



Board Letter

Agenda Date: January 27, 2026

Agenda #: 7

Authorization to award a contract for architectural services at Robert Brooks Homes Retrofit project for Phases III-VIII.

Presenter: Leonard Langston, Jr., Interim Chief Property Officer

Recommendation

The Operating Chairman recommends that the Board of Commissioners of the Chicago Housing Authority (CHA) authorize the award of the Architect of Record (AOR) services contract for the Robert Brooks Homes Retrofit (Phases III-VIII) project to the below listed qualified vendor for a five (5) year term for the not-to-exceed amount of \$1,601,440.

Recommended Awardee	Base Contract Value	Base Term	Option Terms	Total Contract Value
KOO LLC	\$1,601,440	5 years	N/A	\$1,601,440
Total:	\$1,601,440			\$1,601,440

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

The Robert Brooks Homes development was built in 1943. The property consists of 44 row home buildings, with exterior masonry walls and concrete floors. The buildings typically have five to eleven residential units in each and are comprised of one-to-four-bedroom units.

Six (6) two-story row home buildings are being renovated as part of phase II. To continue enhancing the residents' quality of life, 38 two-story buildings at Brooks Homes will be part of the next phases (III – VIII) and undergo comprehensive renovations including, but not limited to, new plumbing, electrical, and HVAC systems. The CHA desires to prioritize energy conservation and material sustainability in project designs. CHA requires compliance with the City of Chicago's energy code requirements, which will result in a more environmentally friendly and efficient residence. In addition, designs and systems must meet all regulatory requirements as required by Federal, State, and Local laws or ordinances.

Procurement Activities

Specifications prepared by CHA staff were publicly advertised as RFP Event 3302 for AOR Brooks Homes Retrofit Phases III-VIII September 11, 2025. A Pre-Proposal Conference was

held on September 22, 2025, and sixteen (16) firms attended. Eleven (11) proposals were received on October 14, 2025. The respondents to the RFP are depicted in the table below:

Vendor Responses
EC Purdy & Associates
Globetrotters Engineering Corp
HED
JP Architects Ltd.
KOO LLC
Moreno Architects Ltd.
Senga Architects Inc.
Stantec Architecture Inc.
Studio AH LLC
Studio ARQ, LLC
UrbanWorks

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

1. Specialized & Past Performance – 30 Points
2. Approach & Workplan – 30 Points
3. Organizational Structure & Key Personnel – 10 Points
4. Proposed Fees – 20 Points
5. MBE/WBE compliance -- 10 points

Final scores received from the Evaluation Committee were used to determine the competitive range. Oral presentations were waived. Best and final offers were completed. Based on the overall scoring, CHA staff recommend KOO LLC for award to provide AOR services for Phases III-VIII of the Brooks Homes Retrofit.

Contracting Requirements

CHA staff has reviewed the proposed vendor and has determined the vendor's utilization plan meets the CHA's stated goals.

KOO LLC will satisfy the CHA 20% contract requirements as a self-performing WBE at 59.32% direct participation. KOO LLC is certified as a WBE by the City of Chicago. Additionally, KOO LLC has committed to additional direct MBE participation of 28.55% by subcontracting to Calor Design Group (MBE) that is certified by the City of Chicago. KOO LLC will satisfy their Section 3 contract requirement by subcontracting to HUS architecture a 75% Section # business at 3.43%.

KOO LLC has previously served as a prime contractor on five (5) contracts and a sub-contractor on three (3) of which one (1) is currently open. These contracts span from 2010 through current. KOO LLC has a history of meeting the CHA contract requirements through direct participation and direct subcontracting.

Vendor Background Information

Jackie Koo, Founder; 55 W. Wacker Drive, Suite 600C, Chicago, IL 60001. KOO LLC is a mid-size architecture, interior design and urban planning firm established in 2005. They craft buildings and interior environments that create a unique identity for each project. They create

space and atmosphere. They embrace the new, temporal, and experimental while staying mindful of the technical rigors that experimentation requires. KOO LLC is a certified Minority Business Enterprise (MBE), Women's Business Enterprise (WBE), Disadvantaged Business Enterprise (DBE) and a member of the US Green Building Council.

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 a contract with KOO LLC as the for Architect of Record for Phases III-VIII of the Brooks Homes Retrofit in the amount of \$1,601,440.

Respectfully Submitted:



Matthew Brewer
Operating Chairman



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RESOLUTION NO. 2026-CHA-7

WHEREAS, the Board of Commissioners of the Chicago Housing Authority has reviewed the Board Letter dated January 27, 2026, entitled "Authorization to award a contract for architectural services at Robert Brooks Homes Retrofit project for Phases III-VIII".

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

THAT, the Board of Commissioners authorizes the Operating Chairman or his designee to enter into a contract with KOO, LLC, to provide Architect of Record (AOR) services, for a five (5) year term, for an amount not-to-exceed \$1,601,440.

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




James Matanky
Vice Chairman
Chicago Housing Authority