



## Consultant for SSA #61 Hyde Park Reconstitution

*South East Chicago Commission (SECC) seeks a Consultant to assist SECC and Special Service Area staff in completing the 2024 SSA Application as required by the City of Chicago Department of Planning and Development for the reconstitution of the existing SSA #61 Hyde Park.*

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 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 2014 to latest year of tax data available, within current SSA #61 Hyde Park. Include ward information of properties based on the ward maps using the new City Council maps published as of May, 2022. 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 as described in Attachment C
- Establish metrics and baseline data as described in Attachment C, including, but not limited to:
  - Business profitability and enhanced property values
  - Cleanliness and maintenance
  - Safety
- Create an inventory of City and other governmental services as described in Attachment C
- Prepare a legal description of the proposed SSA boundaries (if modified) as described in Attachment C
- Create an SSA District Plan as described in Attachment C
- Prepare graphics and other materials to be distributed electronically and print to be used in describing, explaining, and marketing the SSA Reconstitution process



- Distribute an informational postal and certified mailing to PIN owners of record within the proposed SSA boundaries, and host at least 2 community meetings between March 1<sup>st</sup> 2023 and April 30<sup>th</sup> 2023,
- Collect supporting signatures from taxpayers of record for at least 10% of PINs within the boundaries of the proposed SSA (including signatures from some of the taxpayers of record for the largest properties in the proposed SSA) for submission to the DPD by **Friday, June 9, 2023**, supporting signatures from taxpayers of record for at least an additional 10% of PINS within the boundaries of the proposed SSA by **Tuesday, August 1, 2023** (for a total of 20% of PINS within the boundaries of the proposed SSA).
- Complete SSA Application and Designation Packet for submission (per Step 9 of the 2024 Designation Steps – see Attachment C) and deliver to Chicago Department of Planning and Development no later than **noon on Friday, June 9, 2023**. Please provide two (2) additional copies to the SECC.
- Attend Public Hearing at City Hall to be scheduled by DPD between August and December, 2023.

Time Frame of Contract: Consultant to begin Monday, January 30, 2023 to ensure passage of ordinance by City Council no later than October 2023.

Proposal Requirements: Proposal should include the following;

#### Qualifications

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

#### 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 completed.

#### Costs

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



Submission and due date: The completed proposal is due no later than **Noon, January 20, 2023**.  
Please direct your questions, and send completed proposals via email, to:

Diane Burnham  
Executive Director  
South East Chicago Commission  
diane@secc-chicago.org  
773-891-2314

Attachments:

- A. SSA #61 Feasibility Study (without Exhibits) & Notice to Proceed
- B. SSA #61 Map of Existing Boundaries
- C. 2024 SSA Designation Steps For New & Renewing Special Service Areas
- D. 2024 SSA Designation Timeline