



**Request for Proposals
Renewal of Special Service Area (SSA) #23 Clark Street**

The Edgebrook-Sauganash Chamber of Commerce (LPCC) is seeking a consultant to assist with the application for the renewal of SSA #62- Sauganash, as required by the City of Chicago Department of Planning and Development.

Services will be provided beginning June 2022 and continue through the passage of the ordinance by City Council no later than December 2022. The services are intended to be comprehensive and are described below.

Services requested:

Consultant will be responsible for the completion of the SSA Designation Steps as outlined in the City of Chicago's "2023 Designation Steps for New and Renewing Special Service Areas".

Requested services include:

- Attend advisory committee meetings
- Prepare a study area map with tax parcel, ward, TIF detail and other relevant information
- Prepare an SSA database
- Conduct a Needs Assessment
- Establish metrics and baseline data
- Prepare a legal draft version of the proposed SSA boundaries
- Draft the SSA District Plan
- Host a minimum of two community meetings, distribute additional material and host additional meetings, as needed.
- Assist in the completion of the SSA Application and Designation Packet, including any corrections needed as recommended by the City
- Attend Public Hearing at City Hall

Please submit a proposal by 5:00 p.m. on May 31, 2022 to [Jennifer Herren-info@esc60646.com](mailto:info@esc60646.com) NO LATE PROPOSALS WILL BE ACCEPTED.

Proposals should include:

- A scope of services
- A timeline for completion along with a breakdown of hours allocated to each task
- Description of firm and resumes of consultants assigned to project
- 3 references
- Relevant prior experience including any other SSA reconstitutions or establishments
- Detailed costs including consultant fees (explain method for calculation and hours allocated to each task) and other projected expenses (delineating each expense)

If you have questions, please contact Jennifer at 773-545-9300 or info@esc60646.com