

**CITY OF CHICAGO**



**REQUEST FOR PROPOSALS (RFP) FOR  
Local Industrial Retention Initiative (LIRI)**

**RFQ#8074**

**ISSUED BY:**

**CITY OF CHICAGO DEPARTMENT OF PLANNING AND DEVELOPMENT**

**All proposals must be submitted via the eProcurement system:**

**<http://www.cityofchicago.org/eprocurement>**

**Questions concerning the RFP should be directed to:**

Nora Curry

Program Director

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**LORI E. LIGHTFOOT  
MAYOR**

**MAURICE D. COX  
COMMISSIONER**

## **DPD Program: Local Industrial Retention Initiative (LIRI)**

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### **DEPARTMENT OVERVIEW**

The Department of Planning and Development (DPD) promotes the comprehensive growth and sustainability of the City of Chicago and its neighborhoods. The department also oversees the City's zoning and land use policies and employs a variety of resources to encourage business and real estate development, historic preservation, accessible waterfronts, walkable neighborhoods, and related community improvements. DPD's economic development initiatives include a wide spectrum of financial assistance programs, business development efforts, and related quality-of-life endeavors for local neighborhoods.

Under Mayor Lori Lightfoot, the Department of Planning and Development (DPD) leads INVEST South/West, an unprecedented equitable investment development strategy to revitalize 10 historic neighborhoods on Chicago's South and West sides, and We Will Chicago, a three-year, citywide planning initiative that will encourage neighborhood growth and vibrancy while addressing social and economic inequities that impair Chicago's legacy as a global city.

The Local Industrial Retention Initiative (LIRI) program will support these initiatives by cultivating engagement between industrial corridor companies and INVEST South/West communities or other appropriate underserved communities to provide more opportunities for job placement and growth. These deliverables will be built into the LIRI work plans to build the infrastructure to institutionalize equity by setting expectations, tracking progress, and measuring impact.

### **PROGRAM OVERVIEW**

DPD seeks not for profit organizations as delegate agency partners for the LIRI program. LIRI agencies provide assistance to industrial businesses primarily in the City's 26 Industrial Corridors with the purpose of retaining and expanding those businesses and strengthening the Industrial Corridors. LIRI agencies assess business needs, identify resources, provide project support, and act as counselors to resolve a variety business issues. LIRI agencies also promote City programs and initiatives, identify real estate opportunities, and advocate for infrastructure investments that lead to continued Industrial Corridor development. These interventions result in completed projects, job retention and creation, leveraging public and private financing, and neighborhood development. Examples of how agencies help businesses include:

- identifying new locations and securing funding for expansion including City economic incentive programs such as SBIF, TIF, and tax incentives;
- connecting businesses to workforce development resources to find and train employees;
- obtaining permits and business licenses; and
- promoting Industrial Corridors and the industrial sector.

### **PROPOSED CONTRACT REQUIREMENTS**

Annual LIRI program activity may include:

- Engaging industrial businesses, assessing needs, and supporting projects;
- Marketing City programs and initiatives to businesses and helping them use the programs;
- Providing lists of needed infrastructure improvements and available real estate in LIRI service area;
- Creating an Industrial Business Alliance in LIRI service area;
- Surveying industrial businesses to assess critical needs;

- Marketing available manufacturing jobs and host annual job fair event with job placement agency;
- Providing two (2) technical assistance trainings to area businesses;
- Programming a beautification activity for vacant real estate in LIRI service area;
- Organizing programs related to Manufacturing Day, Women’s History Month, Black History Month, National Hispanic Heritage Month or similar events;
- Providing opportunities for the City to communicate with LIRI service area businesses including hosting community meetings and sharing City notices;
- When applicable, aggressively marketing TIF programs and redevelopment sites in TIF areas to prospective businesses, developers, and investors; and
- Responding to DPD requests and assignments as needed.

**PERFORMANCE MEASUREMENT**

Agency performance on LIRI contracts will be evaluated on factors including the following:

- Work plan fulfillment and contract compliance including meeting reporting deadlines;
- Number of reported engagements that identify business needs and lead to business solutions and sustainability;
- Number of new businesses or businesses retained or expanded because of LIRI assistance;
- Number of projects utilizing City programs;
- Number of jobs created and retained;
- Amount of public and private funds invested; and
- Number of industrial businesses with that hire and train employees from local or INVEST South/West communities.

**APPLICANT SELECTION CRITERIA**

Applications will be reviewed on a 100-point scale based on the following criteria:

Points	Criteria
30	Organizational Capacity
30	Proposed Program
20	Reasonable Costs, Budget Justification, and Leverage of Funds
10	Program Quality and Impact
10	Overall Responsiveness

To determine scores, evaluators will review:

1. Staff assigned to the LIRI project;
2. The Board of Directors composition - **Board members should reflect the demographical makeup of the community. The composition of board representatives should embody local industrial business owners, residents, property owners, and community leaders;**
3. Experience with economic development projects;
4. Experience working with industrial businesses;
5. Reasonable implementation costs and justification for amount of funding requested;
6. The agency’s fiscal stability including its sources of operating revenue;
7. Demonstrated ability to meet contract compliance and work plan requirements;

8. Justification for the contract, including an identified need for the contract and the applicant’s organizational capacity to fulfill the need;
9. Responsiveness to the LIRI Program expectations; and
10. Responsiveness to this application including timeliness, quality, and completeness.

**REQUIRED DOCUMENTATION**

All applicants shall provide the documentation listed below, which will be available on the LIRI program’s iSupplier RFP application site. Documents must be provided in Excel format.

1. Proposed 2022 LIRI Work Plan using DPD’s template.
2. Agency’s complete list of funding sources for 2021 and 2022 (proposed)
3. Agency’s 2021 and 2022 (proposed) Cost Allocation Plan showing the proposed LIRI funding and all other fund sources and allocations for your entire organization.

**ANTICIPATED TERM OF CONTRACT AND FUNDING SOURCE**

The term of contracts executed under this RFP will be for two consecutive one-year periods. The first year funding award will cover the period of January 1, 2022 to December 31, 2022. Based on performance and availability of funds, the contract may be extended for an additional year, from January 1, 2023 to December 31, 2023. Additional extensions may be granted, not to exceed one additional year. Programs may be funded with a combination of Corporate and Tax Increment Financing (TIF) funds. If so, specific reporting regarding TIF marketing activities will be required. Final awards are contingent on the availability of funds from the various sources identified above.

**PRIOR YEAR STATISTICS FOR THIS PROGRAM**

Applications received:	11
Projects funded:	10
Range of funding:	\$15,302-\$119,911
Total funding:	\$741,223

**PROGRAM CONTACT**

Fariduddin Muhammad, Coordinator of Economic Development I  
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 DPD Website: [cityofchicago.org/DPD](http://cityofchicago.org/DPD)

**OBTAINING THE RFP SOLICITATION DOCUMENTS**

Documents may be downloaded from the website of the Department of Procurement Services at the following URL: [cityofchicago.org/eProcurement](http://cityofchicago.org/eProcurement). Click on “Current Bids and Solicitation Opportunities”, then “eProcurement Bid and RFP solicitation Opportunities”. Respondents are solely responsible for obtaining all RFP Solicitation Documents including Clarifications and Addenda’s. In order to receive Notice of Clarifications and Addenda, Respondents must log-in to iSupplier, search for the RFP solicitation number, review, and accept the disclaimer. The City accepts no responsibility for the timely delivery of materials or failure of the Respondent to submit required information, as identified in this RFP. The City will not accept Proposals that are not received by deadline of this RFP.

**KEY TARGET DATES**

RFP Issuance: June 21, 2021  
 Virtual RFP technical assistance training: July 7, 2021  
 RFP Application open: June 21, 2021

**COMPLIANCE WITH LAWS, STATUTES, ORDINANCES, AND EXECUTIVE ORDERS**

Grant awards will not be final until the City and the respondent have fully negotiated and executed a grant agreement. All payments under grant agreements are subject to annual appropriation and availability of funds. The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the respondent in anticipation of a grant agreement. As a condition of a grant award, Respondents must comply with the following and with each provision of the grant agreement:

i. Conflict of Interest Clause: No member of the governing body of the City of Chicago or other unit of government and no other officer, employee, or agent of the City of Chicago or other government unit who exercises any functions or responsibilities in connection with the carrying out of the project shall have any personal interest, direct or indirect, in the grant agreement.

The respondent covenants that he/she presently has no interest, and shall not acquire any interest, direct, or indirect, in the project to which the grant agreement pertains which would conflict in any manner or degree with the performance of his/her work hereunder. The respondent further covenants that in the performance of the grant agreement no person having any such interest shall be employed.

ii. Governmental Ethics Ordinance, Chapter 2-156: All Respondents agree to comply with the Governmental Ethics Ordinance, Chapter 2-156 which includes the following provisions: a) a representation by the respondent that he/she has not procured the grant agreement in violation of this order; and b) a provision that any grant agreement which the respondent has negotiated, entered into, or performed in violation of any of the provisions of this Ordinance shall be voidable by the City.

iii. Successful Respondents shall establish procedures and policies to promote a Drug-free Workplace. The successful respondent shall notify employees of its policy for maintaining a drug-free workplace, and the penalties that may be imposed for drug abuse violations occurring in the workplace. The successful respondent shall notify the City if any of its employees are convicted of a criminal offense in the workplace no later than ten days after such conviction.

iv. Business Relationships with Elected Officials - Pursuant to Section 2-156-030(b) of the Municipal Code of Chicago, as amended (the "Municipal Code") it is illegal for any elected official of the City, or any person acting at the direction of such official, to contact, either orally or in writing, any other City official or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any City Council committee hearing or in any City Council meeting or to vote on any matter involving the person with whom an elected official has a business relationship. Violation of Section 2-156-030(b) by any elected official with respect to the grant agreement shall be grounds for termination of the grant agreement. The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code.

Section 2-156-080 defines a "business relationship" as any contractual or other private business dealing of an official, or his or her spouse or domestic partner, or of any entity in which an official or his or her spouse or domestic partner has a financial interest, with a person or entity which entitles an official to compensation or payment in the amount of \$2,500 or more in a calendar year; provided, however, a financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally

to all residents of the City; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. A “contractual or other private business dealing” shall not include any employment relationship of an official’s spouse or domestic partner with an entity when such spouse or domestic partner has no discretion concerning or input relating to the relationship between that entity and the City.

v. Compliance with Federal, State of Illinois and City of Chicago regulations, ordinances, policies, procedures, rules, executive orders and requirements, including Disclosure of Ownership Interests Ordinance (Chapter 2-154 of the Municipal Code); the State of Illinois - Certification Affidavit Statute (Illinois Criminal Code); State Tax Delinquencies (65ILCS 5/11-42.1-1); Governmental Ethics Ordinance (Chapter 2-156 of the Municipal Code); Office of the Inspector General Ordinance (Chapter 2-56 of the Municipal Code); Child Support Arrearage Ordinance (Section 2-92-380 of the Municipal Code); and Landscape Ordinance (Chapters 32 and 194A of the Municipal Code).

vi. If selected for grant award, Respondents are required to (a) execute the Economic Disclosure Statement and Affidavit, and (b) indemnify the City as described in the grant agreement between the City and the successful Respondents.

vii. Prohibition on Certain Contributions, Mayoral Executive Order 2011-4. Neither you nor any person or entity who directly or indirectly has an ownership or beneficial interest in you of more than 7.5% ("Owners"), spouses and domestic partners of such Owners, your Subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any Subcontractor of more than 7.5% ("Sub-owners") and spouses and domestic partners of such Sub-owners (you and all the other preceding classes of persons and entities are together, the "Identified Parties"), shall make a contribution of any amount to the Mayor of the City of Chicago (the "Mayor") or to his political fundraising committee during (i) the bid or other solicitation process for the grant agreement or Other Contract, including while the grant agreement or Other Contract is executory, (ii) the term of the grant agreement or any Other Contract between City and you, and/or (iii) any period in which an extension of the grant agreement or Other Contract with the City is being sought or negotiated.

You represent and warrant that since the date of public advertisement of the specification, request for qualifications, request for proposals or request for information (or any combination of those requests) or, if not competitively procured, from the date the City approached you or the date you approached the City, as applicable, regarding the formulation of the grant agreement, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.

You shall not: (a) coerce, compel or intimidate your employees to make a contribution of any amount to the Mayor or to the Mayor’s political fundraising committee; (b) reimburse your employees for a contribution of any amount made to the Mayor or to the Mayor’s political fundraising committee; or (c) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.

The Identified Parties must not engage in any conduct whatsoever designed to intentionally violate this provision or Mayoral Executive Order No. 2011-4 or to entice, direct or solicit others to intentionally violate this provision or Mayoral Executive Order No. 2011-4.

Violation of, non-compliance with, misrepresentation with respect to, or breach of any covenant or warranty under this provision or violation of Mayoral Executive Order No. 2011-4 constitutes a breach and default under the grant agreement, and under any Other Contract for which no opportunity to cure will be granted. Such breach and default entitles the City to all remedies (including without limitation

termination for default) under the grant agreement, under any Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

If you violate this provision or Mayoral Executive Order No. 2011-4 prior to award of the Agreement resulting from this specification, the Commissioner may reject your bid.

For purposes of this provision:

"Other Contract" means any agreement entered into between you and the City that is (i) formed under the authority of Municipal Code Ch. 2-92; (ii) for the purchase, sale or lease of real or personal property; or (iii) for materials, supplies, equipment or services which are approved and/or authorized by the City Council.

"Contribution" means a "political contribution" as defined in Municipal Code Ch. 2-156, as amended.

"Political fundraising committee" means a "political fundraising committee" as defined in Municipal Code Ch. 2-156, as amended.

viii. (a) The City is subject to the June 24, 2011 "City of Chicago Hiring Plan" (the "2011 City Hiring Plan") entered in *Shakman v. Democratic Organization of Cook County*, Case No 69 C 2145 (United States District Court for the Northern District of Illinois). Among other things, the 2011 City Hiring Plan prohibits the City from hiring persons as governmental employees in non-exempt positions on the basis of political reasons or factors.

(b) You are aware that City policy prohibits City employees from directing any individual to apply for a position with you, either as an employee or as a subcontractor, and from directing you to hire an individual as an employee or as a subcontractor. Accordingly, you must follow your own hiring and contracting procedures, without being influenced by City employees. Any and all personnel provided by you under the grant agreement are employees or subcontractors of you, not employees of the City of Chicago. The grant agreement is not intended to and does not constitute, create, give R.I.S.E to, or otherwise recognize an employer-employee relationship of any kind between the City and any personnel provided by you.

(c) You will not condition, base, or knowingly prejudice or affect any term or aspect of the employment of any personnel provided under the grant agreement, or offer employment to any individual to provide services under the grant agreement, based upon or because of any political reason or factor, including, without limitation, any individual's political affiliation, membership in a political organization or party, political support or activity, political financial contributions, promises of such political support, activity or financial contributions, or such individual's political sponsorship or recommendation. For purposes of the grant agreement, a political organization or party is an identifiable group or entity that has as its primary purpose the support of or opposition to candidates for elected public office. Individual political activities are the activities of individual persons in support of or in opposition to political organizations or parties or candidates for elected public office.

(d) In the event of any communication to you by a City employee or City official in violation of paragraph (b) above or advocating a violation of paragraph (c) above, you will, as soon as is reasonably practicable, report such communication to the Hiring Oversight Section of the City's Office of the Inspector General ("IGO Hiring Oversight"), and also to the head of the Department. You will also cooperate with any inquiries by IGO Hiring Oversight related to this Agreement.