare the SSA Database in one Excel workbook to include, but not be limited to:

- Worksheet describing the data collection/analysis method
- Worksheet of summary data
  - Confirmation that 2016 or 2017 board certified data is being used
  - Total number of PINs and of these:
- Total taxable PINs
- Total non-taxable PINs
  - Total EAV used to calculate the tax bills :
- Worksheet(s) of the Cook County Land Use List and Pie Chart: list each county land use in the SSA, each land use's dollar amount and percent of the total Tax Year 2017 (payable in 2018) levy and maximum levy. Create a pie chart for the Tax Year 2017 (payable in 2018) and maximum levies showing the \$ and % of totals. Include a legend explaining what the county classification types mean.
- Worksheet(s) with the following data columns for each PIN with totals at the top as relevant:
  - 14-digit PIN
  - property address in the SSA
  - Name and mailing address of the taxpayer who paid taxes for the last preceding year. If the taxes were not paid, note this and list the name and mailing address of the property owner (not taxpayer, but property owner).
  - Board certified 2016 or 2017 EAV used to calculate the tax bill
  - Non-taxable PINs
  - Columns showing the SSA levy (\$ amount) generated from multiplying the EAV above with:
- Proposed maximum tax rate cap - the column header should state the tax rate cap % and % increase in tax bills this tax represents
- Proposed tax rate for 2018 levy payable in 2019 - the column header should state the tax rate cap % and % increase in tax bills this tax represents