

Request for Proposals (RFPs): SSA #73 Renewal Consultant

Client: Chicago Chinatown Chamber of Commerce (“CCCC”)

Service Area: Chicago Chinatown SSA #73

Proposal Deadline: 5:00pm CDT, Friday, **March 21, 2025** via email to stephy@chicagochinatown.org.

Background

The Chicago Chinatown Chamber of Commerce (“CCCC”), Sole Service Provider for Special Service Area #73 (“SSA #73”), is requesting proposals for consulting services for the renewal of SSA #73 and to manage the process leading to successful completion of the 2027 SSA Renewal as required by the City of Chicago Department of Planning (“DPD”).

Chinatown SSA #73 was initially approved in December 2017 for a ten-year period. The boundaries are generally defined as Wentworth Avenue from Cullerton to 24th Place, and Cermak Road between Princeton and Wentworth. Note that Chinatown Square bounded by Princeton, South China Place, Wentworth and Archer Avenue is not currently within SSA #73, but may be added if there is a desire by owners there to be included. A map is located in Exhibit A and [here](#) and at www.chinatownssa73.org.

The City issued a Notice to Proceed on February 18, 2025 for a renewal of SSA#73.

Scope of Work

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

- Ensuring compliance with state, county, and city rules and laws for SSA renewal (and possible expansion)
- Assisting in establishing SSA policies including, but not limited to: financial procedures, bylaws, procedures, and RFP procedures.
- Documenting and Building Outreach & Local Support.

In conjunction with the Chicago Chinatown Chamber of Commerce, facilitation of advisory committee and community meetings, development & distribution of informational mailings, collection of supporting signatures as required by DPD of the taxpayers of record within the proposed SSA boundaries. The successful respondent will strategize, advise and monitor local support efforts utilizing the resources and relationships of the Chicago Chinatown Chamber.

- Tax Analysis.

Creation of a Tax analysis database, sample tax bills, comparisons to other SSAs, determination of tax multiplier, impact of TIF districts.

- SSA Mapping.
e.g. SSA legal description of boundaries, prepare study area map with parcel, ward, and TIF detail, SSA database including SSA taxpayer list.
- Completion of SSA Application.
Including City Council and Committee meetings as needed.

Time Frame of Contract:

Consultant to begin work in January 2026 to ensure compliance of the DPD designation time frame and with the passage of ordinance by City Council no later than December 2027.

Submission and Due Date:

Proposal should include the following:

Costs:

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

Qualifications:

- Description and history of firm
- Bios / Resumes of Consultant(s) assigned to project
- Relevant prior experience
- References

Process:

- Outline activities for completion of task
- Timetable for completion of tasks

The completed proposal is due no later than the end of business Friday, **March 21, 2025**.

Please direct questions and complete proposals by email to:

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Chicago, Illinois 60616
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(312) 326-5320

Chicago Chinatown Chamber of Commerce reserves the right to reject any and/or all bids.

Exhibit A: SSA #73 Chinatown Map

Red = SSA Boundary

