

THE MAGNIFICENT MILE[®] ASSOCIATION

MICHIGAN AVENUE DISTRICT | CHICAGO

The Magnificent Mile Association seeks a consultant/planning firm to assist The Magnificent Mile Association in managing the Michigan Avenue Special Service Area, its programs, projects, Commission, supporting the renewal of the Special Service Area or creation of a Business Improvement District, preparing for the Democratic National Convention, and completing required reporting and monitoring of programs, including tracking expenses.

Specifically, the consultant will be responsible for the following key elements:

1. Oversee business district initiatives, such as sidewalk or plaza installations, art activations, or district events (e.g., National Night Out), etc., including, but not limited to, documenting needed upgrades and projected costs, project management and execution of upgrades, activations and events, and reporting of achievements and results.
2. Manage the Michigan Avenue Special Service Area, including staffing SSA Commission meetings, ensuring vendor compliance and performance;
3. Submit correctly all required program reports, manage project and vendor budgets, attend required program meetings, work with the Association's Staff Accountant to submit accurate invoices via iSupplier and Sharepoint;
4. Support the SSA renewal/BID creation process, assisting the SSA consultant with the renewal effort, and supporting the creation of Illinois' first-ever Business Improvement District (contingent upon successful adoption of state legislation);
5. Assist with district preparation in advance of the Democratic National Convention in August by identifying needed infrastructure improvements and short-term projects that can be accomplished in 3-, 60-, and 90-day timeframes and manage related projects, as needed;
6. Provide monthly P&L analysis to ensure proper SSA budget tracking and forecasting.

Qualifications of the Successful Consultant/Firm:

- Urban planning and project management experience, including experience with district management and Special Service Areas;
- Ability to place consistent staff member in The Magnificent Mile Association at least one day/week and provide additional minimum of 17 hours of team support per week (minimum of 25 hours of support per week);
- Experience working collaboratively with community members, stakeholders, residents, and property owners;
- Ability to manage projects using project management tools and CRM platform;
- Good written and oral communication skills, excellent listening skills;
- Ability to effectively manage vendors and contractors, including managing budgets and revenue forecasts;
- Experience in facilitating effective meetings;
- Extraordinary organizational skills and attention to detail;
- Proficiency with Microsoft Office, Sharepoint, OneDrive, and ability to learn new software;
- Familiarity with placeraï, CoStar, and/or other data sources for district analytics;
- Familiarity with Chicago permitting processes, zoning regulations, and business licensing;
- Ability to work independently, meet deadlines, be a self-starter, and be collaborative.

Time Frame of Contract: On-site and district-based work from February 15, 2024 through December 31, 2024, with final SSA and program reports completed in January, 2025.

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

Bids Due: Friday, February 9, 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.