



# Morgan Park Beverly Hills

BUSINESS ASSOCIATION

## Request for Proposals Renewal of Special Service Area (SSA) #44 103rd Street/Beverly

The Morgan Park Beverly Hills Business Association (MPBHBA) is seeking a consultant to assist with the application for the renewal of SSA #44 103rd Street/Beverly as required by the city of Chicago Department of Planning and Development.

Services will be provided beginning January 2023 and continue through the passage of the ordinance by City Council no later than December 2023. The services are intended to be comprehensive and are described below.

### Services requested:

- 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 of Chicago
- Attend Public Hearing at City Hall

Please submit a proposal by Friday, January 6, 2023, to Caroline Connors at [caroline@mpbhba.org](mailto:caroline@mpbhba.org). 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
- Three references
- Relevant prior experience including any other SSA reconstitutions or establishments
- Detailed costs including consult fee (explain method for calculation and hours allocated to each task) and other project expenses (delineating each expense)

Please contact Caroline at 773-779-2530 or [caroline@mpbhba.org](mailto:caroline@mpbhba.org) with any questions.