

## **REQUEST FOR PROPOSAL 2018 Reconstitution for SSA 48 Old Town**

The Old Town Merchants and Residents Association is a non-profit 501(c)(6) community-based organization with a focus on economic development and neighborhood stewardship. Old Town Merchants and Residents Association is the sole service provider for SSA #48 Old Town and seeks proposals for planning services around the reconstitution of SSA #48.

**Background:** SSA #48 (refer to *Attachment 1: SSA #48 Old Town Boundary Map*) is a special service area created on December 2, 2009 by the Chicago City Council. A Mayoral-appointed Commission directs the activities and expenditures of SSA #48 Old Town. Old Town Merchants and Residents Association is the sole service provider for SSA 48 Old Town.

### **Intention of RFP**

SSA 48 Old Town and Old Town Merchants and Residents Association are looking to procure a consulting firm to assist in the reconstitution of the SSA 48 Old Town district. The issuance of the Request for Proposal (RFP) is to obtain a proposal of delivered services and pricing from those suppliers capable of meeting the SSA 48 Old Town's requirements.

All bidders should be aware that this project is highly visible to the residents and business owners of Old Town who are looking for a partner that represents constant professionalism, consistent deliverables, and exceeding the agreed upon services.

**Scope of Work:** SSA 48 Old Town is entering its final year and is seeking to engage a consultant to manage the process leading to successful completion of the 2018 SSA Application required by the City of Chicago Department of Planning and Development and reestablishment of SSA 48 Old Town.

The Consultant will be responsible for the following key elements and processes including but not limited to:

1. Ensuring compliance with state, county, and city rules and laws that pertain to Special Service Area reconstitution.
2. Assessing current Special Service Area policies including, but not limited to financial procedures, bylaws, procedures, RFP procedures, and service area boundary.
3. Documenting and building outreach and local support in conjunction with the sole service provider, including but not limited to:
  - a. Facilitation of advisory committee and community meetings, development and distribution of informational mailings, collection of supporting signatures of the taxpayers of record within the proposed Special Service Area boundaries (as required by the Department of Planning and Development). The successful respondent will strategize, advise, and monitor local support efforts utilizing the resources and relationships of SSA 48 Old Town, Old Town Merchants and Residents Association, and volunteers
  - b. Creation of a tax analysis database, sample tax bills, comparisons to other Special Service Areas, determination of tax multiplier, and impact of local TIF districts.
  - c. Preparation of SSA legal description of boundaries, study area map with parcel, ward and TIF detail, and SSA database including SSA taxpayer list.
4. Completion of SSA application, including City Council and Committee meetings as needed.
5. Consultant is to begin with the Feasibility Study due on November 1, 2017 through the entire passage of ordinance by City Council no later than December 2018.

**Information to be provided in proposal:**

1. Costs that include consultant fees with explanation of calculation and a list of any other expenses (delineate expected expenses)
2. Qualifications of firm
3. Description of history of firm
4. Bios/Resumes of all consultants assigned to the project
5. Relevant experience and success stories
6. At least three references
7. Proposed process for the scope of the project
8. Outline activities for completion of task with general expected critical deadlines
9. Timeline for completion

Please submit a proposal no later than **August 7, 2017 at 3:00pm**. Please call (312.951.6106) or email (see below) Ian M Tobin with any questions.

**Proposals should be sent to:**

[itobin@oldtownchicago.org](mailto:itobin@oldtownchicago.org)

(email is preferred)

Or

Ian M Tobin  
SSA #48 Program Manager  
Old Town Merchants and Residents Association  
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