

Executive Summary

“Redistricting can change a ward, an election can change leadership, lobbying can change the law. But building strong and healthy communities requires planning and investment over the long term, and that’s where QCDC comes in.”—Cook County Board President, Toni Preckwinkle

Quad Communities Development Corporation (QCDC) is a not for profit organization that provides technical assistance to small businesses and developers and manages commercial corridor revitalization initiatives. Its work is within the North Kenwood, Oakland, Douglas, and Grand Boulevard communities. Formed in May of 2003 to lead a comprehensive community planning process, QCDC developed a 10-year Quality of Life Plan that serves as the blueprint for the organization today. A catalyst for the creation of a vibrant, sustainable, healthy, diversified and mixed-income neighborhood, QCDC drives the development of commercial projects, supports and attracts small businesses and creates an environment supportive of private investment.



In July of 2012, QCDC revised its mission to more clearly articulate its role. QCDC improves the quality of life and economic strength of its neighborhoods by:

1. Driving economic development
2. Fostering the improvement of neighborhood schools; and
3. Supporting and connecting organizations focused on workforce development, retail attraction/retention and safety

While working with developers on a \$45M mixed-use development, QCDC discovered that there was no one source offering a comprehensive suite of services that would take a project from start to finish. Developers find themselves working with multiple entities for services like:

- Site Identification
- Land Assembly
- Community Engagement
- Access to Capital
- Access to MBE/WBE Professional Services Consultants
- Access to MBE/WBE Contractors
- Access to Section 3 (Public Housing Residents)/Local Residents for Hire
- Contract Compliance & Monitoring (on-site and management of certified payrolls)
- Guidance Through the City Process
- Economic Impact Tracking/Reporting



QCDC has created a portfolio of services that can be offered to developers as an option for “one stop shopping” as they move through various stages of their projects. The Developer Assistance and Advisory Service program (DAAS) affords developers the opportunity to contract one organization to meet its community development needs. The service package can be customized to fulfill the requirements of the project and jurisdiction.

QCDC conferred with a number of developers and consultants throughout the design phase of the Developer Assistance and Advisory Services program to ensure the services offered were of benefit and value. Developers also endorsed the proposed pricing structure, indicating that the fees associated with the program were in line with standard development costs.

In addition to technical expertise, QCDC has cultivated solid relationships with area local elected officials, City of Chicago staff, community organizations, residents and stakeholders. These relationships afford QCDC the speed and agility needed to navigate the City’s systems and approval processes, invaluable to developers as they package, present and complete projects within the target communities.



QCDC anticipates a successful implementation of the Developer Assistance and Advisory Services program because it satisfies a market need, has been thoroughly vetted by key members of the target market, and presents an unmatched competitive edge. The program will be monitored and evaluated quarterly to ensure effective and efficient service delivery, customer satisfaction, and target revenue projections are met.



QCDC DEVELOPER ASSISTANCE AND ADVISORY SERVICES

Task	Action
Site Identification and Land Assembly	<ul style="list-style-type: none"> • Work with aldermanic offices to identify and assemble city owned parcels of land • Identify and contact private landowners (or engage a broker) when necessary for project development • Coordinate all city services including but not limited to PIN selection, appraisals, environmental testing and zoning • Identify TIFs where appropriate and secure TIF (Tax Increment Financing) Increment reports
Community Engagement	<ul style="list-style-type: none"> • Attend meetings with project architect to confirm program and design. • Co-facilitate architectural design charette • Convene meetings among community residents and stakeholders to secure evidence of community support • Document community input and support via meeting notes and sign-in sheets • Meet with and secure letters of support from local elected officials, including but not limited to the Alderman (Aldermen) of the appropriate Ward(s) • Secure letters of support from local organizations, churches and block clubs • Mediate any potential conflicts and/or concerns raised by community stakeholders • If deemed necessary, forward letters to surrounding property owners for rezoning and Zoning Board of Appeals' approval • If deemed necessary, meet with City officials regarding the proposed development and TIF • Convene residents and community stakeholders and attend the Community Development Commission (CDC) Public Hearing on TIF District • Attend City Council meetings when the proposed project is introduced for TIF approval • Meet with other potential funders sources as deemed necessary • Convene community stakeholders and attend City Council introductions for project financings
Access to Capital	<ul style="list-style-type: none"> • Secure pre-development loans on behalf of the developer • Convene meetings with local lenders who would likely provide financing for the project • Facilitate meetings with potential project partners or co-developers • Participate in New Market Tax Credit (NMTC) financing structures if necessary
Access to MBE/WBE Professional Services Professionals	<ul style="list-style-type: none"> • Vet and pre-qualify MBE/WBE firms that can provide professional services like but not limited to architects, engineers, TIF, New Market Tax Credits (NMTC), zoning, environmental and landscape consultants, surveyors, interior design/finishing/furnishing, event planners, real estate, marketing and advertising • Maintain and provide a list of firms including the firm's qualifications/company profile, certifications and contact information before a request for qualifications and/or bids is let for professional services • Assist in review and selection of the professional service contractors • Assist in preparation and review of all project Requests for Qualification and/or Bids • Complete a decision matrix based on the agreed upon selection criteria for review and final selection by the both parties

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<p>Access to MBE/WBE Contractors</p>	<ul style="list-style-type: none"> • Vet and pre-qualify MBE/WBE contractors that can assume the general contractor (GC) role or act as sub-contractors for various trades including but not limited to masonry/brick, concrete, steel/iron, electrical, plumbing, and carpentry • Document and track all referrals • Prepare monthly summary report of MBE/WBE contractors hired
<p>Access to Section 3/Local Businesses & Residents for Hire</p>	<ul style="list-style-type: none"> • Identify and maintain a list of Section 3 and local residents for hire including construction tradesmen, laborer, etc. • Maintain list of Section 3 businesses to refer for contractual services • Document and track all referrals • Prepare monthly summary report of Section 3/Local business and Section 3 and local residents hired
<p>Contract Compliance & Monitoring</p>	<ul style="list-style-type: none"> • Prepare HUD Form 2516 and Section 3 Exhibits A, D, E and F, where applicable • Review weekly certified payrolls for completeness, compliance and accuracy, where applicable • Document and track all contract awards to ensure all MBE/WBE/DBE utilization standards and compliance with City of Chicago, State and/or Federal Ordinances and Municipal Codes, where applicable • Prepare monthly summary report of MBE/WBEs, Section 3/Local business and Section 3 and local residents hired • Conduct on-site visits to monitor compliance with City of Chicago and State MBE/WBE, Section 3 and Local Ordinances and Municipal Codes. • Preparation and submission of all compliance reports in a timely manner.
<p>Guidance Through the City Process</p>	<ul style="list-style-type: none"> • Ensure the developer is prepared to meet with the appropriate local elected officials • Attend meetings with the City of Chicago, Department of Housing and Economic Development (DHED) • Convene community stakeholders to attend the City's Community Development Council (CDC) meetings • Attend and testify, if necessary, at the City's TIF hearings • Attend and testify at the City's Plan Commission meetings
<p>Economic Impact Reports</p>	<ul style="list-style-type: none"> • Prepare Project Economic Impact Reports including but not limited to: number of jobs, incomes, hours worked, job classification, taxes generated, industries impact, etc.