

RESOLUTION NO. \_\_\_\_\_

**APPROVAL OF REAL ESTATE SERVICES CONTRACTS**

**Item No. 5C**

WHEREAS, LMHA staff prepared a Request for Proposals to acquire needed Real Estate Services and advertised the project in the Courier Journal, the Louisville Defender, and on LMHA's website. A courtesy notice was also sent via email to the realtors in LMHA's MBE database. On May 31, 2023, two proposals for providing the requisite services were received; and

WHEREAS, staff reviewed the submittals and determined both proposals met the requirements established by the Louisville Metro Housing Authority and these two proposals are acceptable proposals for the work to be performed.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to execute documents necessary to utilize the services of J.R. Schloemer with Kentucky Select Properties and Bejoy Koshy with Keller Williams Louisville East.

**RESOLUTION BACKGROUND STATEMENT**  
**APPROVAL OF REAL ESTATE SERVICES CONTRACTS**

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**I. STATEMENT OF FACTS:**

LMHA staff prepared a Request for Proposals to acquire needed Real Estate Services and advertised the project in the Courier Journal, the Louisville Defender, and on LMHA's website. A courtesy notice was also sent via email to the realtors in LMHA's MBE database. On May 31, 2023, two proposals for providing the requisite services were received.

In accordance with LMHA's procurement policy, a "Request for Proposals" was issued to prospective offerors. Proposals were received from the following real estate firms:

- J.R. Schloemer, Kentucky Select Properties
- Bejoy Koshy, Keller Williams Louisville East

Staff reviewed the proposals submitted utilizing the following criteria:

- 1) Experience and Qualifications
- 2) Capacity of Firm
- 3) Fee

The selection was reviewed by LMHA staff and both selected firms meet the requirements set by the LMHA.

In regard to fees, no fee will be paid for property that involves another licensed real estate professional representing the seller, as the fee will be paid by the seller. If the purchase of the property does not involve another realtor, the agent will attempt to enter into a One-Time Agency Agreement to require the seller to compensate the realtor, otherwise LMHA will pay 3% of the purchase price. The fee for selling a property will be between 6% to 7%, depending on circumstances. Fee for consulting services may also be negotiated, with each firm to allow for engagements such as determining fair market value (FMV) for commercial leases. Hourly rates for consulting services will range from \$50 for administrative staff to \$200 for principal-in-charge.

**II. ALTERNATIVES:**

- A. Approve utilizing the services as needed of J.R. Schloemer and Bejoy Koshy.
- B. Do not approve award of the agreements at this time.

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**III. RECOMMENDATION:**

Staff recommends Alternative "A."

**IV. JUSTIFICATION:**

- The two real estate firms will provide a knowledgeable team of consultants on a as needed basis.
- The two real estate firms are qualified to perform the needed services as demonstrated by their current and past experiences as it relates to experience and qualifications, capacity of firm and fee schedule.

**V. PROCUREMENT CERTIFICATION:**

The procurement of this contract is in compliance with the Louisville Metro Housing Authority's procurement policies and procedures.

\_\_\_\_\_  
Steve Webb, Contracting Officer

\_\_\_\_\_  
Date

Prepared by: Tonya M. Wise  
Capital Improvements Planner  
Strategic Initiatives Department

Submitted by: Jeffrey Ralph, Director  
Finance Department  
June 20, 2023