



Edgewater Chamber of Commerce

Request For Proposals For Renewal of a Special Service Area #26 Broadway Commercial District

Edgewater Chamber of Commerce is seeking a consultant to assist with the application for the renewal of Special Service Area #26- Broadway Commercial District as required by the City of Chicago Department of Planning and Development.

The RFP response deadline is 5 p.m., Wednesday, December 10, 2025. Respondents will be notified of the decision by Monday, December 22, 2025.

Services will be provided beginning January 2026 and continue through the passage of the ordinance by City Council no later than December 2026. The services are intended to be comprehensive and are described below.

Services requested:

Consultant will be responsible for the completion of the SSA Designation Steps as outlined in the City of Chicago's ["2027 Designation Steps for New and Renewing Special Service Areas"](#).

Requested services include:

- Attend advisory committee meetings
- Assist with refining the SSA boundaries, including consideration of a possible extension
- Prepare a study area map with tax parcel, ward, TIF detail and other relevant information (Exhibit 1- SSA 26 Map)
- Prepare an SSA PIN 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 SSA Application and Designation Packet, including any corrections needed as recommended by the City. Application is due June 12, 2026.
- Attend Public Hearing at City Hall

Proposals should include:

- a scope of services
- A timeline for completion of each task
- Description of firm and resumes of consultants assigned to project
- 3 references
- Relevant prior experience
- Detailed costs including consultant fees and other projected expenses.



Edgewater Chamber of Commerce

Request For Proposals For Renewal of a Special Service Area #26 Broadway Commercial District

Please submit a proposal by 5 p.m., Wednesday, December 10, 2025. NO LATE PROPOSALS WILL BE ACCEPTED.

Please submit responses to:
Jessica Wobbekind, Director of Community Development
Jessica@edgewater.org

RFP Terms and Requirements

Selection Criteria: Applicants will be evaluated on their cost effectiveness, capacity, technical skills, ability to work with a diverse group of stakeholders. Contracts will be issued following the commission meeting vote. Any deviation from the RFP automatically disqualifies the potential contractor. Edgewater Chamber of Commerce reserves the right to award all, part or none of this solicitation.

Business Ownership: Owners of the firm cannot be current employees of the City of Chicago. State statute prohibits businesses owned by City of Chicago employees or elected officials from contracting with SSA Service providers. All subcontractors must sign an affidavit attesting the above is true.

Equal Opportunity: ECC strongly encourages the utilization of local and minority and women owned business and a diverse workforce and are interested in receiving proposals from a broad spectrum of individuals committed to creating an inclusive and equitable work environment. ECC does not discriminate against applicants on the basis of race, gender, disability, age, veteran status, national origin, religion, sexual orientation, or political affiliation.

EDGE WATER

SSA 26 BROADWAY

Edgewater Chamber of Commerce

Request For Proposals
For
Renewal of a Special Service Area #26 Broadway Commercial District

Exhibit 1: SSA 26 Map

