

Matthew G. Bevin Governor

COMMONWEALTH OF KENTUCKY TRANSPORTATION CABINET

Frankfort, Kentucky 40622 www.transportation.ky.gov/

Greg Thomas Secretary

June 21, 2016

The Honorable Gregory Fischer, Mayor Louisville-Jefferson County Metro Government 527 West Jefferson Street Louisville, KY 40202

Dear Mayor Fischer:

The Kentucky Transportation Cabinet has prepared the enclosed Supplemental Agreement Number 4 whereby the Cabinet will move \$75,000 from the right of way phase to the design phase of the Buechel Bank Road project, Item No. 5-8001. This transfer of funds will allow the completion of the design phase of the project. Please see the agreement for more details. The total funding authorized to date will remain the same and Louisville-Metro will be responsible for any ineligible costs or total costs in excess of \$1,507,000.

We request that you sign both copies of this supplemental agreement and a resolution as requested in Section 26. Please return the signed copies of the agreement and the resolution to Linda Inman, Kentucky Transportation Cabinet, Division of Program Management, 200 Mero Street, Frankfort, KY 40622. Upon receipt, we will execute the agreement and authorize funding for this project. One fully executed copy will be returned to Metro for your use and retention.

Sincerely,

Greg Thomas Secretary

GT:lpi

Enclosures (2)

c: Patty Dunaway, P.E., State Highway Engineer Matt Bullock, P.E., Chief District Engineer, D-5 Tom Hall, P.E., LPA Coordinator, D-5



AGREEMENT BETWEEN COMMONWEALTH OF KENTUCKY TRANSPORTATION CABINET DEPARTMENT OF HIGHWAYS AND LOUISVILLE-JEFFERSON COUNTY METRO GOVERNMENT SUPPLEMENTAL AGREEMENT NO. 4

WHEREAS, the Louisville-Jefferson County Metro Government (Metro) and the Department of Highways (Department) entered into an Agreement (C-00246293) on September 8, 2000 wherein the Department was to reimburse Metro up to \$90,000 in reimbursable state funding (SP) for the design phase to widen Buechel Bank Road from GE Appliance Park to the Buechel Bypass in Jefferson County, listed in the Kentucky Highway Plan as Item Number 5-8001.00 (Project);

WHEREAS, these same two parties entered into another Agreement on August 14, 2001 wherein the **Department** agreed to provide **Metro** with an additional \$185,000 in reimbursable state funding to continue the design phase of the **Project**;

WHEREAS, these same two parties entered into Supplemental Agreement No. 2 on January 9, 2012 (PO2-625-1200003470) wherein the **Department** agreed to provide **Metro** with an additional \$265,000 in state bond funding (SPB/JL03) to complete the design phase of the **Project**;

WHEREAS, these same two parties entered into Supplemental Agreement No. 3 on April 7, 2015 wherein the **Department** agreed to provide **Metro** with an additional \$967,000 in state funding (FD04) to begin the right of way phase of the **Project**;

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WHEREAS, Metro desires to complete the design phase of the Project and has asked the Department to transfer \$75,000 in FD04 funding from the right of way phase to the design phase to complete the design phase;

WHEREAS, Metro shall be the lead agency and perform this Project to enhance safety and accessibility through the highway network, and is willing to assume oversight, coordination, and management responsibility for all necessary design, right-of-way, utility, construction, and maintenance phases of this Project in accordance with all applicable state requirements listed in the Department's Project Development Guide for Local Public Agencies and the Department's Project Development Checklist and Certification.

NOW, THEREFORE, Metro and the Department, acting on behalf of the Kentucky Transportation Cabinet, do hereby mutually agree to this Supplemental Agreement No. 4 as follows:

1. The Department agrees to transfer \$75,000 in reimbursable state funding (FD04) from the right of way phase to the design phase and make that \$75,000 available to Metro for completion of the design phase of the widening of Buechel Bank Road from GE Appliance Park to the Buechel Bypass in Jefferson County. Highway Plan Item Number 5-8001.00 had already provided Metro with \$275,000 in reimbursable state funding (SP) to begin the design phase and Item Number 5-8105.00 provided an additional \$265,000 in reimbursable fiscal year 2010 state bond funding (SPB/JL03) to complete design of the Project. Item Number 5-8001 provided \$967,000 in FD04 funding for the right of way phase of the Project. The Department has now provided Metro up to a total of \$1,507,000 in reimbursable state funding for the design and right of way phases of this Project. The Department will retain \$167,444 for direct costs associated with oversight and management activities by state forces throughout project development, for a total Project obligation of \$1,674,444.

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- 2. All valid expenses since September 8, 2000 are eligible for state reimbursement and will remain so until three (3) years from the date of execution of this Supplemental Agreement No. 4. The effective date of this Supplemental Agreement is the date of signature by the Secretary of the Transportation Cabinet. Metro agrees that any costs in excess of the total funding of \$1,507,000 or any expenses deemed ineligible will be the responsibility of Metro. Any additional funding obligated for this Project shall be evidenced in writing by both parties with a Supplemental Agreement in accordance with the provisions of KRS 45A. Any and all funding obligated for any phase of this Project shall be available to reimburse Metro for eligible work activities completed and costs incurred prior to expiration.
- 3. This Agreement is contingent upon the continued availability of appropriated funding. If the funding appropriated for the Project becomes unavailable for any reason including: the Kentucky General Assembly's failure to appropriate the funding, by operation of law or as the result of a reduction in funding, further reimbursement of Project expenditures may be denied, the Project may be cancelled, the timeline extended or the scope amended by the Department either in whole or in part without penalty. Denial of further reimbursement, Project cancellation, extension or amendment because of an interruption in the appropriated funding is not a default or breach of this Agreement by the Department nor may such denial, cancellation, extension or amendment give rise to any claim against the Department.
- 4. Metro shall follow state specifications for each necessary phase of this Project. Metro shall adhere to all state laws and regulations, including KRS 45A, KRS 176, KRS 177, and all terms of this Agreement for activities related to this Project as lead agency. Metro will obtain any required permits, licenses or easements required to initiate, perform, and complete work and provide documentation to the Department's District 5 Office in Louisville. In addition, Metro is responsible to meet all other requirements and adhere to all regulations necessary to qualify for the receipt of these state funds. Concurrence must be obtained by Metro through the Department's District 5 Chief District Engineer in Louisville prior to the awarding of any

contract for work or materials to be used on this **Project. Metro** shall self-certify that all preconstruction work for design services, permitting and/or easements, property acquisition and relocation, and utility relocation have been completed in accordance with state regulations prior to entering into the construction phase of this **Project**.

- 5. Metro agrees to use only licensed consultants who are pre-qualified to do work for the Department or to use a licensed Professional Engineer registered in the Commonwealth of Kentucky that demonstrates sufficient experience and knowledge in the type of work and receives the approval of the Department's District 5 Chief District Engineer in Louisville. Metro shall be responsible for all Project design activities, which may be completed either by Metro's staff or a consultant that is to be selected based on qualifications. All design work to be contracted must comply with all legal advertisement and selection requirements including, but not limited to, the Model Procurement Code provisions of KRS 45A and KRS 424. Metro shall submit and obtain concurrences to the Department's District 5 Chief District Engineer in Louisville final design plans, specifications, and a total estimate prior to any construction. When applicable, Metro must obtain any necessary permits or easements to allow for work to be accomplished on this Project and adhere to the Uniform Relocation Assistance (URA) and Real Property Acquisitions Policies Act.
- 6. State design and construction criteria for the type of work shall be followed, including but not limited to the **Department's** Highway Design Manual, the **Department's** Standard Drawings, the **Department's** Standard Specifications for Road and Bridge Construction, the **Department's** Drainage Manual, the **Department's** Structural Design Manual, the American Association of State Highway Transportation Officials' (AASHTO) "Policy on Geometric Design of Highways and Streets", and the FHWA Manual on Uniform Traffic Control Devices (MUTCD). All work performed shall be in accordance with the **Department's** Standard Specifications for Road and Bridge Construction, edition 2012, and as provided in Subsection 105.01 of said Specifications. All materials furnished shall be in accordance with Subsection 106 of said Specifications to

include all **Department** List of Approved Materials. These standards, specifications, and criteria are incorporated in this Agreement by this reference.

- 7. Should the Project require the acquisition of any interest in real property by Metro and Metro does not have the authority to acquire property by eminent domain, the applicability of the Uniform Relocation Assistance (URA) and Real Property Acquisitions Policies Act shall be limited to the following requirements: (1) Prior to making an offer for the property, the property owner shall be advised in writing that should negotiations fail to result in an amicable agreement, Metro will not be able to acquire the property, and (2) The property owner shall be informed in writing of what Metro believes to be the fair market value of the property based upon a fair market value appraisal approved prior to any offer by the Department, Division of Right of Way and Utilities. Metro shall ensure that all real property acquisition, relocation assistance, and property management are completed in a fair, equitable and approved manner consistent with all state laws and regulations governing the acquisition of real property for public use using highway funding. In all real property acquisitions, concurrence must be obtained through the Department's Division of Right of Way and Utilities and shall be subject to review and approval by the Department.
- 8. Metro must obtain encroachment permits to allow for work to be accomplished on state owned right-of-way from the Department's District 5 Office in Louisville. Metro acknowledges that the Department will require the placement of a restrictive easement approved by the Department in the chain of title of any real property acquired or improved pursuant to the Project in favor of the Department. If the owner of any real property acquired or improved pursuant to the Project is different from the Department, then the owner shall sign and be made a party to this Agreement and the owner hereby acknowledges, covenants and consents to the placement of a restrictive easement for perpetual maintenance of the property acquired or improved pursuant to the Project in the chain of title in favor of the Department prior to final reimbursement by the Department.

- 9. Metro shall either adopt in writing the Department's written Policies and Procedures for Right of Way Acquisition and Relocation Assistance or present its own written Policies and Procedures for approval by the Department's Division of Right of Way and Utilities. Metro shall conduct all appraisals and appraisal reviews using personnel meeting the Department's minimum qualifications and listed on the Department's pre-qualified appraiser and reviewer list. If Metro chooses to use an acquisition consultant on all or any portion of the Project, the selection of the consultant shall be in accordance with the Department's Division of Right of Way Guidance Manual. All appraisals must be reviewed and approved by the Department's Central Office review appraisers, failure to do so will result in the Project being ineligible for funding reimbursement. Metro shall provide property management in accordance with approved procedures and be responsible for the abatement of any asbestos containing materials and removal of contaminated soils pursuant to applicable state laws and regulations. Metro shall provide the Department necessary assurance that all real property has been acquired and all displaced individuals, businesses, non-profit organizations and farms have been offered relocation assistance according to applicable state laws and regulations. Metro shall provide the Department necessary documentation for review and approval at various stages of the acquisition process, as described in the Department's Right of Way Relocation Assistance Guidance Manual.
- 10. When conducting a utility relocation, KRS 177.035 and KRS 179.265 determine the necessity of payment for utility companies. Identification of utility or railroad facilities in conflict with the **Project**, the execution of a remedy for said conflict and oversight of the execution, and all work related to the **Project** shall be done in accordance with the Cabinet's Standards, Specifications, Standard Drawings, and Utilities and Rails Manual. Utility relocations shall be designed by the utility company and shown on the **Project's** survey and general plan sheets. The impacted utility company, with its regular construction or maintenance personnel, and/or with an approved contractor or subcontractor, will furnish all engineering, administration, labor, and materials to make and complete all necessary adjustments of its facilities to accommodate the **Project**.

Correspondence pertaining to utility or railroad coordination must be provided to both contracted parties. If a conflict of interest arises between the obligated party and a utility company, the unobligated party shall intercede to provide the utility coordination. The completed relocation shall be inspected to document the proper installation of the facilities. Upon full execution of the utility relocation for the **Project**, three (3) sets of as-built plans for each utility company that completes facility relocation on the project prior to the construction letting, a utility impact note defining the utilities identified in the **Project**, relocations that have been performed, incomplete relocations, and completion schedules for the incomplete work must be provided.

- 11. State construction criteria for the type of work shall be followed, including but not limited to the Department's Highway Design Manual, the Department's Standard Drawings, the Department's Standard Specifications for Road and Bridge Construction, the Department's Drainage Manual, the Department's Structural Design Manual, the American Association of State Highway Transportation Officials' (AASHTO) "Policy on Geometric Design of Highways and Streets," and the FHWA Manual on Uniform Traffic Control Devices (MUTCD). All work performed shall be in accordance with the Department's Standard Specifications for Road and Bridge Construction, edition 2012, and as provided in Subsection 105.01 of said Specifications. All materials furnished shall be in accordance with Subsection 106 of said Specifications to include all Department List of Approved Materials. These standards, specifications, and criteria are incorporated in this Agreement by this reference.
- 12. **Metro** agrees to use only licensed contractors and subcontractors who are pre-qualified to do work for the **Department** for any necessary construction services. **Metro** shall be responsible for all **Project** construction activities, which may be completed either by **Metro's** staff or through the advertisement, opening of bids, selection, and contracting for contractor services in accordance with the Model Procurement Code provisions of KRS 45A and KRS 424. Specific requirements defined within KRS 45A require that the award be made to the lowest responsive bidder meeting the criteria of responsibility established by the **Department**. The contractor

affirms that it is properly authorized under the laws of the Commonwealth of Kentucky to conduct business in this state and will remain in good standing to do business in the Commonwealth of Kentucky for the duration of any contract awarded. The contractor shall maintain certification of authority to conduct business in the Commonwealth of Kentucky during the term of this contract. Such registration is obtained from the Secretary of State, who will also provide the certification thereof. **Metro** must receive **Department** approval for all change orders and shall have approval of the appropriate governing authority, but shall not increase the funding obligated to **Metro** as a result of this Agreement.

- 13. Discrimination (because of race, religion, color, national origin, sex, sexual orientation, gender identity, age, or disability) is prohibited. During the performance of this contract, the Metro agrees as follows:
 - a. The Metro will not discriminate against any employee or applicant for employment because of race, religion, color, national origin, sex, sexual orientation, gender identity, or age. The Metro further agrees to comply with the provisions of the Americans with Disabilities Act (ADA), Public Law 101-336, and applicable federal regulations relating thereto prohibiting discrimination against otherwise qualified disabled individuals under any program or activity. The Metro agrees to provide, upon request, needed reasonable accommodations. The Metro will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, national origin, sex, sexual orientation, gender identity, age or disability. Such action shall include, but not be limited to the following; employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensations; and selection for training, including apprenticeship. The Metro agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. b. The Metro will, in all solicitations or advertisements for employees placed by or on behalf of the Metro; state that all qualified applicants will receive consideration for employment without

regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age or disability.

- c. The **Metro** will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representative of the **Metro's** commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The **Metro** will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance.
- d. The **Metro** will comply with all provisions of Executive Order No. 11246 of September 24, 1965 as amended, and of the rules, regulations and relevant orders of the Secretary of Labor.
- e. The **Metro** will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, as amended, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- f. In the event of the **Metro's** noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations or orders, this contract may be cancelled, terminated or suspended in whole or in part and the **Metro** may be declared ineligible for further government contracts or federally-assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, as amended, and such other sanctions may be imposed and remedies invoked as provided in or as otherwise provided by law.
- g. The **Metro** will include the provisions of paragraphs (1) through (7) of section 202 of Executive Order 11246 in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor, issued pursuant to section 204 of Executive Order No.11246 of September 24, 1965, as amended, so that such provisions will be binding upon each sub-contractor or vendor. The **Metro** will take such action with respect to any subcontract or purchase order as

the administering agency may direct as a means of enforcing such provisions including sanctions for noncompliance.

- 14. Metro shall be responsible for all aspects of administration, measuring, testing, and inspections to ensure the materials and work meets the Department's specifications of the construction contract. This includes providing daily, on-site inspection of the contractor's work activities and processing all of the paper work associated with the construction contract, including any change orders. The Department shall have access to the Project area and may conduct field reviews of the Project at any time. These field reviews are intended to verify status of the Project, performance of the contractor, adequacy of Metro oversight, conformance with all laws, regulations, and policies and provide assistance to Metro as may be necessary.
- 15. **Metro** may submit to the **Department's** District 5 Office in Louisville current billings reflecting the actual cost of work incurred during any given work period, which will be paid within a reasonable time after receipt by the **Department**; however, in no event is **Metro** to submit billings for work performed for less than a thirty (30) day period. All charges to the **Project** shall be supported by properly executed invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of the charge. The **Department** may require additional documentation at their discretion.
- 16. Metro is responsible for ensuring that all Project construction activities have been completed and are responsible for providing all of the necessary paperwork as required by the construction contract. Metro will conduct a field inspection to verify completion of the work in conformance with the Agreement. This documentation must be provided to the Department's District 5 Chief District Engineer in Louisville prior to final payment of the Project. When both Metro and the Department accept the field work as complete, Metro's project manager shall certify the Project was constructed in accordance with the plans and specifications and that all funding authorized on this Project has been used to reimburse for materials, equipment, or labor as intended and at

the location agreed herein by both parties. Upon receipt of the **Department's** Final Acceptance Report, **Metro** will issue the final payment to the contractor with an official Release of Contractor form for signature. Within 30 days, **Metro** shall provide the **Department** with a copy of the official Release of Contractor form, as well as proof of payment, which includes cancelled checks.

- 17. This Agreement and the maintenance responsibilities herein shall survive in perpetuity the cancellation or termination of all or any portion of the **Project**, and shall survive the completion of and acceptance of the **Project**. To protect the public interest and maintain the original intent, **Metro** agrees to maintain in an acceptable condition all facilities improved by the **Project** to the condition existing at the time of the Final Acceptance Report in perpetuity. In the event that the **Project** improvements are not maintained as a public facility, **Metro** shall reimburse the **Department** for all costs incurred and for all funding expended pursuant to the **Project**, including any applicable interest.
- 18. Metro shall maintain for a period of three (3) years all records of materials, equipment, and labor costs involved in the performance of work of said Project. In order to obtain reimbursement from the Department for constructing said Project, Metro shall submit to the Department's District 5 Office in Louisville documented invoices of materials, equipment, and labor used on the Project, including certification that the work was accomplished on a publicly maintained facility.
- 19. No member, officer, or employee of the **Department** or **Metro** during his tenure or for one (1) year thereafter shall have any financial interest, direct or indirect, in this Agreement or the proceeds thereof as identified in KRS 45A.340. The **Department** and **Metro** shall comply with the requirements of the Executive Branch Code of Ethics KRS Chapter 11A. **Metro** warrants that no person, elected official, selling agency or other organization has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee. No member, officer, or employee of the **Department**

or **Metro** shall collude or lobby on behalf of this **Project** without penalty, including but not limited to suspension or debarment.

- 20. To the extent permitted by law, Metro shall indemnify and hold harmless the Department and all of its officers, agents, and employees from all suits, actions, or claims of any character arising from any injuries, payments or damages received or claimed by any person, persons, or property resulting from implementation of any phase of the Project or occurring on or near the Project site.
- 21. Either party may cancel the contract at any time for cause or may cancel without cause on 30 days written notice.
 - a. The **Department** reserves the right to cancel all reimbursements under this Agreement at any time deemed to be in the best interest of the **Department** by giving thirty (30) days written notice of such cancellation to **Metro**. If reimbursement under this Agreement is canceled under this section by reason other than violation of this Agreement or any applicable law by **Metro**, its agents, employees and contractors, the **Department** shall reimburse **Metro** according to the terms hereof for all expenses incurred under this Agreement to the date of such cancellation of reimbursement.
 - b. Metro may seek to cancel its obligations under this Agreement at any time deemed to be in the best interest of Metro by giving thirty (30) days written notice of such request to the Department. If the Department agrees to allow Metro to cancel the Project or cancel its obligations under this Agreement, Metro shall reimburse the Department for all funding reimbursements made under this Agreement.
 - c. Any dispute concerning a question of fact in connection with the work not disposed of by Agreement between **Metro** and the **Department** shall be referred to the Secretary of the Transportation Cabinet of the Commonwealth of Kentucky, or his duly authorized representative, whose decision shall be final. Any proposed change or extension to this

Agreement shall be at the mutual consent of **Metro** and the **Department** and be evidenced in writing.

- 22. The Kentucky General Assembly may allow for a reduction in a contract worker hours in conjunction with a budget balancing measure for some professional and non-professional service contracts. If under such authority the agency is required by Executive Order or otherwise to reduce contract hours, the contract will be reduced by the amount specified in that document.
- 23. The **Department** certifies that it is in compliance with the provisions of KRS 45A.695. "Access to contractor's books, documents, papers, records, or other evidence directly pertinent to the contract." **Metro** hereby acknowledges it is responsible to inform any entity it intends to hire or use as a contractor, as defined in KRS 45A.030(9), that the contracting agency, the Finance and Administration Cabinet, the Auditor of Public Accounts, and the Legislative Research Commission, or their duly authorized representatives, shall have access to any books, documents, papers, records, or other evidence, which are directly pertinent to this contract for the purpose of financial audit or program review. Records and other prequalification information confidentially disclosed as part of the bid process shall not be deemed as directly pertinent to the contract and shall be exempt from disclosure as provided in KRS 61.878(1)(c). The contractor also recognizes that any books, documents, papers, records, or other evidence, received during a financial audit or program review shall be subject to the Kentucky Open Records Act, KRS 61.870 to 61.884.
- 24. KRS 45A.485 requires **Metro** to certify that all contractors shall reveal to the **Department**, any final determination of a violation by the contractor within the previous five (5) year period of the provisions of KRS chapters 136, 139, 141, 337, 338, 341, and 342. These statutes relate to the state sales and use tax, corporate and utility tax, income tax, wages and hours laws, occupational safety and health laws, unemployment insurance laws, and workers compensation insurance laws, respectively.

Metro shall certify that all contractors agree to be in continuous compliance with the provisions of those statutes which apply to the contractor's operations. Failure to reveal a final determination or failure to comply with the above statutes for the duration of the contract shall be grounds for Metro's cancellation of the contract and the contractor's disqualification from eligibility for future state contracts for a period of two (2) years.

- 25. It is understood and agreed by these parties that if any part of this contract is held by the courts to be illegal or in conflict with any law of the Commonwealth of Kentucky, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part, term, or provision held to be invalid.
- 26. Metro will pass a resolution authorizing the Mayor to sign this Agreement on behalf of Metro. An acceptable Resolution shall contain the project name, description, amount of funds being provided and an acknowledgement that Metro agrees to ratify and adopt all statements, representations, warranties, covenants, and agreements contained in the Agreement. Furthermore, by accepting the funds Metro agrees to all terms and conditions stated in the Agreement. A copy of that resolution shall be attached to and made a part of this Supplemental Agreement.
- 27. All other terms and conditions of the original agreement (C-00246293) executed on September 8, 2000, Supplemental Agreement No. 1 executed on August 14, 2001, Supplemental Agreement No. 2 executed on January 9, 2012 (PO2-625-1200003470) and Supplemental Agreement No. 3 executed on April 7, 2015 shall remain the same and are legally binding.

IN TESTIMONY WHEREOF, the parties have caused these presents to be executed by their officers thereunto duly authorized.

LOUISVILLE-JEFFERSON COUNTY METRO GOVERNMENT Gregory Fischer	COMMONWEALTH OF KENTUCKY TRANSPORTATION CABINET
	Greg Thomas
Mayor	Secretary
Date:	Date:

APPROVED AS TO FORM & LEGALITY

Todd Shipp

Office of Legal Services

Date: