



REQUEST FOR PROPOSALS

Wicker Park Bucktown SSA #33: 2026 Outreach & Engagement Contractor

The Wicker Park Bucktown Chamber of Commerce is seeking an Outreach & Engagement Contractor that will help facilitate SSA #33's Reconstitution efforts via door-to-door informational campaign and provide support on general administrative tasks.

Services will be provided during a 12-month period

- Beginning **February 1, 2026**
- Ending **January 31, 2027**

Area of Service:

- The commercial corridors within the boundaries of Special Service Area #33, as depicted in Attachment A, including all PIN-holding businesses and residences within the boundaries.

Services Requested:

- Lead door-to-door informational campaigns and resource delivery to PIN-holders, including:
 - Arts guides
 - Neighborhood guides
 - SSA #33 informational pamphlets
- Support SSA #33's reconstitution efforts, including:
 - Obtaining and organizing PIN-holder contact information
 - Support the build out of the reconstitution landing page
 - Educating PIN-holders and neighbors on reconstitution efforts
- Attend and give status reports and SSA updates at all Commission meetings
- Attend/Support SSA-sponsored events and programs, including:
 - Commercial brokerage event
 - Boopalooza
 - Bike check-up activations
 - Annual retreat
- Provide support on SSA administrative tasks as needed

Qualifications:

- Strong attention to detail and ability to track and report information accurately
- Professional communication style on the phone, in person, and in writing
- Experience with or openness to learn market intelligence software (i.e. Placer.ai)
- Ability to work independently and manage time effectively
- Comfortable working outdoors in an urban environment
- Good communication skills and reliable access to a phone or email for regular updates.

- Previous experience in community work or data-collecting is a plus but not required
- Knowledge of the Wicker Park and Bucktown neighborhoods is a plus

Service Schedule:

Timing to be determined through coordination with WPBCC staff and selected contractor. Contractor must be flexible and able to accommodate schedule changes before and after holidays. All changes would be coordinated and approved in advance.

Proposals should include:

- Cover Letter and Resume, highlighting professional experience and qualifications
- 2-3 relevant references with contact information (other SSAs or community organizations preferred)
- **Full monthly and yearly cost breakdown and pricing associated with:**

A) Pricing for Outreach & Engagement contracted work:

- 10 hours/week
- 15 hours/week
- 20 hours/week

Please refer to *Attachment A: SSA #33 Service Map* and *Attachment B: Background on WPB SSA #33 and Core Values*. If you have questions prior to submission, please email us at ssa33@wickerparkbucktown.com

Submission Deadline:

Monday, December 15th, 2025 at 5:00pm

Proposals should be sent via:

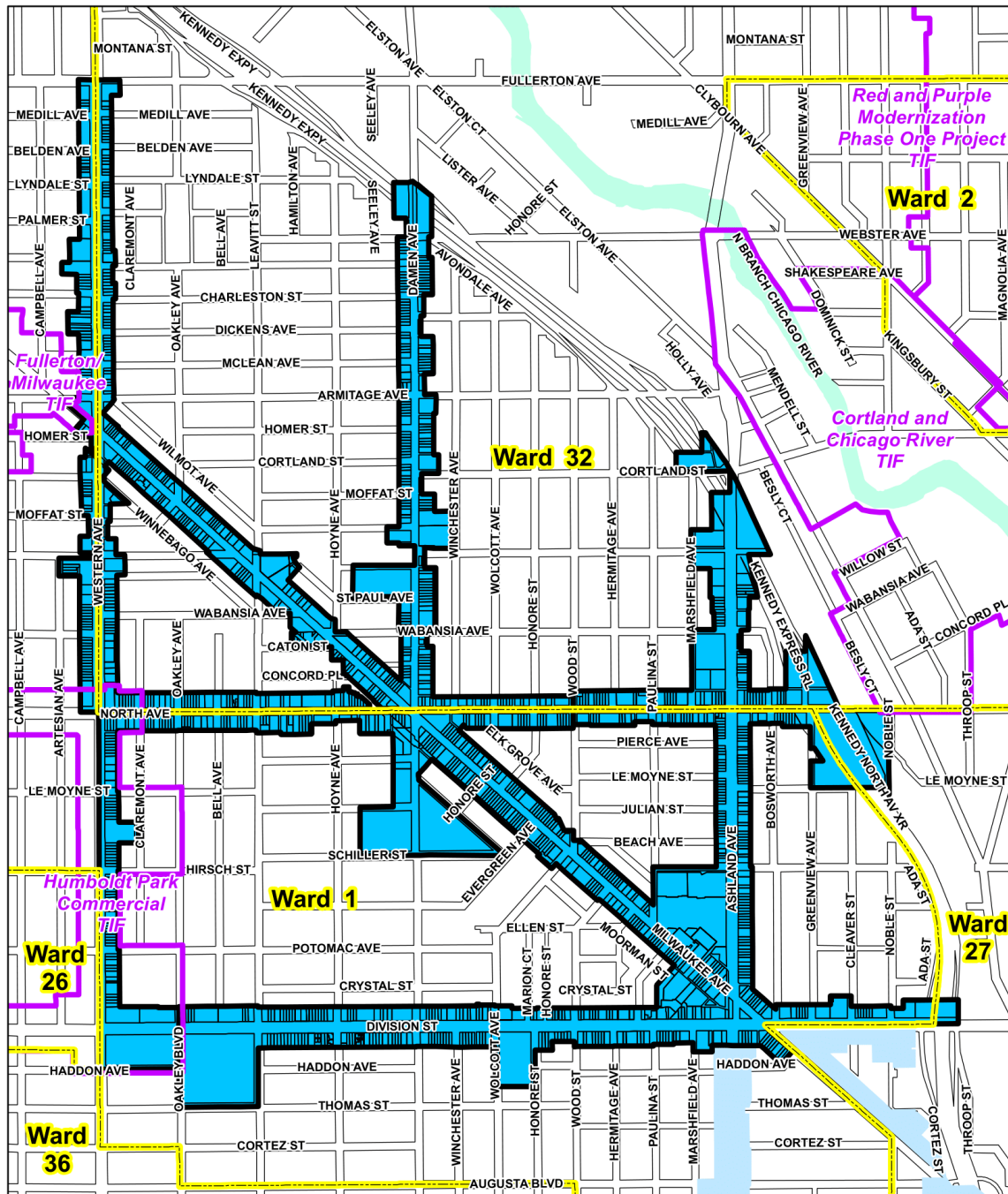
Email (preferred method) to: ssa33@wickerparkbucktown.com

Or mailed to:

Wicker Park Bucktown SSA #33
1414 N. Ashland Ave.
Chicago, IL 60622

Late proposals will not be accepted or considered.

Attachment A



- Legend**
- Wicker Park / Bucktown
 - Other SSA
 - TIF
 - Wards (2023)

Wicker Park / Bucktown SSA #33



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WORK PRODUCT

Attachment B

Background on WPB and Core Values

What is WPB SSA #33?

WPB is the Special Service Area for the Wicker Park and Bucktown neighborhoods of Chicago. The mission of WPB is to sustain and promote the prosperity and unique qualities of life in the Wicker Park and Bucktown neighborhoods and commercial district, whilst preserving its diverse character for the benefit of its residents, visitors, and businesses through the wise and discerning investment of resources to enhance our public ways.

Core Values

The Commission of SSA #33 has a set of core values that are at the heart of any and all decisions made. These values guide the Commission, influencing goals, priorities, and allocation of funding for projects.

Environmental best practices are preferred, and should be incorporated into all projects. Being located in a well-established urban area presents unique environmental challenges. Green space is limited, while hard, impervious surfaces abound, especially on the commercial streets of WPB. Alternatives to conventional methods of managing stormwater runoff should be explored and implemented whenever possible. As natural resources become more and more limited, the need to recycle as well as find alternative methods for powering vehicles, buildings, etc. is becoming more imperative. The Commission of WPB is committed to finding ways to encourage recycling and a more “green lifestyle” in order to lessen the burden on infrastructure and resources.

Walking, bicycling, and public transit are preferred methods of transportation. Traffic congestion and parking are major concerns in the Wicker Park and Bucktown neighborhoods. The Commission of WPB feels that it is important to maintain the neighborhoods as safe, interesting, and inviting places to walk and bike. When residents are walking and biking, they are more likely to use transit. The private vehicle is here to stay and needs to be considered in planning, however, the Commission of WPB desires to put the needs of walkers, cyclists and transit riders first, as they are the more sustainable means of transportation in an urban setting.

Public space, particularly streets, are an integral part of making a neighborhood exciting. When people talk about a great neighborhood, they are often referring to the public life of the neighborhood, an experience that can only be had in the public way, on streets or sidewalks. An active, exciting, and interesting street life is the backbone of successful neighborhoods, as it serves residents, visitors, and businesses of all kinds equally. When people talk about a great neighborhood, they rarely speak of the interior of houses or stores, but rather the people they watch, the storefronts that catch their eye, the outdoor spaces where they relaxed, and the overall experience of being in the neighborhood as experienced from its sidewalks. To this end, the Commission of WPB is interested in maintaining the unique atmosphere of Wicker Park and Bucktown that can only be experienced in the public way.

Honoring the heritage of the neighborhoods while progressing into the future.

The Wicker Park and Bucktown neighborhoods have been home to many artists, musicians, writers, and others in the creative community for many years. Unfortunately, there has been a decline in the creative community, a detriment to the culture and liveliness of the neighborhoods. Similarly, the neighborhoods have a wealth of architectural history that has also been lost. The Wicker Park and Bucktown neighborhoods are at an important crossroads: find ways to nourish the creative community and preserve architectural heritage so that it continues to flourish or risk further decline and the loss of what has helped define the neighborhoods for so long.

Any community process should be open and transparent to its stakeholders. WPB is funded through property tax dollars and exists as a public body. Any planning, budgeting, or decision-making process shall be open to the public. Innovative methods to solicit public comment and input are expected; WPB considers transparency and engagement to be paramount to its success and validity in the community.