



## RFP: Special Service Area (SSA) Consultant

**Issued by:** *Greater Chatham Initiative (GCI)*

**Issue date:** *December 15th, 2025*

**Submission Deadline:** *January 23rd, 2026*

Greater Chatham Initiative is seeking qualified consultants to assist GCI staff in completing the 2027 SSA application as required by the City of Chicago's Department of Planning and Development.

### Project Overview

Greater Chatham Initiative is in the process of establishing a new SSA in the Greater Grand Crossing neighborhood (see map of proposed SSA below). The purpose of creating this SSA is to revitalize the commercial corridors that it covers in a variety of ways, including beautification projects, cleaning/maintenance, business support, safety initiatives, and more. This is a section of the neighborhood that has a great deal of potential, but could use some extra support in order to become a thriving economic and cultural hub.

### Scope of Work

The consultant will be expected to provide the following services:

- **Project Plan;** help draft a project plan that sets target dates for the completion of action items needed to complete the application process by June 12, 2026. The project plan should be updated as needed to keep on schedule.
- **Vision Statement;** help prepare a Vision Statement for the SSA that expresses the desired goals and objectives of the SSA.
- **Prepare a Map;** help prepare a study area map using the tax parcels as the base, parcel color-coding showing the County Class codes, wards, TIFs, adjacent SSAs, and any other relevant overlays to give context.
- **Prepare a PIN Database;** help create a database of PINs for all the properties located within the boundaries of the SSA.
- **Conduct a Needs Assessment;** help determine with services and programs the SSA should prioritize via online and in-person surveys of SSA stakeholders.

- **Establish Metrics & Baseline Data**; help determine (in coordination with the City and SSA Advisory Committee) on what basis the SSA's impact will be evaluated and what baseline data will be required.
- **City & Other Governmental Services Inventory**; help determine the current levels of service and proposed services in the SSA district as well as gain an understanding of how SSA services will coordinate with the respective governmental entities on service delivery.
- **Prepare a Draft Legal Description**; retain a surveyor to prepare a meets-and-bounds legal description for the SSA.
- **Draft SSA District Plan**; draft a plan for the SSA that outlines services, budget, tax rate, governance, operations, results, and assessment.

This scope of work must be completed by **March 31st, 2026**.

## Proposal Submittal

The respondent's submittal must be packaged as follows:

- Cover Page – Name, physical address, email address, telephone number of the person(s) who are responsible for submitting the proposal.
- Table of Contents – list sections within proposal submission for organization of materials with corresponding page numbers, headers and sub headers.
- Introduction – including the company profile
- Scope of Work – a brief description of how the respondent will navigate the scope of work as detailed in the above section. Please be clear, concise, and complete when responding.
- Key Personnel – list the person(s) that will address the scope of work.
- Cost – detail cost breakdown for the services outlined, including hourly rates, equipment fees (if any), and any additional charges.
- References – provide 2-3 references, past or current, from clients with similar services, including contact information.

Proposals should be submitted to Jeremy Jacobson at [jeremy@greaterchathaminitiative.org](mailto:jeremy@greaterchathaminitiative.org)

Questions should be directed to Jeremy Jacobson using the email address above or by calling 312-339-3555.

## Map of proposed SSA

