

THE MAGNIFICENT MILE[®] ASSOCIATION

MICHIGAN AVENUE DISTRICT | CHICAGO

The Magnificent Mile Association seeks a consultant to assist The Magnificent Mile Association in completing the 2025 SSA Application as required by the City of Chicago's Department of Planning and Development for renewal of the existing Michigan Avenue SSA #76.

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 expanded study area map with parcel and ward detail as described in Attachment C, using the proposed map included in the approved feasibility study.
- Prepare an expanded SSA database including SSA taxpayer list as described in Attachment C, based on the proposed boundaries included in the approved feasibility study.
- 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 as described in Attachment C.
- Create an SSA District Plan as described in Attachment C.
- Distribute an informational mailing and host at least 2 community meetings between March and April 2024 as described in Attachment C.

Collect supporting signatures from at least 10% of the taxpayers of record within the boundaries of the proposed SSA and collect support signatures from some of the taxpayers of record for the largest properties in the proposed SSA for submission to the DPD by Friday, June 14, 2024, and an additional 10% by Monday, August 1, 2024 (for a total of 20% of PINs in the proposed boundary).

Complete the SSA Application and Designation Packet for submission to DPD per their requirements no later than Friday, June 14, 2024.

Attend Public Hearing at City Hall to be scheduled by DPD between September and December 2024.

Time Frame of Contract: Consultant to begin February 12, 2024 to ensure passage of ordinance by City Council no later than October 2024.

Final selection will be made based on these factors and proposed fee. MBE/WBE firms are strongly encouraged to apply.

Bids Due: Monday, January 29, 2024 at 5pm CT.

Please Submit an Electronic Bid to:

Kimberly Bares, President & CEO of The Magnificent Mile Association, at kbares@themagnificentmile.com.

For questions concerning this request for proposal, contact Kimberly Bares at kbares@themagnificentmile.com. When submitting your proposal, include the name of the contact person at your firm.

This letter is not to be construed as a contract or commitment of any kind.