

## CONTRACT DATA SHEET

PSC Type (check one): ☒ New ☐ Addendum Sole Source: ☐ Yes ☐ No

## Contractor Information

1. Legal Name of Contractor: Commonwealth Economics Partners, LLC
2. Address: 108 Esplanade- Suite 220
3. City, State, & Zip: Lexington, KY 40507
4. Contact Person Name & Telephone Number: F Thomas Howard, 859-246-3060, info@commonwealthcon.com
5. LeAP Supplier #: 218625
6. Revenue Commission Taxpayer ID#: \_\_\_\_\_
7. Federal Tax ID # (SSN if sole proprietor): 46-826897X

## Department Information

8. Requesting Department: Economic Development
9. Contact Person Name & Telephone: Matt Yates 574-3730

## Contract Information

10. Not to exceed amount: \$79,000
11. Are expenses reimbursed? No
12. If yes list allowable expenses and maximum amount reimbursable: No
13. Beginning and ending date of the contract: 11/1/2014-8/30/2015
14. Coding: 1101 - 505 - 3324 - 333000 - 521301
15. Funding Source General Federal Funds yes no
16. Scope & Purpose of the contract:  
See attached

Attach all justification documentation to this form, along with signed Written Findings Form.

## Authorizations

Department Director: [Signature] Date: 10/22/14

Department certifies:

- ☒ Funds are available  
☒ Contractor is registered and in good standing with the Revenue Commission  
☒ Human Relations Commission registration requirements have been met  
☒ Contractor's status regarding Federal Debarment has been verified per Metro Procurement Policy Section VII - Federally Funded Contracts & Agreements

MS Purchasing: Approval of Sole Source DesignationDate: 10/27/14NIA Risk Management: Certifies Insurance requirements satisfied.

Date: \_\_\_\_\_

EM County Attorney:Date: 11/12/14

The County Attorney has written the attached Professional Service Contract or Sole Source Contract and has approved that document as to the legality of the instrument itself only and as to its form.



PSC Commonwealth Economics attachment

Scope of Services:

Vendor is providing Economic Development office and Office of the Budget Director with financial advice and counsel on complex financing arrangements and deal structures in general and also deals involving Tax Increment Financing. Their role is comprehensive relating from advice on how to best structure the deal for Louisville Metro to satisfying the ongoing compliance and reporting provisions imposed on applicants for state funds. They also possess expertise in bond transaction structures that will assist the City in appropriately structuring bond debt for projects.



# WRITTEN FINDINGS

## EXPLAINING NECESSITY FOR USING NONCOMPETITIVE NEGOTIATION FOR PSC

This document constitutes written request and findings, as required by KRS 45A.380 stating the need to purchase through noncompetitive negotiation. By the signatures listed below, the Requesting Department has determined, and the Chief Financial Officer concurs, that competition is not feasible because:

\_\_\_\_\_ A. An emergency exists which will cause public harm as a result of the delay in competitive procedures. **\*\* Mayors Approval required for emergency purchases exceeding \$10,000.**

\_\_\_\_\_ B. There is a single source within a reasonable geographic area of the supply or service to be procured or leased (attach sole source determination from the Purchasing Department).

X \_\_\_\_\_ C. The contract is for the services typically provided by a licensed professional, such as an attorney, architect, engineer, physician, certified public accountant, registered nurse, or educational specialist; a technician such as a plumber, electrician, carpenter, or mechanic; an artist such as a sculptor, aesthetic painter, or musician; or a non-licensed professional such as a consultant, public relations consultant, advertising consultant, developer, employment department, construction manager, investment advisor, or marketing expert and the like.

\_\_\_\_\_ D. The contract is for the purchase of perishable items purchased on a weekly basis, such as fresh fruits, vegetables, fish, or meat.

\_\_\_\_\_ E. The contract is for replacement parts where the need cannot reasonably be anticipated and stockpiling is not feasible.

\_\_\_\_\_ F. The contract is for proprietary items for resale.

\_\_\_\_\_ G. The contract or purchase is for expenditures made on authorized trips outside the boundaries of the city.

\_\_\_\_\_ H. The contract is for the purchase of supplies which are sold at public auction or by receiving sealed bids.

\_\_\_\_\_ I. The contract is for group life insurance, group health and accident insurance, group professional liability insurance, worker's compensation insurance, or unemployment liability insurance.

\_\_\_\_\_ J. The contract is for a sale of supplies at reduced prices that will afford a purchase at savings to the Metro Government.

\_\_\_\_\_ K. The contract was solicited by competitive sealed bidding and no bids were received from a responsive and responsible bidder.

\_\_\_\_\_ L. Where, after competitive sealed bidding, it is determined in writing that there is only one (1) responsive and responsible bidder.

E. Jeffrey Morley 10/22/14  
Requesting Department Director Date

\_\_\_\_\_  
\*\*Mayor Date  
\*\*Signature is required only for Written Finding A

Merina Sale 10/27/14  
OMB/Purchasing Approval Date



## Neathery, Tracey L

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**From:** Yates, Matt T  
**Sent:** Wednesday, October 22, 2014 10:49 AM  
**To:** Yates, Matt T  
**Subject:** Memo for K- COMmonwealth Econ

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**From:** Mosley, Jeff  
**Sent:** Friday, October 03, 2014 2:36 PM  
**To:** Yates, Matt T  
**Cc:** Rowland, Steve J.; Morris, David  
**Subject:** RE: K- COMmonwealth Econ

Matt, here is the information that you need. Jeff

1)Justification—Vendor is providing Economic Development office and Office of the Budget Director with financial advice and counsel on complex financing arrangements and deal structures in general and also deals involving Tax Increment Financing. Their role is comprehensive relating from advice on how to best structure the deal for Louisville Metro to satisfying the ongoing compliance and reporting provisions imposed on applicants for state funds. They also possess expertise in bond transaction structures that will assist the City in appropriately structuring bond debt for projects.

To date, the majority of their work involved analysis of the Center City Project. However, going forward, they will assist in the City's review of other projects in which the City may participate.

2)Sole Source/not practical to bid---This contract should not be bid out as CE have already spent hundreds of hours on the Center City project alone and potentially paying another consultant to get up to speed would not be efficient or effective usage of City funds. The Center City deal has been built on much of their advice and it would be problematic to go in a different direction given the complexity of the deal considering the progress already made.

Let me know if this is NOT what you requested. Thanks, Jeff.



## **AGREEMENT**

**THIS AGREEMENT**, made and entered into by and between the **LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**, by and through its **DEPARTMENT OF ECONOMIC DEVELOPMENT**, herein referred to as "**METRO GOVERNMENT**", and **COMMONWEALTH ECONOMICS PARTNERS, LLC**, with offices located at 108 Esplanade, Suite 220, Lexington, Kentucky 40507, herein referred to as "**CONSULTANT**",

### **WITNESSETH:**

**WHEREAS**, the Metro Government wishes to engage Consultant to provide professional services with regard to financial advice and counseling on complex financial arrangements, deal structures and tax increment financing; and

**WHEREAS**, the Consultant has been determined by the Metro Government to have the necessary experience, expertise and qualifications to provide those services,

**NOW, THEREFORE**, for consideration which is the Metro Government allowing Consultant access to its facilities to conduct the programming and Consultant's volunteering of her time for same, it is agreed by and between the parties hereto as follows:

#### **I. SCOPE OF PROFESSIONAL SERVICES**

**A.** Consultant shall, at the request of the Metro Government, provide services under the terms of this professional Agreement. The Consultant's work product may be reviewed from time to time by the Metro Government for purposes of determining that the services provided are within the scope of this Agreement.

B. The services of Consultant shall include but not be limited to financial advice and counseling on complex financial arrangements, deal structures and tax increment financing.

## **II. FEES AND COMPENSATION**

A. Consultant shall be reimbursed for professional services rendered according to the terms of this Agreement in an amount equal **EIGHTH THOUSAND TWO HUNDRED FIFTY DOLLARS (\$8,250.00)** per month. Total compensation payable to Consultant for services rendered pursuant to this Agreement shall not exceed **SEVENTY NINE THOUSAND DOLLARS (\$79,000.00)**.

B. Unless otherwise agreed to in writing by the Metro Government, services shall be rendered and payment therefor shall be made at monthly intervals throughout the duration of this Agreement. Payment shall only be made pursuant to a detailed invoice presented monthly, which invoice shall indicate a descriptive daily accounting of the hours expended in service under this Agreement and the particular nature of such service. Copies of invoices or receipts for third party charges must be included with the Consultant's invoice when payment is requested. In the event payment is made in lump sum at the end of the service period, Consultant's final invoice shall indicate a descriptive daily accounting of hours expended as described heretofore.

C. The Metro Government shall not reimburse out of pocket expenses under this Agreement.

D. Consultant, to the extent that it provides the same or related services to other parties agrees to pro-rate its billings to the Metro Government which are of benefit to the other parties and to provide documentation to all parties to verify the pro-ration of

such billings. In no event will the Metro Government pay bills which are considered to be double billing (i.e. billing two different parties for the same work).

### **III. DURATION**

A. This Agreement shall begin November 1, 2014 and shall continue through and including June 30, 2015.

B. This Agreement may be terminated by submitting thirty (30) days' written notice to the non-terminating party of such intent to terminate. This Agreement may also be terminated by any party, without notice to the non-terminating party, because of fraud, misappropriation, embezzlement or malfeasance or a party's failure to perform the duties required under this Agreement. A waiver by either party of a breach of this Agreement shall not operate or be construed as a waiver of any subsequent breach.

C. In the event of termination, payment for services complete up to and including date of termination shall be based upon work completed at the rates identified in this Agreement. In the event that, during the term of this Agreement, the Metro Council fails to appropriate funds for the payment of the Metro Government's obligations under this Agreement, the Metro Government's rights and obligations herein shall terminate on the last day for which an appropriation has been made. The Metro Government shall deliver notice to Consultant of any such non-appropriation not later than 30 days after the Metro Government has knowledge that the appropriation has not been made.

### **IV. EMPLOYER/EMPLOYEE RELATIONSHIP**

It is expressly understood that no employer/employee relationship is created by this Agreement nor does it cause Consultant to be an officer or official of the Metro Government. By executing this Agreement, the parties hereto certify that its

performance will not constitute or establish a violation of any statutory or common law principle pertaining to conflict of interest, nor will it cause unlawful benefit or gain to be derived by either party.

#### **V. RECORDS-AUDIT**

Consultant shall maintain during the course of the work, and retain not less than five years from the date of final payment on this Agreement, complete and accurate records of all of Consultant's costs which are chargeable to the Metro Government under this Agreement; and the Metro Government shall have the right, at any reasonable time, to inspect and audit those records by authorized representatives of its own or of any public accounting firm selected by it. The records to be thus maintained and retained by Consultant shall include (without limitation): (a) payroll records accounting for total time distribution of Consultant's employees working full or part time on the work (to permit tracing to payrolls and related tax returns), as well as canceled payroll checks, or signed receipts for payroll payments in cash; (b) invoices for purchases receiving and issuing documents, and all the other unit inventory records for Consultant's stores stock or capital items; and (c) paid invoices and canceled checks for materials purchased and for subcontractors' and any other third parties' charges.

#### **VI. INSURANCE REQUIREMENTS**

Insurance coverage shall be required of Consultant in accordance with Schedule B attached hereto and fully incorporated herein.

#### **VII. HOLD HARMLESS CLAUSE**

The Consultant shall indemnify, hold harmless, and defend the Louisville/Jefferson County Metro Government, its elected and appointed officials, employees, agents and successors in interest from all claims, damages, losses and

expenses including attorneys' fees, arising out of or resulting, directly or indirectly, from the Consultant's (or Consultant's Subcontractors, if any) performance or breach of the contract provided that such claim, damage, loss, or expense is: (1) attributable to personal injury, bodily injury, sickness, death, or to injury to or destruction of property, including the loss of use resulting therefrom, or breach of contract, and (2) not caused by the negligent act or omission or willful misconduct of the Louisville/Jefferson County Metro Government or its elected and appointed officials and employees acting within the scope of their employment. This Hold Harmless and Indemnification Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of this Agreement.

#### **VIII. REPORTING OF INCOME**

The compensation payable under this Agreement may be subject to federal, state and local taxation. Regulations of the Internal Revenue Service require the Metro Government to report all amounts in excess of \$600.00 paid to non-corporate contractors. Consultant agrees to furnish the Metro Government with its taxpayer identification number (TIN) prior to the effective date of this Agreement. Consultant further agrees to provide such other information to the Metro Government as may be required by the IRS or the State Department of Revenue.

#### **IX. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of the State of Kentucky. In the event of any proceedings regarding this Agreement, the Parties agree that the venue shall be the state courts of Kentucky or the U.S. District Court for the Western District of Kentucky, Louisville Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and

sole purpose of proceedings relating to this Agreement or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.

**X. AUTHORITY**

The Consultant, by execution of this Agreement, does hereby warrant and represent that he is qualified to do business in the State of Kentucky, has full right, power and authority to enter into this Agreement.

**XI. CONFLICTS OF INTEREST**

Pursuant to KRS 45A.455:

(1) It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract, or subcontract, and any solicitation or proposal therefor, in which to his knowledge:

(a) He, or any member of his immediate family has a financial interest therein; or

(b) A business or organization in which he or any member of his immediate family has a financial interest as an officer, director, trustee, partner, or employee, is a party; or

(c) Any other person, business, or organization with whom he or any member of his immediate family is negotiating or has an arrangement concerning prospective employment is a party. Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase

standard, rendering of advice, investigation, auditing, or in any other advisory capacity.

(2) It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefor.

(3) It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

(4) The prohibition against conflicts of interest and gratuities and kickbacks shall be conspicuously set forth in every local public agency written contract and solicitation therefor.

(5) It shall be a breach of ethical standards for any public employee or former employee knowingly to use confidential information for his actual or anticipated personal gain, or the actual or anticipated personal gain of any other person.

## **XII. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter set forth herein and this Agreement

supersedes any and all prior and contemporaneous oral or written agreements or understandings between the parties relative thereto. No representation, promise, inducement, or statement of intention has been made by the parties that is not embodied in this Agreement. This Agreement cannot be amended, modified, or supplemented in any respect except by a subsequent written agreement duly executed by all of the parties hereto.

### **XIII. OCCUPATIONAL HEALTH AND SAFETY**

Consultant agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, 29 U.S.C. 650 *et. seq.*, as amended, and KRS Chapter 338. Consultant also agrees to notify the Metro Government in writing immediately upon detection of any unsafe and/or unhealthful working conditions detected at any Metro-owned property where Consultant performs work under this Agreement. Consultant agrees to indemnify, defend and hold the Metro Government harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.

### **XIV. SUCCESSORS**

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors and assigns.

### **XV. SEVERABILITY**

If any court of competent jurisdiction holds any provision of this Agreement unenforceable, such provision shall be modified to the extent required to make it enforceable, consistent with the spirit and intent of this Agreement. If such a provision cannot be so modified, the provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect any other provision hereunder.

**XVI. COUNTERPARTS**

This Agreement may be executed in counterparts, in which case each executed counterpart shall be deemed an original and all executed counterparts shall constitute one and the same instrument.

**XVII. CALCULATION OF TIME** Unless otherwise indicated, when the performance or doing of any act, duty, matter, or payment is required hereunder and a period of time or duration for the fulfillment of doing thereof is prescribed and is fixed herein, the time shall be computed so as to exclude the first and include the last day of the prescribed or fixed period of time. For example, if on January 1, Consultant is directed to take action within ten (10) calendar days, the action must be completed no later than midnight, January 11.

**XVIII. CAPTIONS** The captions and headings of this Agreement are for convenience and reference purposes only and shall not affect in any way the meaning and interpretation of any provisions of this Agreement.

**XIX. VIOLATIONS OF AND COMPLIANCE WITH KENTUCKY LAWS** The Consultant shall reveal any final determination of a violation by the Consultant or subcontractor within the previous five (5) year period pursuant to KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that apply to the Consultant or subcontractor. The Consultant shall be in continuous compliance with the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that apply to the Consultant or subcontractor for the duration of the contract.

WITNESS the agreement of the parties hereto by their signatures affixed hereon.

APPROVED AS TO FORM AND  
LEGALITY:

LOUISVILLE/JEFFERSON COUNTY  
METRO GOVERNMENT

\_\_\_\_\_  
MICHAEL J. O'CONNELL  
JEFFERSON COUNTY ATTORNEY

\_\_\_\_\_  
*Jeff Mosley*  
JEFF MOSLEY, DIRECTOR,  
ECONOMIC DEVELOPMENT

Date: \_\_\_\_\_

Date: 11/13/14

COMMONWEALTH ECONOMICS  
PARTNERS, LLC

By: *Jol & Z*

Title: President

Date: 11/11/14

Taxpayer Identification No.  
(TIN): ~~XXXXXXXXXXXX~~

Louisville/Jefferson County  
Revenue Commission Account  
No.: ~~XXXXXXXX~~

PSC 2015-xxxx Economic Development with Commonwealth Economics Partners LLC 102814 - [pr]

SCHEDULE B