

# REQUEST FOR PROPOSALS FOR THE STATE STREET CORRIDOR PLAN



CHICAGO  
LOOP  
ALLIANCE®

SPECIAL SERVICE  
AREA #1-2015

CHICAGO LOOP ALLIANCE & SPECIAL SERVICE AREA #1-2015

NOVEMBER 2019

Request issued November 11, 2019  
Proposals due December 6, 2019

Chicago Loop Alliance  
55 W Monroe Street, Suite 2660  
Chicago, IL 60603



CHICAGO  
**LOOP**  
ALLIANCE.

**SPECIAL SERVICE  
AREA #1-2015**

## TABLE OF CONTENTS

<b>GENERAL INFORMATION .....</b>	<b>3</b>
Proposal Submission.....	3
Contract Deadline.....	4
About Chicago Loop Alliance.....	4
History of State Street.....	5
Other Helpful Information.....	6
<b>PROJECT SCOPE.....</b>	<b>7</b>
Study Area.....	7
Scope of Services.....	8
Community Engagement.....	9
Topic Areas.....	10
Final Deliverables.....	11
Timeline.....	12
<b>SUBMISSION REQUIREMENTS.....</b>	<b>13</b>
Total Cost.....	14
<b>CONSULTANT SELECTION.....</b>	<b>15</b>

## GENERAL INFORMATION

Chicago Loop Alliance (CLA) is seeking proposals from experienced urban planning or urban design firms to develop a plan for the future of State Street. CLA is requesting proposals for a corridor plan with a focus on urban design and transportation issues.

Qualified applicants will have proven experience creating urban street plans for other neighborhood organizations, special service areas, business improvement districts, municipalities, and civic organizations.

As the sole service provider for Special Service Area #1-2015, Chicago Loop Alliance is tasked with programming and maintaining a high performing street in the heart of the central business district. CLA seeks a plan for the improvement of State Street, including both recommendations that can be accomplished by CLA and SSA #1-2015 alone, and improvements that CLA can accomplish through partnerships and advocacy. The plan may also be used by partner organizations, such as the City of Chicago Department of Planning and Development, the Department of Transportation, the Chicago Transit Authority, businesses and properties on State Street, and more.

## PROPOSAL SUBMISSION

Proposals are due on December 6, 2019 at 11:59pm. Late submissions will not be considered. Interviews for the top candidates will be scheduled on December 11, 2019.

Please address all proposal submissions and inquiries to:

Kalindi Parikh  
Director of Planning  
Chicago Loop Alliance  
55 W Monroe Street, Suite 2660  
Chicago IL 60603  
(312) 782-9160  
[kalindi@chicagoloopalliance.com](mailto:kalindi@chicagoloopalliance.com)

Both paper submissions and electronic submissions will be accepted, but electronic submissions are preferred. If submitting electronically, please submit via email to [kalindi@chicagoloopalliance.com](mailto:kalindi@chicagoloopalliance.com). If submitting a paper copy, please send to the address above. Please note, Chicago Loop Alliance is open from 8:30am to 4:30pm Monday through Friday.

## **CONTRACT DEADLINE**

A contract between Chicago Loop Alliance and the selected firm must be signed by the end of the 2019 calendar year.

## **ABOUT CHICAGO LOOP ALLIANCE**

The organization has a threefold structure, mission, and systems of governance:

### **Chicago Loop Alliance (CLA)**

Mission: Chicago Loop Alliance creates, manages and promotes high-performing urban experiences, attracting people and investment to the Loop.

CLA is an independent 501(c)(6) consisting of over 250 businesses and organizations that support the organization through membership dues. CLA provides networking opportunities, key economic reports, access to city agencies, and visibility through member-focused destination marketing campaigns. CLA also engages in placemaking efforts, including managing public space and public art programs, and promotes economic development in the Loop.

### **Special Service Area #1-2015**

The goal of State Street Special Service Area #1-2015 is to position State Street as a highly desirable world-class retail, entertainment and cultural destination that attracts Chicago residents, tourists and visitors as well as new businesses and real estate development.

CLA is the sole service provider to the State Street SSA 1-2015, which includes property on both sides of State Street between Wacker Drive on the north and Ida B Wells Drive on the south. SSA 1-2015 achieves its goal by providing supplemental services to keep the area clean and maintaining infrastructure, through public space interventions, and through special programming that brings visitors and media attention to State Street. SSA 1-2015 was formed in 1996 to maintain State Street after the street's renovation, as recommended in the Greater State Street Council's 1987 "Vision for the Future of Greater State Street." SSA # 1-2015 is managed by CLA.

### **Chicago Loop Alliance Foundation (CLAF)**

Mission: CLAF Creates, supports, and promotes artistic, cultural, and public events that benefit organizations, individuals, and stakeholders in the Loop.

CLAF is an independent 501(c)(3) corporation that was formed in 2005 to develop and promote artistic, cultural, and public offerings within the service area of CLA. These initiatives enhance the character of the Loop, contribute to its competitive position as a mixed-use destination, and promote economic development and tourism in the area. CLAF contributes funding to the organization's placemaking initiatives.

## HISTORY OF STATE STREET

Forty years ago, the State Street Council and the City of Chicago opened the “State Street Mall,” a pedestrian and bus mall that closed State Street to automobile and bicycle traffic. The goal of the mall, modeled after European pedestrian malls, was to compete with the rise of suburban shopping centers and to improve transit service and pedestrian experience in the Loop. The mall was not the success that had been hoped for, and instead created challenging infrastructure issues, a hotspot for bus diesel fumes, and an empty, cavernous feel that was unwelcoming to pedestrians.

In 1987, the Greater State Street Council published “A Vision for the Future of Greater State Street,” which outlined a plan to reopen the street to traffic. The City of Chicago invested \$25M to renovate the street as designed by Skidmore, Owings & Merrill. In 1996, the renovation was completed, and State Street reopened with historic-looking infrastructure, including light poles, bus kiosks, signage, planters, and more. That same year, Special Service Area #1-2015 was created, and the Greater State Street Council merged with the Central Michigan Avenue Association to form the Chicago Loop Alliance as the sole service provider for the SSA.

More information about the history of State Street can be found in the Chicago Public Library’s special collection on the Chicago Loop Alliance:  
<https://www.chipublib.org/fa-chicago-loop-alliance-collection/>

**About State Street Today:** The 1996 design of State Street was the most recent plan for the street, and the street is still operating off that plan. State Street (within the focus area of this plan - see “Study Area” for more information) is currently characterized by three “zones.” The north end of the street (from Wacker to Randolph, approximately) is characterized as a theatre district, with several famous theaters and cultural institutions lining the street. The central portion (approximately from Randolph to Adams) is characterized by retail uses, especially clothing stores, focusing affordable to mid-range retail (unlike the luxury retail that characterizes Michigan Avenue on the Magnificent Mile). The south end of the street (from Adams to Ida B Wells and beyond) is an educational district, with numerous universities and the Harold Washington Library on the Street. This southern zone deals with retail vacancy and the lowest pedestrian traffic on State Street. Additionally, State Street is home to five major CTA train stops (State/Lake and Harold Washington Library - serving the orange, green, pink, purple, and brown lines; and the Lake, Monroe, and Jackson red line stops) plus the abandoned red line stop at Washington. State Street has two lanes of traffic in either direction with medians (either painted or built) on most blocks. Currently, State Street has no designated bus lanes or bike lanes.

## **OTHER HELPFUL INFORMATION**

Visit [www.loopchicago.com/cla](http://www.loopchicago.com/cla) for more information on the Chicago Loop Alliance's programs and activities.

Visit <https://loopchicago.com/do-business/invest/research-and-resources/> for links to recent annual reports, economic studies, a university study and the CLA strategic plan.

# PROJECT SCOPE

## STUDY AREA



**Loop Context Area:** The red dashed line outlines CLA’s Loop boundary. This will be considered the minimum context zone, where planning for State Street should relate to an understanding of the wider Loop.

**SSA #1-2015:** The blue dotted line outlines the boundary of SSA #1-2015 and the location of the ratepaying properties.

**State Street:** The green double-sided arrow shows the portion of State Street that is the focus of this plan. Connections to other portions of State Street should be considered during planning, but the portion from Wacker Drive to Ida B Wells Drive will be referred to as “State Street” for the purpose of this plan.

## **SCOPE OF SERVICES**

Chicago Loop Alliance is seeking a qualified urban planning or urban design firm to facilitate an urban planning process that culminates in the development of a complete State Street corridor plan.

With oversight from the Chicago Loop Alliance staff and support from the CLA Board of Directors and State Street Commission, the selected firm will take a lead on developing the planning process and plan deliverables. This project scope will serve as a basic outline for the structure of the planning process. Planning consultants should use this as a framework to develop a more detailed project scope that best highlights their strengths and professional capabilities. The scope below is not exhaustive. Consultants may add to the scope at their discretion.

### **Project Management**

The chosen firm will lead the development of this plan, including managing time, staff, budget, and travel (if needed). CLA will share data from CLA sources and assist consultants with communicating with stakeholders, including CLA Board of Directors, the State Street Commission, and key contacts from relevant city departments. CLA staff and consultants will work in partnership to determine procedures to communicate with the public and other necessary stakeholders.

### **Existing Conditions Study**

Plan consultants will examine the history of the street as well as current land use, economic, and infrastructure conditions to develop a clearer understanding of the street's current conditions and possible future trends. These findings will be backed by data and used to inform the vision and strategy of the plan.

### **Opportunities and Challenges**

Grounded in the findings of the existing conditions study, plan consultants will engage with stakeholders to determine the major opportunities and challenges facing the street, with respect to both current conditions and future trends.

### **Vision and Goals**

Incorporating input from CLA and stakeholders, consultants will create a vision or visions for the street that are based in data and community priorities. The vision(s) should be widely backed by stakeholders. Consultants will develop goals meant to accomplish the vision(s).

### **Strategies**

Consultants will conduct research on best practices and innovative methods to achieve the agreed upon goals and make a list of strategic recommendations. Strategies should be well-described, with designed visuals or images of precedent included where needed. Strategies should be imaginative but grounded in their ability to be implemented.

## **Implementation**

Consultants will outline the methods for implementing said strategies, including timeframe, partners, and potential funding sources. Consultants will differentiate between strategies CLA can achieve alone, those that CLA can achieve with a partner or partners, and strategies that CLA will need to advocate for.

## **COMMUNITY ENGAGEMENT**

CLA values quality engagement with stakeholders for the equitable development of a plan. CLA defines stakeholders as the following list of people and organizations. This list is not exhaustive and may be expanded as necessary.

- Chicago Loop Alliance staff, board of directors, and members.
- State Street Commission overseeing SSA #1-2015
- Property Owners and Businesses
- City of Chicago Department of Transportation, Department of Planning and Development, Department of Streets and Sanitation, the Department of Cultural Affairs and Special Events, and the Chicago Police Department
- Chicago Transit Authority
- Chicago City Council including the offices of Alderman Reilly (42) and Alderman King (4)
- Chicago Parks District
- Educational Institutions including universities and the Harold Washington Library
- The public includes the 300,000 people who work in the Loop and the 30,000 who live there, the Loop's student population, residents of the City of Chicago who travel to the Loop and State Street for important resources and/or shopping, and the unhoused population.
- Other allied organizations as deemed relevant including but not limited to the Metropolitan Planning Council, the Active Transportation Alliance, the Chicago Metropolitan Agency for Planning and more.

## **Methods for Community Engagement**

Consultants will be responsible for developing a robust community engagement process that involves the above groups in a meaningful way. CLA will collaborate with consultants on accessing CLA stakeholders and key city staff. A mixture of workshops, charrettes, surveys, focus groups, and other formats may be needed to engage those typically uninvolved in the planning process. Community engagement is necessary throughout the planning process, but especially in the “Opportunities and Challenges” and “Vision and Goals” stages.

## **Downtown Futures Series**

Since 2015, CLA has hosted a lecture series called the “Downtown Futures Series” (DFS) where industry leaders are asked to speculate on the future of downtown through a specific lens. Past topics have included mobility as a service, the outdoor recreation industry, the evolving public way, the Chicago Riverwalk, and other innovative topics. In 2020, three DFS events may be devoted to the State Street planning process as a platform for CLA board, members, and other members of the public to weigh in on various topics related to the plan. The format of this series will be developed in coordination with the selected consultant.

## **Online Tools**

Though not required, CLA strongly encourages the use of innovative online tools for civic engagement.

## **TOPIC AREAS**

The Loop is evolving, and CLA is seeking strategies to meet the needs of State Street in the future. Such changes include the introduction of new transportation modes (rideshare, micromobility, autonomous vehicles), the increase in the Loop’s residential population, the changing nature of retail, and the rise of megadevelopments on the periphery of the central business district.

The ideal plan is a corridor plan rooted in urban design methods. After initial conversations with CLA stakeholders, the following topic areas emerged as priority areas. Topic descriptions are not exhaustive and may evolve during the planning process.

**Character, aesthetics, and infrastructure:** Style and materials of street furniture (signage, transit entrances, planters, light poles, bus shelters, and more), colors and materials of street surfaces, theme and brand of the street (currently historic). This can include design guidelines for future development.

**Public space:** Quality of existing public open space (Pritzker Park at the south end of the street and the Gateway at the north end), opportunities for new public space, opportunities for privately owned public space (e.g. sidewalk cafes on Wabash Avenue).

Additionally, opportunities to program public space with public art or placemaking initiatives.

**Transportation and mobility:** Quality and connectivity of CTA bus routes and train stations (with respect to current disrepair and the upcoming State and Lake station renovation), connections between street level and underground space, integration of newer mobility types (rideshare, micromobility, and autonomous vehicles) and evaluation of State Street as a “complete street.” Special focus on the pedestrian experience on State Street.

**Connectivity:** State Street’s connections to the Loop, the neighborhoods, and Chicago more generally and its role as a connector between train lines.

**Retail and business mix:** Understanding the evolving role of retail in downtowns and anticipating an ideal mix of businesses on State Street. Strategies to support retail retention and engagement with the street.

**Technology:** How the street can evolve to meet the needs of a highly technology driven population. Potential topics may be interactive signage and wayfinding, the use of sensors to meet demand, and more. Technology may also be a lens with which to examine other topic areas.

## **FINAL DELIVERABLES**

The planning process will result in the development of the following deliverables. Additional deliverables may be needed as agreed upon during the negotiation of a final scope of services. Consultants are encouraged to add additional deliverables at their discretion.

- A robust and useful plan document that details the process, findings, vision, goals, strategies, and implementation guidelines. Plan document should contain useful visuals to illustrate the plan clearly.
- Presentations to CLA stakeholders (either at a CLA board meeting, CLA Annual Meeting, or a special meeting or press conference, to be determined)

## TIMELINE

<b>Timeline</b>	<b>Deliverables</b>
November 11, 2019	RFP Released
December 6, 2019	Proposals Due
December 11, 2019	Final Candidate Interviews
December 13, 2019	Winning Firm Notified
December 20, 2019	Contract Signed
January 15, 2020	Project Kickoff
November 4, 2020	Anticipated Project Completion (negotiable)

## **SUBMISSION REQUIREMENTS**

### **Cover Letter**

Include a summary of your firm's interest in this plan and your understanding of the services needed and the topics addressed. Explain why your firm is best qualified to provide these services and outline any special capabilities or qualities that would distinguish your proposal amongst others. Include information for any required subcontracted consultants or firms.

### **Project Approach**

Describe your anticipated methodological approach to the planning process based on your understanding of the project and CLA's capabilities and needs. Include a framework for community engagement. Include any additional deliverables that you have determined necessary.

### **References and Work Samples**

Provide samples of previous urban plans (especially corridor/urban design plans of similar scales where applicable) and include at least three references with full contact information. Other information that you believe illustrates your firm's capacity to fulfill the requirements laid out in the scope of work may also be included.

### **Project Team**

Include resumes and work samples of the individual who will manage the project, as well as others identified to work directly with CLA. Please specify why this individual is the best person to lead this important CLA project.

### **Schedule**

Provide your anticipated schedule for the completion of this plan. This may be negotiated before contracts are signed.

### **WBE or MBE**

Please include whether your firm is a Women Business Enterprise or Minority Business Enterprise and attach any certification to confirm WBE or MBE status.

### **International Downtown Association**

Please include whether your firm and/or consultant team are members of the International Downtown Association.

### **Additional Information**

Include any relevant information not requested elsewhere in this document.

## TOTAL COST

This is a request for proposals and final price will be negotiated with the selected consultant team. However, the project funding source requires us to have a sense of costs and we therefore request consultants to include a “not to exceed” number for our consideration. In addition, we would like to consider the cost of various elements of the final scope:

- Proposed costs for each scope of work listed under “Scope of Services” and “Community Engagement.”
- “Not to exceed” cost for the project, which is **\$140,000**. Proposals that do not include this number will not be considered.

## CONSULTANT SELECTION

Proposals will be evaluated based on the following selection criteria:

### **Firm Qualifications**

- Qualification of the staff who will be working directly with CLA
- Experience in urban planning and design
- Experience in corridor planning
- Experience working with Special Service Areas (SSAs) or Business Improvement Districts (BIDs) a plus

### **Proposal Quality**

- Firm understanding of the project scope and topic areas
- Clear sense of stakeholders involved in plan
- Thorough community engagement strategy
- Creativity and innovation in planning methods
- Emphasis on scalability as shown through submitted work samples (CLA prefers a plan that can be implemented at various scales and timeframes)
- Quality of visuals as shown through submitted work samples (visuals are powerful in advocacy for implementation. CLA values clear visuals to help get support for plan recommendations)
- Clarity of written proposal and submitted work samples (CLA is made up of many stakeholders, few of which are urban planners. Proposal should be clear to anyone regardless of profession)

### **Budget and Timeframe**

- Proposed consultant schedule and work plan
- Proposed meetings and/or visits
- Total project fees and clear budget