



Board Letter

Agenda Date: March 17, 2026

Agenda #: 1

Authorization to enter into professional service agreements for real estate services.

Presenter: Kemena Brooks, Chief of Staff

Recommendation

The Operating Chairman (“OC”) of the Chicago Housing Authority (“CHA”) recommends that the CHA Board of Commissioners (“Board”) authorize the OC or his designee to: 1) enter into contracts to seven (7) firms to establish a pre-qualified pool of vendors to provide Real Estate Services in five service categories of (1) appraisal, (2) brokerage, (3) consulting and advisory, and (4) land surveying with an aggregate value not to exceed \$1,250,000 that comprises a three (3) year base term not to exceed \$750,000 and two one (1) year options not to exceed \$500,000; and 2) implement processes and procedures to manage the pre-qualified pool as well as to approve each request to exercise the options awarded under the contract.

Table 1: Recommended Vendors and Contract Amounts by Service Category

Category	Recommended Awardee	Base Term (Years)	Base Contract Maximum	Option Year 1	Option Year 2	Total Contract Maximum
1. Appraisal Services	Allstate Appraisal, LP	3	\$60,000	\$20,000	\$20,000	\$100,000
	Wildcat Valuation, LLC	3	\$60,000	\$20,000	\$20,000	\$100,000
	CBRE, Inc.	3	\$30,000	\$10,000	\$10,000	\$50,000
2. Brokerage Services	Steps Inc, Consulting	3	\$60,000	\$20,000	\$20,000	\$100,000
	Full Circle Realty & Property Management LLC	3	\$60,000	\$20,000	\$20,000	\$100,000
	CBRE, Inc.	3	\$30,000	\$10,000	\$10,000	\$50,000
3. Consulting Services	CSG Advisors Incorporated	3	\$90,000	\$30,000	\$30,000	\$150,000
	Steps Inc. Consulting	3	\$30,000	\$10,000	\$10,000	\$50,000
	Full Circle Realty & Property Management LLC	3	\$30,000	\$10,000	\$10,000	\$50,000

4. Land Survey Services	Environmental Design International, Inc.	3	\$300,000	\$100,000	\$100,000	\$500,000
Aggregate Total:			\$750,000	\$250,000	\$250,000	\$1,250,000

The requested action complies in all material respects with all applicable federal, state, and local laws, and CHA policies. CHA staff has completed all necessary due diligence to support the submission of this initiative.

Funding

MTW Funds

Background

CHA’s mission to create and sustain strong communities requires access to qualified professional firms that can provide a broad range of real estate service in these four essential categories:

1. Appraisal
2. Brokerage
3. Consulting and Advisory
4. Land Surveying

The services will support multiple CHA Departments to complete statutorily required and strategic activities to further CHA’s mission. These Departments include but are not limited to Development, Property & Asset Management, and Legal. These services categories are essential to CHA’s ongoing operational activities such as housing preservation, housing development, acquisitions, and dispositions.

CHA has previously procured these four service categories under separate solicitation processes in line with CHA’s Procurement policies and procedures. By creating a vendor pool of services, CHA anticipates being able to access services more efficiently and in a more cost-effective way by issuing task orders for specific projects or activities.

The recommended contract awards and contract amounts do not represent a firm commitment to spend the allocated amount with each vendor. Services will only be requested based on operational needs. By creating a vendor pool and putting these contracts in place, CHA will ensure that these services are readily available to meet ongoing operational requirements. The recommended aggregate contract amounts are based on historical expenditure levels for these services, anticipated service need, and information provided by the recommended vendors through their RFP submissions.

Overview of Service Categories

Category 1: Appraisal Services

These firms are recommended to deliver comprehensive property valuations and market analyses that comply with the Uniform Standards of Professional Appraisal Practice (USPAP). These services will include appraisals of single-family homes, multi-family buildings, commercial properties, mixed-use developments, and land, as well as market studies and comparable property reports. Appraisal reports will support CHA’s decision-making processes by providing

accurate, timely, and well-supported valuation data, including cost, income, and sales comparison approaches, along with feasibility and affordability analyses where applicable. Appraisals are a frequently required service to both meet HUD and other regulatory requirements for CHA's real estate activities, as well as to inform strategy and decision making on real estate matters.

Category 2: Brokerage Services

These firms are recommended to act as broker in a variety of transaction types including, but not limited to: the sale of CHA property or acquisition of property on behalf of the CHA; leasing and purchasing of new space or locations; relocation or expansion into new space; and the consolidation, termination, subleasing, reconfiguration or restructuring of existing lease agreements. Service needs may also include support leasing property to other entities including renewals or extensions of existing leases, expansions of existing tenants and leasing any vacant space.

Category 3: Consulting and Advisory Services

These firms are recommended to provide various real estate consulting services to supplement CHA's internal resources and assist CHA in making real estate decisions based on current and anticipated future public policy objectives, regulatory requirements and market conditions. This category includes real estate development financial feasibility and proforma analysis services for CHA-owned sites being considered for redevelopment. These services are required to assess the development potential of CHA sites and provide advisory support for structuring complex, multi-source public housing development projects. Consultants will support CHA in evaluating development scenarios and project financing and structure terms that align with the agency's mission and strategic goals, including affordable mixed-income and mixed-use development.

Category 4: Land Surveying Services

This firm is recommended to perform a full spectrum of professional land surveys. These include, but are not limited to, boundary surveys, American Land Title Association (ALTA)/National Society of Professional Surveyors (NSPS) Land Title Surveys, topographic and as-built surveys, plats of subdivision, right-of-way and easement surveys, and construction staking. All surveying work must be performed by certified professional land surveyors licensed in the State of Illinois and conducted in accordance with applicable federal, state, and local regulations, including the 2021 ALTA/NSPS survey standards. Land surveys are a frequently required service to both meet HUD and other regulatory requirements for CHA's real estate activities, including when obtaining building permits, undertaking real estate development, and supporting a range of other real estate related legal documents,

Procurement Activities

Specifications prepared by CHA staff were publicly advertised as RFP Event 3282 Real Estate Services on Thursday, September 18, 2025. A Pre-Proposal Conference was held on Tuesday, September 30, 2025, and eleven (11) firms attended. Eleven (11) proposals were received on Wednesday, November 5, 2025. The responses to the RFP are depicted in the table below:

Responsive Proposal(s)
Allstate Appraisal, LP
BBG Real Estate Services, LLC
CBRE, Inc.
CJP Appraisal Services, LLC

CSG Advisors Incorporated
Environmental Design International, Inc.
Full Circle Realty & Property Management LLC
One Chicago Real Estate LLC
Steps Inc. Consulting
Ware Realty Group, LLC
Wildcat Valuation, LLC

After reviewing the submitted proposals, two proposals from BBG Real Estate Services, LLC and One Chicago Real Estate, LLC were deemed non-responsive due to their failure to provide required documents.

The recommended vendor(s) were selected through a competitive procurement process in accordance with HUD regulation CFR 200.318 that evaluated responses in the following areas:

1. Specialized and Experience – 20 points
2. Past Performance – 20 points
3. Approach and Work Plan – 30 points
4. Organization Structure and Key Personnel – 10 points
5. Proposed Fees – 10 points
6. MBE/WBE Compliance – 10 points

Final scores received from the Evaluation Committee were used to determine the competitive range. Oral presentations were waived. Based on the overall scoring, CHA staff recommends CBRE, Inc., Allstate Appraisal, LP, CSG Advisors Incorporated, Environmental Design International, Inc., Steps Inc. Consulting, Wildcat Valuation & Full Circle Realty & Property Management LLC for award to provide Real State Services as needed by CHA.

Contracting Requirements

The CHA Staff has reviewed the proposed vendors and has determined the vendors' utilization plans meet with the CHA's stated goals.

Allstate Appraisal, LP will satisfy the CHA 20% M/W/DBE goal through subcontracting 20% to Nova Stationers, Inc., a WBE business certified through the City of Chicago. The 3% Section 3 goal does not apply. Allstate Appraisal, LP does not have Prime or subcontracts directly with CHA.

Wildcat Valuation LLC will satisfy the CHA 20% M/W/DBE goal through self-performing as a MBE/WBE business certified through the City of Chicago. The 3% Section 3 goal is not applicable. Wildcat Valuation LLC does not have Prime or subcontracts directly with CHA.

CBRE, Inc. will satisfy the CHA 20% M/W/DBE goal through subcontracting 20% to Ware Realty Group, LLC, a MBE/WBE business certified through the City of Chicago. The 3% Section 3 goal does not apply. CBRE, Inc. has held a prime contract for brokerage services and lease consulting services since 2020.

Steps Inc. Consulting will satisfy the CHA 20% M/W/DBE goal through self-performing as a WBE business certified through Women's Business Enterprise National Counsel. The 3% Section 3 goal does not apply. Steps, Inc Consulting does not have Prime or subcontracts directly with CHA.

Full Circle Realty & Property Management LLC will satisfy the CHA 20% M/W/DBE goal through self-performing as a MBE/WBE business certified through the City of Chicago. Full Circle Realty & Property Management LLC will self-perform to satisfy their 3% Section 3 goal as a 51% tier Section 3 business. Full Circle Realty & Property Management LLC does not have Prime or subcontracts directly with CHA.

CSG Advisors Incorporated will satisfy the CHA 20% M/W/DBE goal through self-performing as a WBE business certified through Women's Business Enterprise National Counsel. CSG Advisors Incorporated is proposing an OEO to satisfy their 3% Section 3 goal through the CSG Advisors Housing & Real Estate Finance Internship valued at \$2,700.00. This program offers Internships, Mentorship, Hands-on Projects, and Professional Development. CSG Advisors Incorporated has held Prime contracts with CHA since 2020.

Environmental Design International, Inc. will satisfy the CHA 20% M/W/DBE goal through self-performing as a MBE/WBE certified through the City of Chicago. Environmental Design International, Inc. will subcontract 3% to JHF Consulting a 51% tier Section 3 business to satisfy their 3% Section 3 goal. Environmental Design International, Inc. has held Prime and subcontracts with CHA since 2000.

Vendor Background Information

CBRE, Inc.

Mike Nardini, Senior Vice President, 321 N. Clark Street, 34th Floor, Chicago, IL, 60654. CBRE, Inc. provides commercial real estate services and is partnering with Hayat Brown a minority, woman owned, diversely staffed national engineering, advisory and development firm, with qualified, experienced, and licensed professionals that provides real estate services. CBRE and Hayat Brown have a proven track record of providing solutions for state, regional, and local government entities. CBRE has the ability to invest, build and partner in programs and technology to support CHA deliverables, KPI's and service level requirements. CBRE has experience working with the Chicago Housing Authority, which dates back to at least 2020.

Allstate Appraisal, L.P.

Steven S. Albert, President, 320 W. 202nd Street, Chicago, IL, 60411. Allstate Appraisal, L.P. ("Allstate") is a limited partnership and is one of the nation's oldest and most respected appraisal and appraisal management companies, serving many of the country's largest lending institutions, insurance companies, law firms, and governmental entities since 1959. Allstate has experience working with the Chicago Housing Authority (CHA), which dates back to 2008. Allstate employs 60 full-time staff that made up of experienced and dedicated professionals, which includes a team of over 35 certified staff appraisers.

CSG Advisors Incorporated

Tanya Dempsey, CO-CEO and Nicole Graham, CO-CEO, 41 Perimeter Center East, Suite 615, Atlanta, GA, 30346. CSG Advisors Incorporated has a team that combines deep financial advisory experience, housing policy expertise, and practical implementation capacity that is line to support making informed, market-responsive, and community centered real estate decisions. CSG Advisors has delivered scopes of work for housing authorities across the country including portfolio management, site review, development advisory, and financial feasibility. CSG Advisors currently serves more than 50 public housing agencies nationwide. This ongoing engagement provides CSG Advisors with real-time insight into evolving HUD policy, best practices in portfolio repositioning, and innovative approaches to maximizing local impact. CSG

Advisors has experience working with the Chicago Housing Authority, which dates back to at least 2020.

Environmental Design International, Inc.

Leslie Sawyer, President and CEO, 33 W. Monroe St. Ste. 1825, Chicago, IL, 60603. Environmental Design International, Inc. (EDI) has over 30 years of continuous experience providing professional land surveying services of comparable complexity for public agencies, housing authorities, and private sector clients. EDI is a licensed, professional engineering firm offering a variety of environmental engineering, industrial hygiene, surveying, civil engineering, and construction engineering services.

Steps Inc. Consulting

Nicole Wheatly, President, 4517 S. State Street, Chicago, IL, 60609. Steps Inc. Consulting is a Chicago-based, women-led real estate and community development firm with over three decades of experience advancing housing equity, economic inclusion, and neighborhood revitalization. Steps Inc Consulting brings local expertise and commitment to transforming disinvested communities into sustainable neighborhoods.

WildCat Valuation, LLC

Clinton J. Wallace, Co-Founder and Managing Partner, 2914 North Seminary, Chicago, IL, 60657. WildCat Valuation, LLC is. WildCat Valuation, LLC appraisers are all State Licensed Certified General or State Licensed Certified Residential Real Estate Appraisers throughout the State of Illinois. WildCat Valuation, LLC has experience with clients such as the State of Illinois, Cook County Forest Preserve District, the Chicago Board of Education, and the Village of Cicero.

Full Circle Realty Property Management LLC

Deanna Hodges, President & Managing Broker, 422 ½ E. 87th St. Chicago, IL, 60619.

Full Circle Realty Property Management LLC has more than 21 years of experience managing complex real estate portfolios, executing property transactions, and delivering compliance-based consulting services for public agencies, nonprofit organizations, and private developers. Since 2010, FCRPM has managed and stabilized over 1,500 residential and commercial units valued over \$100 million across Illinois, Indiana, and Iowa.

Based on the foregoing, it is in the best interest of the CHA for the Board to authorize the Operating Chairman or his designee, to enter into contract(s) with CBRE, Inc., Allstate Appraisal, LP, CSG Advisors Incorporated, Environmental Design International Inc., Steps Inc. Consulting, Wildcat Valuation and Full Circle Realty & Property Management LLC to provide Real Estate Services in the aggregate amount of \$1,250,000.

Respectfully Submitted:



Matthew Brewer
Operating Chairman



Agenda #: 1

RESOLUTION NO. 2026-CHA-11

WHEREAS, the Board of Commissioners of the Chicago Housing Authority (“CHA”) has reviewed the Board Letter entitled “Authorization to enter into professional service agreements for real estate services.

THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CHICAGO HOUSING AUTHORITY:

THAT, the Operating Chairman or his designee enter into contracts with seven (7) firms to establish a pre-qualified pool of vendors to provide Real Estate Services in four service categories of (1) appraisal, (2) brokerage, (3) consulting and advisory, and (4) land surveying, with an aggregate value not to exceed \$1,250,000 that comprises a three (3) year base term not to exceed \$750,000 and two one (1) year options not to exceed \$500,000;

THAT, the Operating Chairman or his designee implement processes and procedures to manage the pre-qualified pool as well as to approve each request to exercise the options awarded under the contract.

This award is subject to the Contractor's compliance with CHA's Contract Compliance and insurance requirements.





James Matanky
Vice Chairman
Chicago Housing Authority