

September 16, 2024



AGENDA ITEM 4 D

**CRTPA ATTORNEY CONTRACT**

TYPE OF ITEM: Action

**STATEMENT OF ISSUE**

This item seeks approval of a proposed one-year extension of the CRTPA’s legal contract. It was initially scheduled for discussion on the CRTPA’s June 17 agenda (see **Attachment 1**) but was removed from the meeting’s agenda with a notation that it would be brought back at a later date.

Subsequent to the June Board meeting, the draft contract (**Attachment 2**) has been updated to reflect changes including changes related to compensation.

**EXECUTIVE COMMITTEE ACTION**

The CRTPA Executive Committee met on September 5 and voted to approve the contract’s extension.

**OPTIONS**

Option 1: Approve an extension to the legal services agreement with the Williams Law Group, P.A.  
(Recommended)

Option 2: Provide other direction.

**ATTACHMENTS**

Attachment 1 –June 2024 Agenda Item

Attachment 2 – Draft Professional Services Agreement

June 17, 2024

**AGENDA ITEM 4B****CRTPA ATTORNEY CONTRACT****TYPE OF ITEM: Consent****STATEMENT OF ISSUE**

This item seeks a one-year extension of the CRTPA's legal contract with the Williams Law Group, P.A.

**BACKGROUND AND ANALYSIS**

The agreement for legal services with the Williams Law Group, P.A. was executed in September of 2021 and most recently amended in September 2023. The initial contract with the Williams Law Group, P.A. was for a two-year term and includes an option to extend the agreement for one year. The contract extended in September 2023 making the current contract expiration date of September 2024.

Pursuant to Section 6 of the agreement, the contract may be amended from time to time and "the three years under this Agreement shall be for a two-year term with one, one year option to extend and further provided that funding approval by the CRTPA Board is obtained prior to renewal."

The proposed extension would expire in September 2025.

**OPTIONS**

Option 1: Approve an extension to the legal services agreement with the Williams Law Group, P.A.  
(Recommended)

Option 2: Provide other direction.

**ATTACHMENT**

Attachment 1: Legal Services Agreement with the Williams Law Group, P.A., (with the proposed contract extension included on last page)

**PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT for Professional Legal Services is entered into this 13<sup>th</sup> day of September, 2021, by and between the Capital Region Transportation Planning Agency, ("CRTPA") and the law firm of Williams Law Group, P.A. ("Law Firm") shall become effective on the date entered above.

**WHEREAS**, the CRTPA is a metropolitan planning organization designated pursuant to Section 339.175, Florida Statutes; and

**WHEREAS**, the CRTPA wishes to obtain the services of the Law Firm for the purpose of assisting the CRTPA in legal matters as referenced below in the Scope of Services; and

**WHEREAS**, the Law Firm wishes to render the legal services as required by the CRTPA as set forth in the Scope of Services;

**NOW, THEREFORE**, for valuable consideration and the mutual promises between the parties hereto, it is agreed as follows:

**1. Scope of Services.** The Law Firm shall perform the following services:

- (a) Routine CRTPA Meetings, Telephonic Consultation and Advice. The Primary or Secondary attorneys, as set forth herein, will provide routine telephonic legal consultation with CRTPA Board members, the CRTPA's Executive Director (hereinafter referred to as "the Director") and the CRTPA Staff. The Primary Attorney will attend all CRTPA Board meetings, including the Board's semi-annual retreat, and pre-briefings as requested by the CRTPA Board Chairman or the Director, except when unforeseen situations arise outside the control of the Primary Attorney, in which case a Secondary Attorney may attend.

Formal presentations at CRTPA Board meetings will be by either the Primary Attorney or a Secondary Attorney, at the discretion of the Primary Attorney, unless the Director requests otherwise. The Primary or Secondary Attorneys will provide advice on routine CRTPA issues.

(b) Follow up Activities. The Law Firm will perform follow up activities, as a result of matters addressed or considered during CRTPA meetings or the pre-briefing, at the request of the Director or the Board Chairman. Either the Primary Attorney, Secondary Attorneys, or other attorneys within the Law Firm may perform these follow up activities, unless the Director requests otherwise.

(c) Preparation of Presentations to CRTPA Board. The Law Firm will prepare presentations to the CRTPA Board at CRTPA meetings at the request of the Director or the Board Chairman. The Primary Attorney, Secondary Attorneys, or other attorneys within the Law Firm may prepare these presentations, at the discretion of the Primary Attorney, unless the Director requests otherwise.

(d) Legal Opinions. The Law Firm will provide legal opinions at the request of the Director, the Chairman or the Board. Legal opinions will be provided in a summarized written format suitable for either a presentation to the CRTPA, incorporating into the CRTPA Agenda or policy items. The Primary Attorney, Secondary Attorneys, or other attorneys within the Law Firm may perform research and writing, at the discretion of the Primary Attorney, unless the Director requests otherwise; however, presentations at CRTPA meetings will be in accordance with (c), above. The Law Firm will provide an opinion letter in response to the annual auditor's request for a description of all material pending and threatened litigation, claims and assessments against CRTPA and related matters. As the Law Firm's practice areas do not include Statement of Financial Accounting Standards No. 5, no opinion will be

provided by the Law Firm in relation to the disclosure requirements of Statement of Financial Accounting Standards No. 5.

- (e) CRTPA Policy Development. The Law Firm will participate in the development and revisions of CRTPA policy, procedures, bylaws and governing documents, at the request of the Director. The Primary Attorney, Secondary Attorneys or other attorneys within the Law Firm may attend meetings and perform research, writing, and related work, at the discretion of the Primary Attorney, unless the Director requests otherwise; however, presentations at CRTPA meetings will be in accordance with (c), above.
- (f) Litigation. The Law Firm will provide litigation support to the CRTPA at the request and with the authorization of the Board Chairman or the Director. Either the Primary Attorney, the Secondary Attorneys or other attorneys within the Law Firm may provide these services, at the discretion of the Primary Attorney.
- (g) CRTPA Contracts. The Law Firm will participate in the preparation of contracts, contract negotiations, settlements, changes and the initial evaluation of protests at the request of the Director in conjunction with the City or County procurement offices, as needed. The Primary Attorney, Secondary Attorneys or other attorneys within the Law Firm may attend meetings, perform evaluations and research and writing, at the discretion of the Primary Attorney, unless the Director requests otherwise; however, presentations at CRTPA meetings will be in accordance with (c), above.
- (h) Other Services. The Law Firm shall render such other legal professional services as may on occasion be specifically requested by the CRTPA and duly authorized in writing by the Director or the Board Chairman. The Director or his designee shall be the coordinator for all CRTPA requests for legal services from the Law Firm and shall be responsible for ensuring the Law Firm provides the

requested legal services in a timely and satisfactory manner. The Primary Attorney, Secondary Attorneys or other attorneys within the Law Firm may perform these services, at the discretion of the Primary Attorney, unless the Director requests otherwise; however, presentations at CRTPA meetings will be in accordance with (c), above.

## **2. Compensation.**

(a) The Law Firm shall be compensated for professional fees with a monthly retainer as follows:

- 1) For the first year, in the amount of \$14,100.00, (billed at 1,175.00, per month), and a rate of \$300.00 per hour for 3.9 hours per month for services rendered to the CRTPA as listed in paragraphs 1 (a) above.
- 2) For the second year, in the amount of \$16,000.00 (billed at 1,333.33, per month) and a rate of \$315.00 per hour for 4.23 hours, per month for services rendered to the CRTPA as listed in paragraphs 1 (a) above.
- 3) For the third year, in the amount of \$17,100.00, per year (billed at \$1,425.00 per month), and a rate of \$325.00 per hour for 4.3 hours, per month for services rendered to the CRTPA as listed in paragraphs 1 (a) above.
- 4) The Law Firm will perform such services in excess of the monthly allocation hours upon conferring with and receiving written approval from the Executive Director to do so, and be compensated therefore at the hourly rate in paragraph 2(a) above. Should the Law Firm propose that additional compensation should be provided for such work, it will present its proposal and justification to the Director, who will have discretion to approve or disapprove such additional compensation based on CRTPA Board direction as provided for herein. All approvals for additional compensation will be made in writing.

- 5) The Law Firm shall be compensated at the billing rate per hour, as outlined herein, for services rendered to the CRTPA as listed in paragraphs 1(b)-(h) above, and for all authorized services rendered as listed in paragraphs 1(a) above, that exceed the budgeted allocated hours in any one month.
- 6) The Law Firm shall be compensated for all out of pocket expenses and other charges incurred in providing services under this Agreement.
- 7) On or before the 15th day of each consecutive month during the term of this agreement, the Law Firm shall prepare and submit an invoice for such fees, costs, and expense incurred in providing services during the preceding month. Invoices will include the name of the attorney performing the work, a description of the work performed, hours expended during the billing period, cumulative hours on the specific task, the amount currently billed, and any prior due balances. Invoices shall be submitted to the Director, via e-mail, as designated by the Director. Invoices shall also provide detail as to specific and cumulative time expended, disbursements made, payments made to any certified DBE firms and other expenses incurred as may be required by the Director. Semi-annually, the Law Firm shall provide written documentation, which identifies the progress made toward the CRTPA's DBE goal of 8.5% participation.

### **3. Maintenance of Professional Standards and Malpractice Insurance.**

The Law Firm shall maintain familiarity with the Code of Professional Responsibility of the Florida Bar and shall ensure that its representation shall be in compliance with the standards of conduct set by those rules. In the event of any questions concerning any potential conflict of interest between the CRTPA and any other client represented by the Law Firm, the same shall be disclosed to the Director immediately upon the issue being raised. The Director will develop a recommendation as to the conflict to present to the CRTPA Board for its

consideration.

**4. Insurance.**

The Law Firm shall obtain and maintain malpractice insurance and shall provide documentation of same.

**5. Primary and Secondary Attorneys Professional Services Responsibility.**

The legal services under this Agreement shall be provided by Thornton Williams, Esquire, as Primary Attorney, and Harriet Williams, Esquire. as a Secondary Attorney under this Agreement, and other attorneys within the Law Firm, when necessary, as described in paragraph 1, above.

**6. Term of Agreement.**

This Agreement is for an term of three (3) years from the date first above stated, but may be amended from time to time, in writing, by mutual agreement of the parties. This Agreement may be unilaterally terminated for convenience by either party upon the providing of 30 days written notice to the other party. The three years under this Agreement shall be for a two year term with one, one year option to extend and further provided that funding approval by the CRTPA Board is obtained prior to renewal.

**7. Assignment.**

This Contract shall not be assigned or sublet as a whole or in part without the written consent of the CRTPA nor shall the Law Firm assign any monies due or to become due to him hereunder without the previous written consent of the CRTPA.

**8. Indemnification.**

The Law Firm agrees to indemnify and hold harmless the CRTPA from all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the breach of this agreement by the Law Firm, its delegates, agents or employees, or due to any act or occurrence of omission or commission of the Law Firm, including but not limited to costs and a reasonable



attorney's fee.

**9. Audits, Records and Records Retention.**

The Law Firm agrees:

(a) To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the CRTPA under this contract.

(b) To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of three (3) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of three (3) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.

(c) Upon completion or termination of the contract and at the request of the CRTPA, the Law Firm will cooperate with the CRTPA to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.

(d) To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the CRTPA.


(e) Persons duly authorized by the CRTPA and Federal auditors, pursuant to 45 CFR, Part 92.36(1)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all

reasonable times for as long as records are retained.

(f) To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

AGREED TO the date first above stated,

  
\_\_\_\_\_  
**Jeremy Matlow, Chair**  
**CAPITAL REGION**  
**TRANSPORTATION PLANNING AGENCY**

  
\_\_\_\_\_  
**By: Thornton Williams**  
**800 N. Calhoun Street**  
**Suite 1B**  
**Tallahassee, Florida 32303**  
**(850) 224 -3999**

### RENEWAL OPTION

**The Capital Region Transportation Planning Agency hereby elects to extend this Professional Services Agreement for the Agency's legal services pursuant to Section 6. of this Agreement with the Williams Law Group, P.A.**

**June 17, 2024**

**Quincee Messersmith, Chair CRTPA** \_\_\_\_\_

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

**Thornton Williams** \_\_\_\_\_  
**Williams Law Group, P.A.**

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

## **CRTPA RESOLUTION 2021-09-4B**

A **RESOLUTION** of the Capital Region Transportation Planning Agency ("CRTPA") authorizing the execution of a contract between the CRTPA and the Williams Law Group, P.A.

**WHEREAS**, the CRTPA wishes to contract for legal service; and

**WHEREAS**, the CRTPA has completed negotiations the Williams Law Group, P.A. for legal services; and

**WHEREAS**, the CRTPA has found that the Williams Law Group, P.A. is the qualified to preform legal services for CRTPA,

**NOW THEREFORE, BE IT RESOLVED BY THE CRTPA THAT:**

1. The CRTPA has the authority to enter into a contract for legal services.
2. The CRTPA has an approved the scope of services and fees.
3. The CRTPA has funding within its annual budget for the legal services.
4. The CRTPA authorizes the Chair to execute and Executive Director to administer a contract with the Williams Law Group, P.A. for legal services.

**DULY PASSED AND ADOPTED THIS** 13<sup>th</sup> **DAY OF** September **2021**

Capital Region Transportation Planning Agency

  
\_\_\_\_\_  
**By: Jeremy Matlow, Chair**

**PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT for Professional Legal Services is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between the Capital Region Transportation Planning Agency, ("CRTPA") and the law firm of Williams Law Group, P.A. ("Law Firm") shall become effective on the date entered above.

**WHEREAS**, the CRTPA is a metropolitan planning organization designated pursuant to Section 339.175, Florida Statutes; and

**WHEREAS**, the CRTPA wishes to obtain the services of the Law Firm for the purpose of assisting the CRTPA in legal matters as referenced below in the Scope of Services; and

**WHEREAS**, the Law Firm wishes to render the legal services as required by the CRTPA as set forth in the Scope of Services;

**NOW, THEREFORE**, for valuable consideration and the mutual promises between the parties hereto, it is agreed as follows:

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Formal presentations at CRTPA Board meetings will be by either the Primary Attorney or a Secondary Attorney, at the discretion of the Primary Attorney, unless the Director requests otherwise. The Primary or Secondary Attorneys will provide advice on routine CRTPA issues.

- (b) **Follow up Activities.** The Law Firm will perform follow up activities, as a result of matters addressed or considered during CRTPA meetings or the pre-briefing, at the request of the Director or the Board Chairman. Either the Primary Attorney, Secondary Attorneys, or other attorneys within the Law Firm may perform these follow up activities, unless the Director requests otherwise.
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provided by the Law Firm in relation to the disclosure requirements of Statement of Financial Accounting Standards No. 5.

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requested legal services in a timely and satisfactory manner. The Primary Attorney, Secondary Attorneys or other attorneys within the Law Firm may perform these services, at the discretion of the Primary Attorney, unless the Director requests otherwise; however, presentations at CRTPA meetings will be in accordance with (c), above.

## **2. Compensation.**

(a) The Law Firm shall be compensated for professional fees with a monthly retainer as follows:

- 1) In the amount of \$18,060.00 per year (billed at \$1,505.00 per month) and a rate of \$350.00 per hour for 4.3 hours, per month for services rendered to the CRTPA as listed in paragraphs 1 (a) above.
- 2) The Law Firm will perform such services in excess of the monthly allocation hours upon conferring with and receiving written approval from the Executive Director to do so and be compensated therefore at the hourly rate in paragraph 1, above. Should the Law Firm propose that additional compensation should be provided for such work, it will present its proposal and justification to the Director, who will have discretion to approve or disapprove such additional compensation based on CRTPA Board direction as provided for herein. All approvals for additional compensation will be made in writing.
- 3) The Law Firm shall be compensated at the billing rate per hour, as outlined herein, for services rendered to the CRTPA as listed in paragraphs 1(b)-(h) above, and for all authorized services rendered as listed in paragraphs 1(a) above, that exceed the budgeted allocated hours in any one month.
- 4) The Law Firm shall be compensated for all out-of-pocket expenses and other charges incurred in providing services under this Agreement.

5) On or before the 15th day of each consecutive month during the term of this agreement, the Law Firm shall prepare and submit an invoice for such fees, costs, and expense incurred in providing services during the preceding month. Invoices will include the name of the attorney performing the work, a description of the work performed, hours expended during the billing period, cumulative hours on the specific task, the amount currently billed, and any prior due balances. Invoices shall be submitted to the Director, via e-mail, as designated by the Director. Invoices shall also provide details as to specific and cumulative time expended, disbursements made, payments made to any certified DBE firms and other expenses incurred as may be required by the Director. Semi-annually, the Law Firm shall provide written documentation, which identifies the progress made toward the CRTPA's DBE goal of 8.5% participation.

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**8. Indemnification.**

The Law Firm agrees to indemnify and hold harmless the CRTPA from all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the breach of this agreement by the Law Firm, its delegates, agents or employees, or due to any act or occurrence of omission or commission of the Law Firm, including but not limited to costs and a reasonable attorney's fee.

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The Law Firm agrees:

(a) To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and accurately reflect all revenues and expenditures of funds provided by the CRTPA under this contract.

(b) To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of three (3) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of three (3) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.

(c) Upon completion or termination of the contract and at the request of the CRTPA, the Law Firm will cooperate with the CRTPA to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.

(d) To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the CRTPA.

(e) Persons duly authorized by the CRTPA and Federal auditors, pursuant to 45 CFR, Part 92.36(1)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.

(f) To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

**AGREED TO the date first above stated,**

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**Quincee Messersmith, Chair  
CAPITAL REGION TRANSPORTATION  
PLANNING AGENCY  
300 S. Adams Street, A-1  
Tallahassee, Florida 32303**

---

**By: Thornton Williams  
800 N. Calhoun Street  
Suite 1B  
Tallahassee, Florida 32301**

## **RESOLUTION**

A **RESOLUTION** of the Capital Region Transportation Planning Agency ("CRTPA") authorizing the execution of a contract between the CRTPA and the Williams Law Group, P.A.

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3. The CRTPA has funding within its annual budget for the legal services.
4. The CRTPA authorizes the Chair to execute and Executive Director to administer a contract with the Williams Law Group, P.A. for legal services.

**DULY PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2024**

Capital Region Transportation Planning Agency

\_\_\_\_\_  
**By: \_\_\_\_\_, Chair**